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Invitation to Quote

Assessing the opportunities for Green Technologies and Services within Greater Manchester's Registered Social Housing sector.

Ref Q1906

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1. Introduction

The aim of this document is to select and appoint a provider to support the Hub's understanding of the opportunities available to Green Technologies and Services businesses across Greater Manchester's Registered Social Housing sector.

This document presents the detailed purpose and requirements of providers wishing to submit a quote for this contract.

2. About the GC Business Growth Hub

GC Business Growth Hub service helps ambitious business people to realise their growth potential by offering access to a range of practical services, from assessing growth options to unlocking finance or accessing experienced business mentors.

GC Business Growth Hub service is offered by GM Business Support Limited, which is part of The Growth Company. The group employs over 1,000 staff and delivers more than £60m of business support services annually.

For more information about Business Growth Hub, which is a trading name of GM Business Support Limited, please visit us at: <http://www.businessgrowthhub.com>

Accountable to the Greater Manchester Local Enterprise Partnership and Greater Manchester Combined Authority (GMCA), GC Business Growth Hub's challenge is to ensure that companies across Greater Manchester, and beyond in some instances, reach their full potential and are able to access the right support and services to meet their needs. These include:

- Personal support to identify and address business growth opportunities and challenges;
- Business to business networking through growth lunches and specialist events;
- Expert growth advice and planning under Growth and Scale up, Growth Start-up, Leadership and Workforce Development, Mentoring, Digital Growth, and Access to Finance, Innovation, Sector Support and Green Growth;
- Access to a wealth of public and private sector business and professional partners with a range of specialist knowledge and skills including a network of committed private providers who share our vision for supporting growth.

Complementary support is also provided by DIT Trade and Investment services and MIDAS, to attract inward investment and support re-investment by companies.

The delivery of support under ERDF requires GM Business Support Limited to comply with ERDF and public procurement guidelines. As a result this tender is designed to enable GM Business Support Limited to demonstrate compliance with these guidelines, ensure value for money and offer the opportunity to deliver the proposed support services for this project in an open and competitive way.

3. Background

The Social Housing sector in Greater Manchester (GM) is made up of 25 Housing Associations and Arm's Length Management Organisations. Collectively, these housing providers (GMHP's) manage ~225,000 homes, approximately 22% of Greater Manchester's total housing stock.

Greater Manchester's Environment Plan sets a clear ambition for the city-region to become carbon-neutral by 2038. With around a third of the city-region's carbon emissions coming from our homes, the social housing sector is uniquely placed to contribute to this ambition by reducing energy usage across existing and future housing stock. Specific commitments made by GMHP's as part of the 5-year Environment Plan include: a commitment to plan for a post-gas economy for new and replacement heating systems, a commitment to raise the minimum SAP standard to C for all existing homes by 2025 and a commitment to build all new homes to zero carbon in advance of the city-region's 2028 target¹.

In addition to contributing to GM's climate change ambitions, the transition to carbon neutrality will also create significant opportunities for GMHP's to; reduce fuel poverty levels, improve the physical and mental health of residents, create a healthier and more productive workforce and, key to this commission, stimulate the demand for Green Products and Services at a local level. Whilst, GMHP are already committed to delivering Social Value (47% of all resources currently spent with local businesses²) a move to carbon neutrality will help to generate significant investments in low carbon and energy efficient technologies presenting an excellent opportunity for local suppliers, installers, maintenance contractors and consultants.

Information relating to the scale and scope of this opportunity remains largely undocumented. Whilst GMHP procurement data can indicate the scale of the current market (i.e. what types and volumes of technologies are currently being procured), details of future requirements vary between each of the GMHP's. This is driven largely by a HP's individual asset management plans that oversee the operation, maintenance and renewal of existing assets i.e. building components in the most cost-effective manner.

The Hub wishes to commission research to better understand the scale and scope of the market opportunities likely to be realised in the next 5 years for Green Technologies and Services across the GMHP's. This should include opportunities associated with both replacement/refurbishments works for existing stock as well as any new build developments. Once complete the Hub will use the information to:

1. Develop a better understanding of the opportunities for the Green Technologies and Services sector within Greater Manchester's social housing sector.
2. Identify the key barriers social housing providers face in procuring Green Technologies and Services.
3. To better inform Hub clients on future market opportunities and/or if appropriate future diversification opportunities

¹ <https://www.greatermanchester-ca.gov.uk/what-we-do/housing/greater-manchester-spatial-framework/gmsf-full-plan/>

² <https://gmhousing.co.uk/about/social-value/>

4. To work with appropriate partners to assess any potential skills gaps in future supply chain requirements
5. To build a stronger understanding of GMHP future requirements and use this knowledge to better support GMHP's commitment to Social Value where appropriate.

4. Project deliverables

The successful tenderer will be required to:

Attend an initial inception meeting to agree the methodology, timescales and project milestones. This will take place at GC Business Growth Hub offices. It is envisaged that the project will be delivered in two phases:

Phase 1:

1. The successful tenderer will be required to approach and engage with GMHP's to secure their contribution to the project. Whilst the Hub acknowledges that not all GMHP's will want to be included as part of this research the Hub anticipate that a minimum of 8 GMHP's will be engaged as part of the process. It should be noted that the Hub and its partners can help to facilitate initial introductions, but the tenderer will retain responsibility for securing GMHP's to the programme. Submissions should reflect the impact of securing more (or less) GMHP's to the project within the financial breakdown.
2. Once engaged the tenderer will be required to update the project timetable, setting out when individual GMHP's will be interviewed as part of Phase 2 of the project. This is to take account of the fact that GMHP's asset management plans and the associated timescales for delivery will vary so the project may need to take a staggered approach to ensure maximum participation. It is envisaged that Phase 2 should be completed before March 2020 and a project plan and timetable should be agreed with the Hub project manager before commencing to the Phase 2.
3. The successful tenderer will be required to develop an agreed set of research questions to support Phase 2 of the project. It is anticipated that the provider will use a combination of research techniques to gather the required information and will work with the GMHP's to access and assess information detailed within individual Asset Management Plans. The information required is as follows:
 - The political, social, environmental and financial drivers and barriers influencing a shift towards Green products and Services across GMHP's
 - The types of Green Technologies and Services GMHP's plan to procure over the next 0-5 years. (A list of technologies and services to be included as part of this research to be agreed at the inception meeting)
 - An estimation of the total value of the Green Technologies and Services GMHP's expect to procure over the next 0-5 years.
 - An assessment of how an individual GMHP's individual Asset Management Plans may impact the demands for Green Technologies and Services at various points within a 5-year period

- Clarification on the various procurement routes used by each GMHP.

Phase 2:

4. The successful tenderer will carry out detailed interviews with the GMHP's to gather the necessary information.
5. A final written report containing the findings from the will be supplied in a word document complete with any supporting documentation in an appropriate format such as Excel.

Period of delivery and Budget

The requirement will run from 18th September 2019 to 31st March 2020.

The budget for this project is expected to be in the region of £14,000 Inc VAT. The total value of the contract will not exceed £25,000 inc Vat

5. Evaluation

Only Quotation Forms completed in full will be considered.

Quotations will be assessed on the following criteria:

- An outline of your approach to delivery of the tasks as described above; (30%)
- Proposed timetable for delivery; (15%)
- Evidence of your availability and experience to deliver the requirements set out in the objectives including the skills and ability of the proposed personnel to be employed. (30%)
- A full detailed pricing schedule. (25%)

6. Quotation Returns by email

Please complete the Quotation Form including any additional information by 13:00 on Friday 13th September 2019 to:

Nick Batty
Procurement Manager
Email: nick.batty@growthco.uk

7. Contract Conditions

The Contract/Framework Agreement and all tasks carried out under the agreement will be governed by GM Business Support Limited Contract Conditions.

8. Your Information and Data

At the Growth Company we recognise the importance of the privacy and the security of your personal information. Please see the below link to our Group Privacy Notice which explains how we process and look after your personal information and data.

<http://www.growthco.uk/privacy-policy/>

Please note that by submitting a response to one of GC Business Growth Hub's procurement opportunities, your bid (whether successful or unsuccessful in obtaining the contract) will be held and processed in accordance with our Privacy Policy. In order to

demonstrate our competitive procurement procedures for future audit and contractual compliance (such as those required by our funders) your response to GC Business Growth Hub's procurement will be held and archived for a period of 25 years following the end of the contracted period.