



# **Invitation to Tender**

**Green Investment Pipeline and Prospectus for  
Oxfordshire  
2024/2025**

## **The Task and Purpose**

To develop a green investment pipeline and digital based prospectus for Oxfordshire that markets the county's vision of a greener future and showcases green investment opportunities across the county - a key deliverable identified at the 100 Together: Financing Oxfordshire's Green Future event held on the 11<sup>th</sup> January 2024. The prospectus will be launched at the next [100 Together](#) event planned for the 18<sup>th</sup> March 2025, and it should be dynamic enough to be able to respond to national government changes post the General Election held on the 4<sup>th</sup> July 2024. The Green Prospectus is a key ambition of 100 together programme to enable Oxfordshire to reach its ambitious targets on restoring nature and net zero and to accelerate the growth of its clean tech sector and green economy. Oxfordshire's [Pathways to a zero carbon Oxfordshire \(PAZCO\)](#) sets out the challenges and opportunities.

## **The Commission**

OxLEP is looking to appoint suitably qualified consultants who can work with OxLEP and Oxfordshire County Council to develop a Green Investment Pipeline and Prospectus for Oxfordshire. We welcome consortia proposals to fulfil the tender requirements below.

## **Key areas of delivery**

The commission will need to:

1. Undertake **research and data gathering**, build on prior work and strategies such as the Place Narrative, Pathways to a Zero Carbon Oxfordshire, Future Oxfordshire Vision Statement, Oxfordshire Infrastructure Strategy, and work of the Local Nature Partnership. This can then build the wider narrative/ 'Oxfordshire Story' to support the green investment by evaluating the county's green credentials/assets as investment in its natural capital is as important as other forms of investment, alongside connecting into broader Oxfordshire assets and sector strengths.
2. **A- Project Pipeline Criteria development –**
  - Develop robust criteria to progress projects through the pipeline so that they become investment ready and ensure an objective approach is taken to projects brought forward. We envisage these to also connect into [Oxfordshire County Council's Strategic Plan](#) and the strategic objectives to ensure social, economic and environmental benefits to all. Also to include:
    - a pipeline template, a multi-criteria analysis tool, suggestions on benchmarks/ guiding principles to use (i.e. UN Sustainable Development goals [THE 17 GOALS | Sustainable Development \(un.org\)](#))
    - information on financial modelling to create an investable proposition, which will lead to desired outcomes and deliver ROI for investors
    - Information around avoiding greenwashing/building credibility
    - Bundling options for place/community collaboration opportunities
    - KPIs to track progress and measure the success of the pipeline development and Investment Prospectus
    - Links to DSO tools (eg SSE's LENZA) where grid capacity is likely to be a key consideration

Please note all data sources and data outputs will need to be transparent, shared with and able to be updated by OxLEP and Oxfordshire County Council.

### **B-Identifying pipeline across Oxfordshire & Investor engagement**

- Identify a wide pipeline of projects from public and private sectors and develop a portfolio of detailed investment proposals (ideally five to ten projects that are investment ready) designed to give a significant boost to the county's target to reach Net-Zero well ahead of 2050, and to restore nature, as well as to showcase investment opportunities that are based in Oxfordshire and offer decarbonisation opportunities. The portfolio will need to provide potential investors with a mix of decarbonising and transformative development opportunities as well as the more traditional robust, investor-ready propositions. We envisage three stages in the pipeline gathering- those that are *transformational, investable, and shovel-ready projects*. Projects could come from any of the key areas identified by our Pathways to Zero Carbon Oxfordshire report, namely:
    - Catalysing low carbon innovation
    - Transport
    - Energy efficiency and heating demand in buildings
    - Zero-carbon energy
    - Land use and sequestration
  - Capture the required information to promote the investment opportunity within the collateral (digitally) describing the opportunity, investment needed, etc.
  - Ensure project development allows potential investors to understand how the projects will complement their existing portfolio of investments and provide confidence that they are investment-ready.
  - Also consider activities where we can act as a catalyst- i.e. tackling barriers such as electricity supply etc.
  - Investor engagement – develop information relative to understanding the needs of investors, any risks, different types of investors and their criteria for investment, how to perform due diligence and to effectively negotiate investment deals and contracts with them. Please also include information on the different types of investor that could be approached.
3. **Creation of collateral –a digital Green Investment Prospectus** to promote Oxfordshire's green credentials, the broader 'narrative/story' for the county showcasing Oxfordshire's potential to be a leader in clean tech and decarbonisation, an interactive map to showcase location of investments, and the project portfolios. There are possibly websites (100 Together is in development) and an inward investment promotion platform, Oxford Calling that could be utilised however do present ideas in relation to the creation and hosting of the prospectus. Also regionally, the Oxford-Cambridge Pan Regional Partnership have developed an Atlas which is broader across all sectors that will require interconnectivity with this prospectus.
4. **Promotion of the Green Investment Prospectus and Preparing for Investment offers**
- b. Develop a proposal to forward promote the Green Investment Prospectus to attract investment opportunities, describing key routes to market.
  - c. Describe how to respond and resource required to field future generation of enquires/interest to ensure landing of investment.

### **Core Outputs**

- Desktop review of key datasets, indexes and existing assets within the county.
- An interim data/research report (word and PDF format) including an index of investible assets.

- Agreed criteria for prioritising the index of investible assets into the Green Prospectus.
- At least 4 workshops to be held with key stakeholders, and a number of individual consultations to agree and develop assets for inclusion within the Prospectus in addition to the active engagement/consultation with key stakeholders.
- Final report setting out the findings and Green Investment Prospectus in detail including investment opportunities (as not all will be within the digital version).
- A digital Green Investment Prospectus which includes mapping and flexibility to be updated by OxLEP as investment projects are identified.
- PowerPoint slide pack/ pdf summarising key findings and an overview of the Green Investment Prospectus for use and briefings across stakeholders and Government.
- All necessary presentations to relevant bodies, as required and agreed with the OxLEP.
- Support to promote the prospectus at the 18<sup>th</sup> March 2025 launch event

All necessary presentations to relevant bodies, as required and agreed with OxLEP.

Deliverables are expected to be excel data sets, reports, PowerPoint slide decks, working papers, and digital promotional collateral, as outlined above, and as appropriate.

**Indicative Timeline**

- Six and a half months to finalise the Green Investment Prospectus ready for launch on 18<sup>th</sup> March 2025.

<b>Deliverables</b>	<b>Key Dates</b>
Invitation to Tender	8 <sup>th</sup> July 2024
Tender deadline	<b>10am on 29 July 2024</b>
Shortlisted suppliers will be notified	5 <sup>th</sup> August 2024
Interviews	12 <sup>th</sup> August 2024 - in person, time tbc
Tender Awarded	13 <sup>th</sup> August 2024
Contract start date and Inception Meeting	2 <sup>nd</sup> September 2024
Draft green Prospectus for Oxfordshire	End of January 2025
Launch of Prospectus	<b>18<sup>th</sup> March 2025</b>

## Tender Evaluation Weighting and Evaluation Criteria

All submitted proposals will be scored against a set of pre-determined criteria, set out below:

Criteria	Weighting (%)	Evaluation Criteria
Methodology and Approach	30%	<p>Demonstrate a clear understanding of the requirements and a clear and compelling methodology and approach for delivery.</p> <p>Demonstrate how the requirements listed will be achieved.</p>
Creativity, Innovation and Fresh Material	20%	Demonstrate innovative ways to respond to the key elements of the Tender specifications.
Team, Skills and Competencies	20%	<p>Outline the team and their roles and expertise. Demonstrate the ability to field a team with relevant expertise, deployed appropriately and in line with the tender requirements. <u>It is critical that the supplier provide evidence that they are able to develop both the green pipeline and the resulting promotional collateral, but also to influence the narrative to attract investment.</u></p> <p>Demonstrate extensive experience of economic analysis, developing sustainable and inclusive economic strategies, scenario testing, creating investable sector propositions, developing criteria to assess projects, green finance knowledge and experience in developing new models for financing a greener future through unlocking investment to deliver environmental activity at scale.</p>
Partner Engagement	20%	Demonstrate how the tender will respond to and how the team will approach engagement with the broad range of partners with whom the process will need to engage (ranging from local bodies such as local authorities, Universities, partner organisations (see Appendix One) to national agencies including UKRI).
Overall Price	10%	<p>Provide detailed pricing break down.</p> <p>Demonstrate value for money.</p>

Scores for each of the above criteria will be allocated as follows and weighted in relation to the table above.

Very Good - a thorough response, addressing ALL requirements in extensive detail, providing confidence that the requirements can be met in full, with added value solutions	9-10
Good - answer that covers the Specification or almost all aspects of the Specification. There are minimal concerns about whether the requirements can be met.	7-8
Satisfactory - answer covering the main points of the Specification but leaving some small concerns about whether the requirements can be met.	5-6
Unsatisfactory - answer covers some elements of the Specification but there are significant concerns about whether the requirements can be met.	3-4
Poor - answer does not address the majority of the Specification and there are major concerns about whether the requirements can be met.	1-2
Question not answered or does not address any elements of the specification	0

**Scores for the Price criteria will be allocated as follows:**

Bidders' price scores will be calculated based upon the lowest price submitted by Bidders.

The Bidder with the lowest price will be awarded the full score, with the remaining Bidders gaining a pro-rated score in relation to how much higher their prices are when compared to the lowest price.

In the example below price is scored out of 3:

Tenderer	Price	(price - lowest price) / lowest price = % of price which is above lowest price	Score Maximum points x (100% - % of price which is above lowest price)
<b>1</b>	<b>£100</b>	$(£100 - £100) / £100 = 0.00\%$	$3 \times (100\% - 0\%) = 3$
<b>2</b>	<b>£125</b>	$(£125 - £100) / £125 = 20.00\%$	$3 \times (100\% - 20.00\%) = 2.4$
<b>3</b>	<b>£150</b>	$(£150 - £100) / £150 = 33.33\%$	$3 \times (100\% - 33.33\%) = 2.0$
<b>4</b>	<b>£175</b>	$(£175 - £100) / £175 = 42.85\%$	$3 \times (100\% - 42.85\%) = 1.715$
<b>5</b>	<b>£200</b>	$(£200 - £100) / £200 = 50.00\%$	$3 \times (100\% - 50.00\%) = 1.5$
<b>6</b>	<b>£300</b>	$(£300 - £100) / £300 = 66.66\%$	$3 \times (100\% - 66.66\%) = 1$

There is no minimum turnover criteria for this procurement, however you should provide accounts (or equivalent) for your previous financial year. If these are unavailable, you must explain why.

**Interview Process**

We will interview the top four scoring responses based on the written submissions.

For those invited to interview, we will request a presentation of your tender response and we shall be scoring responses to a series of five questions that will be the same for all interviews. Scoring for the questions will be based on the following matrix:

Very Good - a thorough response, addressing ALL requirements in extensive detail, providing confidence that the requirements can be met in full, with added value solutions	9-10
Good - answer that covers the Specification or almost all aspects of the Specification. There are minimal concerns about whether the requirements can be met.	7-8
Satisfactory - answer covering the main points of the Specification but leaving some small concerns about whether the requirements can be met.	5-6
Unsatisfactory - answer covers some elements of the Specification but there are significant concerns about whether the requirements can be met.	3-4
Poor - answer does not address the majority of the Specification and there are major concerns about whether the requirements can be met.	1-2
Question not answered or does not address any elements of the specification	0

Our final decision on supplier selection will be based on performance at interview, with the highest scoring interviewee being appointed.

**Response to Tender**

Thank you for your interest in providing a response to our tender invitation.

Please use the information In Appendix Two as the basis of your response to meet the requirements outlined, alongside requirements set out elsewhere in this tender invitation. Please also ensure that the Standard Selection Questionnaire (SQ) in Appendix Three is completed and returned with the tender response.

Please note consortium bids are encouraged and will require a clear division of roles and responsibilities, and confirmation of which party will be the nominated lead.

Please send all tender submissions to:  
**grace.wallace@oxfordshirelep.com by 10am on 29th July 2024.**

Please state **‘Green Investment Pipeline and Prospectus’** in your email correspondence.

Please note, late submissions will not be considered.

Shortlisted suppliers will be notified on the 5<sup>th</sup> of August 2024, and invited to a panel interview (in person) on 12<sup>th</sup> August 2024.

All tenders should clearly state the key point of contact for the supplier and their contact details.

### **Additional Information**

#### *Freedom of Information*

All information provided by you in your response to this ITT will remain confidential and will not be disclosed to any other party except where required for official audit purposes or to the extent that OxLEP Ltd considers that disclosure is required pursuant to the Freedom of Information Act 2000 or any other applicable legislation, legal requirement or code of practice.

#### *Confidentiality*

By receiving this ITT you agree to keep confidential the information contained in the ITT or made available in connection with further enquiries and questions. Such information may be made available to your employees and professional advisers for the purpose only of responding to this ITT.

#### *Material Changes*

At any time before the award of the contract, OxLEP Ltd reserves the right to disqualify any organisation whose circumstances change to the extent that it ceases to meet the selection criteria or makes a material change in respect of its proposal unless substantial justification can be provided to the satisfaction of OxLEP Ltd. Where a Bidder becomes aware after having submitted a Bid of a change in circumstances or information supplied, it should notify OxLEP of this as soon as possible.

### **OxLEP's rights**

OxLEP Ltd reserves the right to:

- Waive or change the requirements of this ITT from time to time without prior (or any) notice being given.
- Seek clarification in respect of any part of a Tenderer's submission.
- Request Tenderers to submit, supplement, clarify or complete relevant information or documentation where it appears to be incomplete, erroneous or missing.
- Disqualify any Tenderer that does not submit a compliant Tender in accordance with the instructions in this ITT.
- Disqualify any Tenderer that is guilty of serious misrepresentation or of negligently providing misleading information in relation to its Tender, expression of interest, the Standard Selection Questionnaire (SQ) or the tender process.
- Reject a Tender that is abnormally low.
- Withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis.
- Choose not to award any Contract [or Lot] as a result of the current procurement process or to abandon that process.
- Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.



### **Bid costs**

OxLEP will not be liable for any bid costs, expenditure, work or effort incurred by a Tenderer in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Authority.

### **Budget**

**The maximum total budget identified for this commission is £95,000** exclusive of vat and is fully inclusive of any charges and expenses incurred in the delivery of this tender.

Contract is subject to confirmation of funding which will be confirmed by 12 August 2024 at the latest.

Payments for services covered by this invitation to tender will be on submission of appropriate invoices, subject to Oxfordshire LEP standard payment terms. Invoicing arrangements will be agreed with the successful supplier following the award of the contract.

The commissioning party for any external commissions required will be OxLEP Ltd and contractual arrangements will be based on the standard terms adopted by the Company. This will be agreed with the successful applicant following the selection process.

### **Client Contact Details**

A steering group comprising representatives from Oxfordshire County Council, 100 Together, OxLEP and key stakeholders will oversee the wider project. Further details will be shared at the Inception Meeting.

**The primary point of contact for the commission will be Helen Ryan-Wallis, Strategy & Internationalisation Manager at OxLEP** and can be contacted via [helen.ryan-wallis@oxfordshirelep.com](mailto:helen.ryan-wallis@oxfordshirelep.com)

## Appendix One

### Places to consider

In terms of place, we require the supplier to consider not just the geography, but the wider ecosystem that includes:

- The county of Oxfordshire and its role in the wider region
- Both Universities and their research excellence
- Research facilities
- Science and tech parks
- FE College and skills groups
- Airport / train stations / infrastructure
- Mixed used and housing development opportunities
- Low carbon sites
- Cultural assets (historical/educational/visitor economy)

### Anticipated stakeholders and consultees

Other stakeholders that you should consider engaging include:

- 100 Together Steering Group
- Future Oxfordshire Partnership and Local authorities
- University of Oxford and Oxford Brookes University
- Health led assets – e.g. hospitals, and connected industries
- Private sector partners
- Community Partnerships – Oxfordshire Inclusive Economy Partnership
- Government agencies i.e. Department for Business and Trade
- Potential investors (FDI, investment angels etc)
- SMEs
- 3Ci who are developing a National Pipeline of projects
- Oxfordshire Local Nature Partnership, BBOWT, Wild Oxfordshire
- Greater South East Net Zero Hub
- Innovate UK Business Connect

## Supporting documentation and recommended reading

To assist suppliers with the preparation and submission of tenders, we recommend the review of these documents. We also expect the successful supplier to review these documents, strategies, datasets, and any additional areas that are required in order to complete the research and data collection.

### National government:

- [Mobilising green investment: 2023 green finance strategy](#)

### Oxfordshire County Council

- Place Narrative
- Oxfordshire's Local Transport and Connectivity Plan (LTCP5)
- [Oxfordshire Infrastructure Strategy \(OxIS\)](#)
- Forthcoming [Local Nature Recovery Strategy](#)
- Circular Economy Strategy and Action Plan

### OxLEP

- [Strategic Economic Plan](#) (currently under review), [Evidence Base](#) and Action Plan
- Previous [Economic Growth Delivery Plan](#), [Economic Recovery Plan](#), [Local Industrial Strategy](#) and [Investment Plan](#), and [Local Skills Report and Plan](#); Oxfordshire Energy Strategy (2019), [Strategic Environmental Economic Investment Plan \(SEEIP\) 2015](#)
- [Oxford Calling](#)
- [Oxfordshire Internationalisation Plan](#)
- OxLEP Invest [sector brochures](#) (8)

## Other Partnerships and bodies:

Strategies and reports from

- Future Oxfordshire Partnership [Vision Statement](#) and [Oxfordshire Net Zero Route Map & Action Plan Final Report](#)
- The [PAZCO](#) report
- [Financing Local Nature Recovery](#) report
- [Oxfordshire Inclusive Economy Partnership](#)
- [Oxfordshire Local nature Partnership & Nature finance Strategy](#)
- Local Plans
- [Oxford to Cambridge PRP Atlas](#)
- Forthcoming [England's Economic Heartland Connecting Economies brochures](#)

Examples of local investments highlighted in the DIT produced 'GREAT' Atlas:

- [Bicester Motion - a 444-acre branded commercial and leisure destination](#)

Examples of offline national investment brochures, from the 'GREAT' campaign:

- [Automotive; Future Mobility; Rail Prospectus; Cyber; Life Sciences](#)

## Appendix Two

### Response To Tender

As well as the response requirements set out elsewhere in this tender invitation, please ensure your tender response captures the following in an electronic format (i.e. MS Word/PDF):

1. Understanding of and alignment to the requirements of this tender specification
2. Your Approach and methodology
3. List of key personnel alongside their relevant experience and anticipated input
4. Demonstration of experience of providing similar commissions
5. Financial proposal- costs should be exclusive of VAT with a breakdown of estimated charges and expenses
6. Approach to Quality Assurance

**Completed** Standard Selection Questionnaire (SQ) (Appendix Three below)

## **Appendix Three**

### **Standard Selection Questionnaire (SQ)**

To be completed, see separate word format document.