



ITT Green Investment Pipeline and Prospectus

Tender Process FAQs

Question 1– Is it possible to have an extension to respond to the tender?

- Unfortunately, no extensions are permissible due to the tight timescales for delivery of the project described in the Invitation to Tender documents.

Question 2 – Please can you send a copy of the Terms and Conditions

- Our complete contract, including all terms and conditions, will be provided later in the process.

Question 3 –With regards the "*Contract is subject to confirmation of funding which will be confirmed by 12 August 2024 at the latest*" in the tender specification can you provide a bit more information on this.

- We can confirm that there is no risk that funding won't be secured for the activity described in the Invitation to Tender document.

Question 4 – Can you define the county's green credentials/ assets that need to be evaluated?

- The county's green credentials/assets should be identified as part of the research and data collection. They are to help build the wider narrative/ 'Oxfordshire Story' to support the green investment. They will likely include areas from which decarbonisation projects could be generated, places (Appendix One describes some of those to consider) and key clusters within our ecosystem that can help showcase Oxfordshire's potential to be a leader in clean tech and decarbonisation.

Question 5 - Do you have an existing longlist of projects that could form the pipeline or are you expecting the consultants to identify and scope projects from across the county and to develop these into investable propositions?

- It should be assumed that the service provider would be required to identify and scope projects from across the county and to develop them into investable propositions.

Question 6 – Are you able to define or provide an example of 'detailed investment proposals.'

- We expect for the tenderer to provide ideas as to investment proposals relative to the overall budget available.

Question 7- Is there a page or word limit for responses to the invitation to tender?

- There are no specific limits, but we would appreciate it being concise and responsive to the elements described.



Question 8 - Do you have a preferred format for the digital prospectus (i.e. a live microsite or an interactive pdf embedded onto a web page)? Is it anticipated that the successful bidder will include costs for web hosting, domain and associated costs within the fee?

- We welcome options being presented that best respond to our requirements in the tender documents that also provide value for money within the budget made available. If a microsite is proposed, this should include initial costs for web hosting, domain, and other associated costs.

Question 9- Noting the requirement that the prospectus is updateable, could you please clarify what the team's capability level is when it comes to updating the prospectus i.e. using InDesign, Canva and or Website content management systems (CMS)?

- We can confirm there is in-house capability.

Question 10- Will the draft green prospectus (by end of January 2025) need to include the digital version, or can it be a word/ PowerPoint version with the digital version then developed during end of January to mid-March 2025?

- The draft version due end of January 2025 can be word/PowerPoint alongside the beginnings of the digital version to ensure deadlines are met.

Question 11- What visual assets are available for possible inclusion in the prospectus? Do you have any brand guidelines?

- Both of these elements will be discussed with the service provider at the inception meeting. We can confirm that we have digital assets that could be utilised. With regards brand guidelines, there are brands within which it will need to fit (100 Together programme, Oxfordshire County Council and OxLEP).

Question 12 - Are you commissioning any additional visual assets to include within the prospectus? i.e custom illustration, infographics, photography etc.

- We expect the tenderer to include such costings if required to support your tender response.

Question 13- What are the expectations in terms of 'Support to promote the prospectus at the 18th March 2025 launch event'?

- We expect the service provider to be at the launch event to support the project team.

Question 14- Has a green investment strategy and underpinning baseline been developed for Oxfordshire? If not, to what extent is the brief expecting the supplier to address this?

- We can confirm there isn't a green investment strategy or underpinning baseline for Oxfordshire. We expect the service provider to review the various strategies and documents listed to then shape the green prospectus and associated requirements outlined in the tender specifications.



Question 15- Could you please confirm whether the Green Investment Prospectus is intended to act as an invitation or inducement to those that receive it/have access to it to engage in an investment in the projects? As such it could be considered a Financial Promotion as defined in the FCA handbook. Also will the prospectus be made public?

- The Prospectus is to be made publicly available and used as a promotional tool to not only highlight Oxfordshire's story and strengths, but also highlight investment opportunities within Oxfordshire.

Will distribution be limited to Professional Investors, and if so, what process will be followed to ensure those that can access it meet the definition of Professional Investor?"

- No distribution won't be limited to professional investors, it is to be a promotional tool, available on publicly accessible websites, to attract both public and private investment into Oxfordshire. It will also highlight Oxfordshire's strengths and ambition 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.