



## **Invitation to tender for REAL's Research Hub Project:**

*How the benefits of applying compost and digestate to soils can be accounted for under the Greenhouse Gas (GHG) Protocol*

**Tender Invitation Document**

## **EXECUTIVE SUMMARY**

Renewable Energy Assurance Limited (REAL) invites contractors to tender for the work outlined below. Following a competitive tender process, REAL will appoint the successful contractor to deliver the project.

### **Purpose of the tender**

The purpose of the tender opportunity is to appoint a contractor to develop and deliver REAL's Research Hub project titled '*How the benefits of applying compost and digestate to soils can be accounted for under the Greenhouse Gas (GHG) Protocol.*'

### **Tender timeframe**

Deadline for receipt of tender submissions: **9<sup>th</sup> December 2022**

Deadline for questions in relation to this tender: **25<sup>th</sup> November 2022**

Tenderers receive written notification of REAL's decision: **January 2022**

### **Work programme**

Contract start date: **February 2022**

Contract duration: **Up to six months**

*\*REAL reserve the right to change this timetable*

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## 1 INTRODUCTION

*This Section introduces Renewable Energy Assurance Ltd. and explains its work in administering the Organics Schemes and the Research Hub.*

Renewable Energy Assurance Ltd (REAL) is a wholly owned subsidiary of The Association for Renewable Energy and Clean Technology (The REA). REAL carries out a range of certification and consumer protection activities, all of which promote sustainable energy and circular resource use (organics recycling). REAL's activities fall under two headings; certification schemes and consumer codes.

Among other codes and schemes, REAL owns and administers the following quality certification schemes related to the organics recycling sector: the Compost Certification Scheme (CCS), the Biofertiliser Certification Scheme (BCS) and the Compostable Materials Certification Scheme (CMCS). The CCS and BCS enforce high quality standards for compost and biofertiliser (i.e., quality-certified anaerobic digestate), respectively. Together, these schemes provide assurance to consumers, farmers, food producers and retailers that quality-certified compost and digestate is safe for human, animal, and plant health.

In 2019, through collaboration with the CCS/BCS Technical Advisory Committee (TAC), REAL established the Research Hub. The Research Hub functions as a tool to source research funding from the composting and anaerobic digestion industries. With these funds, the Research Hub commissions projects aimed at developing the technical and regulatory aspects of certified compost and digestate production, improving testing and usage of certified compost and digestate, and reinforcing certified compost and digestate markets.

REAL wishes to appoint a contractor to develop and deliver the project commissioned by the Research Hub titled '*How the benefits of applying compost and digestate to soils can be accounted for under the Greenhouse Gas (GHG) Protocol*'

The appointed contractor will be required to work with the REAL-appointed Project Management Team, the Research Hub's Research Panel and REAL staff.

This document sets out the scope and parameters of the work which REAL wishes to commission and describes how contractors may tender to undertake this work for REAL.

## 2 PROJECT BACKGROUND AND SCOPE

*This Section explains the project's relevance to REAL's work and the wider organics recycling industry and outlines the project's intended contributions.*

### 2.1 Project Background

In recent years, industry and governmental organisations have focused considerable attention on monitoring their greenhouse gas emissions. The Greenhouse Gas (GHG) Protocol provides internationally recognised accounting standards, tools and training for businesses and government to measure and manage climate-warming emissions.

Under the GHG Protocol, emissions are considered under four areas:

1. **Scope 1** includes direct emissions that are released into the atmosphere arising from activities owned or controlled by the organisation. These include emissions from combustion in boilers, furnaces, and vehicles owned or controlled by the organisation, as well as emissions from natural biomass decomposition, (e.g., release of soil carbon into the atmosphere due to land disturbance).
2. **Scope 2** includes indirect emissions associated with the consumption of purchased electricity, heat, steam, and cooling. These emissions are not under direct control of the organisation.
3. **Scope 3** includes other indirect emissions linked to an organisation's activities which are not under the control of the organisation. Scope 3 emissions can be further subdivided into upstream emissions (i.e., indirect embedded emissions associated with the production process) and downstream emissions (i.e., indirect operational and end-of-life emissions).
4. **Off-scope** – some activities do not affect the inventory of GHG emissions recorded in Scopes 1, 2 and 3 but are recorded off-scope using a project based or intervention approach (also known as counterfactual reporting).

Increasingly, compost producers and AD (Anaerobic Digestion) operators are looking at the GHG Protocol to measure and manage their GHG emissions. The GHGP's draft [Land Sector and Removals Guidance](#) is expected to provide a framework for assessing carbon emissions and removals associated with land use, land use change, as well as the production and consumption of biogenic products (e.g., compost and digestates). However, further R&D work is likely to be needed to determine how to apply the guidance in practice to accurately account for carbon emissions and/or removals associated with the production/consumption of compost and digestate.

### 2.2 Project Scope

The project aims to evaluate the carbon accounting benefits associated with producing and applying compost and digestate to land. Further, the project endeavours to develop guidance to account for these benefits under the Greenhouse Gas Protocol.

To fulfil this aim, the project's key objectives are as follows:

1. To demonstrate to compost producers and AD operators the benefits of engaging with the GHG Protocol as a key step towards understanding their commercial activities within the global imperative to minimise climate-warming emissions.
2. To provide guidance to operators on how to account for the production and application of compost and digestate under the GHG Protocol.

### **3 SERVICES REQUIRED**

*This Section describes the work which will be required of the contractor to deliver the project.*

- 3.1** The appointed contractor will develop and deliver REAL’s Research Hub Project titled ‘*How the benefits of applying compost and digestate to soils can be accounted for under the Greenhouse Gas (GHG) Protocol.*’

The appointed contractor will be responsible for fulfilling the project objectives outlined in Section 2.2 of this Tender Invitation Document. In addition to these objectives, the project should include the following key elements:

- **Methodology**
  - Assess all relevant GHGP standards and guidance documents and determine which are relevant to accounting for the carbon cycle of compost and digestate.
  - Gather information from a survey of scientific literature and other sources (e.g., research published by the International Solid Waste Association) to characterise the nature of carbon pools present in compost and digestates and further evaluate the impact of the additions of these complex sources of organic material on the labile (rapidly decomposing) and recalcitrant (slowly decomposing) carbon pools in the soil.
  - Analyse existing data on compost and digestate for the typical organic matter contents and any other parameters that are needed to determine the likely effects when applied to land and provide recommendations on how these should be accounted for when considering the GHG Protocol.

### **3.2 Project Deliverables**

- A final report containing:
  - An assessment of the natural capital/carbon cycling impacts of producing and using compost and digestate
  - Practical guidance on how composts and digestates can be accounted for under the GHG Protocol with reference to the draft Land Sector and Removals guidance. (To allow operators to properly account for their use when calculating their carbon footprint.)
- Regular meetings with the REAL Project Management Team to provide project updates and agree project milestones.
- A final meeting with REAL to discuss the project in its entirety, during which the appointed contractor shall present the findings enclosed in the final report.

### **3.3 Competence requirements**

REAL will appoint a contractor (an individual, organisation or consortium) with the following experience and/or expertise:

- A strong understanding of the Greenhouse Gas Protocol and the current process of creating guidance for biomass carbon cycles (Land Sector and Carbon Removals Guidance)
- Knowledge of carbon cycling and the physical and chemical properties of compost and digestate

## 4 TENDER REQUIREMENTS

*This Section provides instructions for preparing tenders.*

**4.1** Your tender should be submitted by email and should be limited to no more than 10 x A4 sides at minimum 10pt font (excluding appendices).

**4.2** Your tender must include the following information in the order indicated:

**I. An executive summary**

This should be no longer than one side of A4 paper, outlining the proposed work and including the total cost of the proposed work, inclusive of Value Added Tax (“VAT”) and anticipated expenses.

**II. Company/Organisation details**

Please include the following information:

- The name of the Company submitting the tender;
- The registered office name, address, VAT number (if applicable) and company or charity registration number;
- The name of the nominated contact person within the tenderer’s organisation;
- Contact details including address, telephone number and e-mail address

REAL will accept tenders from both individual companies and from consortia. Should you decide to tender as part of a consortium, you will need to identify one member of the consortium (the “Lead Contractor”) to act as the contracting party. All other consortium members will be sub-contractors to the Lead Contractor.

**III. A description of your working methods**

You will need to make clear how you intend to deliver the work and provide estimated timescales for delivery.

**IV. A description of the project team who will manage and deliver the work**

This should include a list of individuals, their respective roles within the organisation and, for the purposes of this work, their relevant skills and experience including any relevant professional qualifications.

**V. An identification of any sub-contractors to be used**

You should include a list of any sub-contractors you intend to use to deliver the work.

**VI. Evidence of a track record in undertaking work similar to that described in this document**

**VII. Breakdown costs (exclusive of VAT) including;**

- Individual day rates and number of days of each staff member involved in delivering work
- Expenses

**VIII. Identification of any conflicts of interest**



Please disclose any conflicts of interest which might arise if you were selected to undertake the work. Please also include a contingency plan for addressing any identified conflict(s) of interest, should conflict(s) arise. Where you tender as part of a consortium, all members of the consortium should be considered.

**IX. A copy of your Environmental Policy and evidence of any accredited Environmental Management System.**

**X. Written confirmation that you have the necessary permits, licences or exemptions required for the services.**

**XI. Appendices**

Tenderers should include the following documents as appendices:

- Audited or management accounts for the last 2 financial years;  
REAL reserves the right to reject bids from Contractors where the accounts show that the Contractor might be at risk of insolvency.
- A statement of any material litigation, pending or threatened, or other legal proceedings;  
REAL reserves the right to reject bids from Contractors subject to legal proceedings where in REAL's reasonable opinion such proceedings could impact upon the Contractor's ability to deliver the services required.
- Evidence of the level of professional indemnity, public liability and property damage insurance cover held.  
REAL will require minimum cover levels of:
  - £1 million professional indemnity;
  - £2 million public liability;
  - £2 million property damage.

To be considered for evaluation, Contractors must have this cover in place at the time of bidding or must include (as part of the tender submission) a commitment to take out such cover in the event of being appointed.

**4.3** Should you have any questions in relation to the type of information required by REAL, please contact the person identified in Section 6 of this Tender Invitation Document to discuss.

**4.4** All tender submissions will be treated on a confidential basis by REAL and its advisers, subject to the provisions of the Freedom of Information Act 2000.

## 5 EVALUATION CRITERIA

*This Section specifies the criteria REAL will use to evaluate the tender submissions and appoint a contractor.*

- 5.1 REAL must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to REAL’s requirements and provide the necessary services.
- 5.2 REAL will select its Research Hub contractors through a competitive process. Your tender submission should be written to address the key requirements and scope of the work and demonstrate how it meets the evaluation criteria below:

<b>Evaluation criteria</b>	<b>Weighting</b>
Cost of work	20%
Methodology proposed to deliver required services	40%
Authority of allocated personnel, their skills and technical capability	20%
Corporate environmental commitment – submission of credible environmental policy and/or environmental management system details	5%
Relevant experience	15%

## 6 SUBMISSION INSTRUCTIONS

*This Section provides instructions for submitting tenders.*

Please send one electronic copy (via email) of your tender submission to Megan Muller-Girard, Research Hub Manager at Renewable Energy Assurance Limited at [megan@realschemes.org.uk](mailto:megan@realschemes.org.uk).

Emails containing Tender submissions should clearly state the following in the subject field: 'Compost & Digestate under GHG Protocol Project – Tender Submission Document'

The deadline to submit a tender for this project is: **9<sup>th</sup> December 2022**

If you wish to ask any questions relating to this tender, please contact the Research Hub Manager in writing only.\*

*\*NOTE: All questions submitted to REAL about this Tender Invitation Document will be anonymised and uploaded to the Research Hub website as a Q&A at least one week prior to the deadline for tender submissions.*

## 7 TENDER PROCESS & TIMETABLE

*This Section explains the tender process and outlines the expected timeline.*

- 7.1** All tender submissions must remain valid for a minimum period of 90 days following the deadline for receipt of tender submissions.
- 7.2** All tender submissions will be competitively assessed against the evaluation criteria, outlined in Section 5 of this document.
- 7.3** The target timetable for this process is as follows:
- Deadline for tender submissions: **9<sup>th</sup> December 2022**
  - Deadline for questions in relation to this tender: **25<sup>th</sup> November 2022**
  - Tenderers receive written notification of REAL's decision: **January 2022**
- 7.4** All tenderers will receive written notification of REAL's decision and will have the opportunity to discuss feedback on their tender submission.
- 7.5** This information is offered in good faith for the guidance of interested parties, but no warranty or representation is given as to the accuracy or completeness of any of it. REAL and its advisers shall not be liable for any error, misstatement, or omission. No aspect of this procedure shall constitute a contract or part of a contract. Tenderers participate in the process on the strict understanding that the procedure may be altered or that REAL may not proceed for any reason. REAL reserves the right not to follow up this Tender Invitation Document in any way and in particular not to enter into any contractual arrangement with any of the tenderers. REAL does not bind itself to enter into negotiations or proceed with or accept any tender. Any decision to tender is at the sole discretion of the tenderer and REAL excludes all liability in respect of any tendering costs incurred.
- 7.6** Any contract entered into as a result of this tender process shall be in accordance with REAL's terms and conditions of contract.
- 7.7** Tenderers taking part in this process acknowledge and accept that REAL may publish details about the winning bid (such as the contract value and the name of the winning bidder) on appropriate webpages under its control.