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To: Chair & Members of the Executive

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2<sup>nd</sup> November 2023

Dear Councillor

**EXECUTIVE – MONDAY 6TH NOVEMBER 2023 AT 10:00 HOURS**

I refer to your recently circulated agenda for the above meeting and now enclose an urgent item of business which the Chair has consented to being considered at the meeting.

**Open item / Key Decision**

**Appointment of Contractor to Deliver Hyper-Local Net Zero Innovation Programme.**

Yours faithfully



Solicitor to the Council & Monitoring Officer

## Equalities Statement

Bolsover District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

### **Access for All statement**

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- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
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**EXECUTIVE**

**Monday, 6th November, 2023 at 10:00 in the Council Chamber, The Arc,  
Clowne**

<b>Item No.</b>	<b>OPEN ITEM</b>	<b>Page No.(s)</b>
	<b><u>KEY DECISION</u></b>	
<b>2a</b>	<b>Appointment of Contractor to Deliver Hyper-Local Net Zero Innovation Programme</b>	<b>4 - 7</b>



## **Bolsover District Council**

### **Meeting of the Executive on 6th November 2023**

#### **Appointment of Contractor to Deliver Hyper-Local Net Zero Innovation Programme**

##### **Report of the Portfolio Holder for Growth / Economic Development**

<b>Classification</b>	This report is Public
<b>Contact Officer</b>	Lisa Fox Senior Economic Development Officer

#### **PURPOSE/SUMMARY OF REPORT**

- To inform Executive of a procurement exercise undertaken to appoint a contractor to deliver the Hyper-Local Net Zero Innovation [Business Support] Programme (NZIP) outlined in the UK Shared Prosperity Fund (UKSPF) Investment Plan for Bolsover.
- To seek approval to appoint Nottingham Trent University, which is the first-choice supplier following evaluation of the tender submissions.

#### **REPORT DETAILS**

##### **1. Background**

- 1.1 Bolsover District Council's UKSPF Investment Plan includes a commitment for provision of a Hyper-Local Net Zero Innovation [Business Support] Programme, to help develop businesses skills and understanding around Net Zero.
- 1.2 An Invitation to Tender (ITT) was issued on 4<sup>th</sup> September 2023 to commission a university partner with previous experience in delivering Net Zero innovation interventions to work with BDC to deliver the outcomes and objectives of the NZIP. The deadline for submission of tenders was 12 noon on Monday 9<sup>th</sup> October 2023
- 1.3 Two submissions were received in response to the ITT. Both Nottingham Trent University and Derby University submitted responses. These were evaluated and scored on 13<sup>th</sup> October to identify the preferred supplier.
- 1.4 Following completion of the evaluation and scoring exercise, Nottingham Trent University scored the highest and, as such, is the first-choice supplier.

## **2. Details of Proposal or Information**

- 2.1 The council is seeking to appoint an academic partner capable of providing a Hyper-Local Net Zero Innovation Programme, the requirements of which include:
- A programme of monthly networking events, Net Zero boot camps, workshops, and seminars.
  - One-to-one support for businesses to develop and implement decarbonisation plans and projects.
  - Knowledge exchange activities between academic institutions and businesses to improve innovation and adoption of new technology.
  - Supporting engagement between businesses, industry bodies, other Net Zero initiatives and grant funding programmes to support innovation projects.
  - Supporting businesses to develop green skills and talent.
  - Providing access to academic research, expertise, labs, and equipment for testing new technologies, products and/or services
- 2.2 The Invitation to Tender (ITT) was advertised on the procurement portal between 4<sup>th</sup> September and 9<sup>th</sup> October 2023. Tenders were evaluated on 13<sup>th</sup> October 2023 using the evaluation matrix on a cost, quality and value added basis: Cost 30% / Quality 60% / Value Added 10%. The quality elements included: Understanding (10%); Experience (15%); Delivery (15%); Contract Management (10%); and Evaluation (10%)
- 2.3 The evaluation of tenders and results of the scoring matrix identified the preferred supplier as Nottingham Trent University.
- 2.4 The total cost of the proposal received from Nottingham Trent University is £224,928. Budget for the NZIP has been allocated from the UK Shared Prosperity Fund. The contract will commence 7<sup>th</sup> November 2023 until 31<sup>st</sup> March 2025.:

## **3. Reasons for Recommendation**

- 3.1 To allow delivery of the UKSPF Hyper-Local Net Zero Innovation Programme to commence and prevent any unspent UKSPF monies being returned to Government after March 2025.
- 3.2 Dragonfly Management (Bolsover) Limited will manage the appointment and ongoing contract management of the first-choice supplier, based on the evaluation of tender submissions and results of the scoring matrix. This will enable the contract to be awarded and the supplier to start delivering against the contract.
- 3.3 The contract will commence 7<sup>th</sup> November 2023 until 31<sup>st</sup> March 2025.

## **4 Alternative Options and Reasons for Rejection**

- 4.1 To deliver the Net Zero Innovation Programme in house, however this would result in the need to employ additional staff members. This would also mean a

period of delay in the service provision as it would take time to recruit and appoint qualified staff. It is unlikely that the post would be attractive to suitably qualified recruits, as it would be a temporary post for less than two years.

4.2 To do nothing and return unspent UKSPF monies to Government.

**RECOMMENDATION(S)**

That Executive approve the appointment of the preferred supplier and to enter into a contract agreement, to be drafted and issued by Legal Services and managed by Dragonfly Management (Bolsover) Limited.

Approved by Councillor John Ritchie, Portfolio Holder for Growth

**IMPLICATIONS:**

**Finance and Risk:**            Yes             No

**Details:** The expenditure will be fully funded from within the Council's allocation of the UK Shared Prosperity Fund.

On behalf of the Section 151 Officer

**Legal (including Data Protection):**            Yes             No

**Details:** The contract is to be awarded in compliance with the Council's Contract Procurement Rules. The Rules require contracts with a value over Key Decision levels to be considered by the Executive.

On behalf of the Solicitor to the Council

**Environment:**

*Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.*

**Details:** The procurement contributes to the Economic priorities of reducing our carbon footprint whilst supporting and encouraging businesses to do the same.

**Staffing:**            Yes             No

**Details:** There are no staffing implications in relation to this report.

On behalf of the Head of Paid Service

**DECISION INFORMATION**

<p><b>Is the decision a Key Decision?</b>  A Key Decision is an executive decision which has a significant impact on two or more District wards, or which results in income or expenditure to the Council above the following thresholds:</p> <p><b>Revenue - £75,000</b> <input checked="" type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	<p>Yes</p>
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<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	No
<b>The decision is urgent and one that is not subject to call-in. The Chair of the Council has been informed of the decision to be taken and has agreed that it is not subject to call-in.</b>	

<b>District Wards Significantly Affected</b>	District wide
<b>Consultation:</b> Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	No  Details:

<b>Links to Council Ambition: Customers, Economy, and Environment.</b>
This procurement contributes to the Economic priorities of: Working with partners to support enterprise, innovation, jobs, and skills, and; Reducing our carbon footprint whilst supporting and encouraging residents and businesses to do the same.

<b>DOCUMENT INFORMATION</b>	
<b>Appendix No</b>	<b>Title</b>

<b>Background Papers</b>
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive, you must provide copies of the background papers).</i>