



Jobs and skills in a London circular economy

Reference: 2021/22 -7

Invitation to tender

1. Overview

This invitation to tender is issued by ReLondon (the operating name of the London Waste and Recycling Board) for the provision of consultancy services to undertake work in relation to jobs and skills in the circular economy in London. In particular, the contractor will deliver a piece of research which creates a definition of circular jobs and circular skills, assesses the number of circular job opportunities currently available in London and the potential circular jobs that could be created by the development of a circular economy in London by 2030. This piece of research will also look at the existing skills levels of Londoners, the skills that will be needed to realise these future jobs and review available courses relevant to the circular economy in London. It will also consider access to these potential future circular jobs by underrepresented groups and how the circular economy can be made as inclusive as possible. It will conclude with recommended actions to be taken across London to support circular skills development and circular job creation.

A lot of research is currently being done across London to define and analyse current and future green jobs as well as the skills needs of Londoners to support green job growth in the city. However, a lot of this research focusses on the shift to clean growth through clean transport, green finance, green technology, green energy among others, as well as the numbers of existing jobs that will become green in the future. However, there is little research currently being done on the impact of circular job growth on skills needs and its contribution to London's green recovery¹. As such, the objective of ReLondon's piece of research will be to build on the work done to date and fill the gap in terms of how growth in the circular economy can contribute to the green recovery through job creation.

The project encompasses three project stages. These include:

- **Stage 1:** Literature review and development of a ReLondon definition (of what a circular job and circular skill is).
- **Stage 2:** Analysis of circular jobs and circular skills now and in the future.

Part A: Analysis of current circular jobs (including both direct and indirect) in London and creation of three scenarios of potential development for the circular economy by 2030 and its impact on future job growth (including both net and gross

¹ Green Alliance. August 2021. 'Levelling up through circular economy jobs' [Online]. Available at URL: [Jobs for a green recovery \(green-alliance.org.uk\)](https://www.green-alliance.org.uk). The Chartered Institution of Wastes Management. 2021. 'Skills For The Future: The Journey To 2030' [Online]. Available at URL: [CIWM-Presidential-Report-2021.pdf \(circularonline.co.uk\)](https://www.ciwm.org.uk/publications/ciwm-presidential-report-2021). London Sustainable Development Commission, London Waste and Recycling Board and the Greater London Authority. 2015. 'Employment and the circular economy: Job creation through resource efficiency in London.' [Online]. Available at URL: [lsdc et al - circular economy jobs report 2015.pdf \(london.gov.uk\)](https://www.london.gov.uk/asset-upload/15446). Circle Economy. 'Circular Jobs' [Online]. Available at URL: [Circular Jobs Definition Framework - Insights - Circle Economy \(circle-economy.com\)](https://www.circle-economy.com/circular-jobs)



job creation). Highlight the value of London circular economy sector, jobs, and skills to London's economy now and in the future.

Part B: An assessment of current skills levels in London and future skills needs required to realise this growth potential. Review of qualifications and educational institutions currently offering courses or other forms of training relevant to the circular economy in London. Consideration of access to these potential future circular jobs by underrepresented groups. Recommended actions to be taken across London to support circular skills development and circular job creation in London.

- **Stage 3:** Report and communications.

This project will involve speaking to ReLondon's key stakeholders (particularly the Ellen MacArthur Foundation, Greater London Authority and London Councils among others) to explore different circular jobs and circular skills definitions, to support data collection, to understand the skills and training landscape and explore recommended actions.

The main outcome of this research project will be a robust report which provides the evidence and tools to inform future skills policy and training provision in London whilst supporting future jobs data monitoring for ReLondon to be able to assess progress in circular jobs growth.

This invitation to tender is issued by ReLondon ('the customer') for the provision of consultancy services by 'the contractor'. The contractor will have:

- An in-depth understanding of the circular economy and the jobs and skills landscape in London and the technical skills to produce a piece of research which is recognised by key stakeholders as credible and informative.
- The capacity to deliver this project "in-house".

The contractor will be required to work alongside ReLondon's project manager who will be able to provide connections with ReLondon's SMEs and key stakeholders, and support setting up workshops and interviews for the development of case studies and information gathering.

2. Background to ReLondon

ReLondon is a partnership of the Mayor of London and the London boroughs to improve waste and resource management and transform the city into a leading low carbon circular economy. The city's economic and environmental future depends on a transition to a low-carbon circular economy, and ReLondon works to ensure that London's businesses, local government, and communities thrive by helping them make the very best use of resources and materials.

ReLondon has a statutory requirement to act in accordance with the waste provisions of the London Environment Strategy (LES), and the Mayor (or his representative) chairs the London Waste and Recycling Board. ReLondon has worked with London's Boroughs and the Mayor to develop circular economy thinking and practice since 2013.



ReLondon is the operating name of the London Waste and Recycling Board established under the GLA Act revised 2007. More information about ReLondon can be found on our website: www.relondon.gov.uk.

3. Background to this tender

Data shows that London's £48 billion green economy now supports five per cent of jobs in the capital, which is worth more than the construction and manufacturing sectors combined. The green economy has grown rapidly over the last decade, creating more than 161,000 new jobs². Research from the Office for National Statistics (ONS) also finds that more than 800,000 job losses caused by the COVID-19 pandemic in the UK could be replaced by new green jobs, provided government and private investment is mobilised correctly³.

To address the challenges presented as a result of the COVID-19 pandemic, the GLA and the London Recovery Board, have set a target to double London's 'green economy' to £100 billion by 2030, an ambition that would kick-start greater job growth over the next decade⁴. To maximise these opportunities, education and training provision will need to adapt to and anticipate future skills needs.

ReLondon's [Business Plan](#) for 2020 – 2025 places the reduction of London's consumption-based emissions of CO₂e at its core. An accelerated and just transition to a circular economy is one of the strategies to achieve those objectives. Hence, ReLondon wants to ensure that Londoners have the right skills to support this transition and growth in jobs.

A circular economy is one in which stuff is kept in use for as long as possible, delivering the highest value it can, for as long as it can. Rather than making, using, and then throwing stuff away (a linear system), a circular economy looks at each of those stages for new ways of cycling materials and value back into the system – using materials and products again and again, in many different forms.

The green recovery is central to ReLondon, the GLA and the London boroughs' priorities. It is, therefore, vital that the circular economy sector is incorporated in future GLA policy and key stakeholder projects related to jobs and skills, which requires further evidence. ReLondon is, therefore, looking to build on existing circular job and circular skills definitions and create a credible methodology to inform the GLA and London boroughs' activities and to encourage job growth in the circular economy across London. This research will highlight whether the training provision and skills levels in London matches the needs of circular economy employers and give London policymakers a better understanding of the circular economy employment opportunities available in the city.

² Mayor of London. 2020. 'Mayor invests £10m in Green New Deal to secure thousands of green jobs'. [Online]. Available at URL: [Mayor invests £10m in Green New Deal to secure thousands of green jobs | London City Hall](#).

³ Office for National Statistics. 2021. 'Labour market overview, UK: April 2021'. [Online]. Available at URL: [Labour market overview, UK - Office for National Statistics \(ons.gov.uk\)](#).

⁴ Mayor of London. 2020. 'Mayor invests £10m in Green New Deal to secure thousands of green jobs'. [Online]. Available at URL: [Mayor invests £10m in Green New Deal to secure thousands of green jobs | London City Hall](#).



4. Objective of this work

The objectives of this piece of work are to deliver a piece of research which:

- based on existing definition frameworks for circular jobs and circular skills, develops a consolidated definition for ReLondon, highlighting existing circular job opportunities (both direct and indirect) and providing an assessment of the potential job growth (both net and gross job creation) in London by 2030 that can be driven by a transition to a circular economy, including three different scenarios.
- makes the case for the circular economy in terms of its contribution to jobs, inequality reduction and economic growth and changes the perception that circular economy job roles involve solely traditional waste management related jobs.
- highlights existing and future skills needed to support these growth opportunities. Reviews availability of courses relevant to the circular economy in London and makes recommendations to the GLA and London boroughs on how they can support circular skills development and circular job creation in London.

5. The Specific requirement

Proposed project stages

Stage 1: Literature review and development of a ReLondon definition (of what a circular job and skill is)

- Literature review of existing research and definitions of green/circular jobs and skills. ReLondon has a list of some of the existing work in this area but expects bidders to build on this list for review.
- Agree scope and develop a ReLondon definition of circular jobs and circular skills through a stakeholder workshop. Definition of circular jobs and circular skills to include both direct and indirect jobs.
- Assessment of official data, including mapping job codes, data gathering for the rest of the project and identifying gaps ahead of stakeholder workshop and outreach to partners who may have access to this information.
- **Stakeholder workshop 1** to explore a definition of circular jobs and circular skills and to support data collection.
- **Note:** The ReLondon team will be responsible for all logistical, coordination and secretariat elements of the workshops. Bidders will be expected to design and present at these workshops and follow up on any actions relevant to the project.
- This stage is expected to be delivered within a two-month period. We anticipate a start date in October 2021 and the stakeholder workshop to be held in November 2021.

Stage 2: Analysis of circular jobs and skills now and in the future

Part A: Analysis of current circular jobs (including both direct and indirect) in London and creation of three scenarios of potential development for the circular economy and its impact on future job growth (including both net and gross job creation). Highlight the value of London circular economy sector, jobs, and skills to London's economy now and in the future.

- Background analysis of key economic indicators for London related to jobs e.g., jobs, unemployment, GVA, apprenticeship numbers, vacancy data, skills levels of London residents – using the definition created in stage 1 to highlight the value of London circular economy sector, jobs, and skills to London's economy now and in the future.
- Analysis of number of circular jobs using the definition created in stage 1, set in context to highlight the circular economy's contribution to London's wider economy (in terms of number of jobs and economic value).
- Projection of future job growth (including gross and net jobs) by 2030, with three different scenarios. Scenarios to be developed through stakeholder workshops.
- Development of a clear methodology used to assess circular job growth and three scenarios presented in the report. Methodology to be detailed in the report and data set out in an excel spreadsheet/workbook for use by ReLondon.

Part B: An assessment of current skills levels in London and future skills needs required to realise this growth potential. Review of qualifications and educational institutions currently offering courses or other forms of training (e.g., apprenticeships) relevant to the circular economy in London. Consideration of access to these potential future circular jobs by underrepresented groups. Recommended actions to be taken across London to support circular skills development and circular job creation in London.

- Estimate of current skills levels of Londoners in relation to circular economy jobs in London, including a breakdown of skills levels across circular jobs. Research skills gaps through interviews with businesses.
- Desktop research of qualifications and educational institutions currently offering courses or other forms of training (e.g., apprenticeships) relevant to the circular economy in London.
- Consideration of access to these potential future circular jobs by underrepresented groups and how the circular economy can be made as inclusive as possible.
- Through 10-15 interviews explore business' skills needs and reflections on whether existing training offerings reflect the needs of their business. Interviews will need to cover both small and large businesses as well as ReLondon's five priority sectors – food, plastics, textiles, built environment and electricals.
- Create 3-5 case studies from interviews with businesses showcasing the breadth and quality of job opportunities (across all skill levels) available as a result of the transition to a circular economy, whilst highlighting future skills needs and benefits of working in the circular economy. Case studies to cover skills needed in each of ReLondon's five priority sectors – food, plastics, textiles, built environment and electricals.
- Recommended actions to be taken across London to support circular skills development and circular job creation in London will be discussed in a stakeholder workshop and set out in the final report.

- **Stakeholder workshop 2 (two parts):**
 - Part A (data experts to test technical thinking) to test any assumptions made to fill data gaps, present analysis of data and scenarios, and to collect data from stakeholders.
 - Part B (policy makers, circular businesses, and training providers) to understand skills landscape, inclusion in the circular economy and explore recommendations.
- **Note:** The ReLondon team will be responsible for all logistical, coordination and secretariat elements of the workshops. Bidders will be expected to design and present at these workshops and follow up on any actions relevant to the project.
- This stage is expected to be delivered within a three-month period and include the development of a clear methodology of circular jobs and circular skills, scenario development, skills analysis, case studies, development of recommendations and a workshop with stakeholders and businesses. We anticipate a start date in January 2022 and the stakeholder workshop to be held in February 2022.

Stage 3: Report design and communications

- Main report which includes results, detailed methodology and approach and a shorter executive summary document, providing an overview of the work and key findings/messages.
- Design report in ReLondon branding and style. Three drafts for review by ReLondon project team, Project Board and the GLA. Two weeks required at final two draft stages.
- Development of roughly 5 infographics including key statistics e.g., the number of current jobs and potential jobs, the contribution of circular economy to London recovery etc.
- Report launch, with the possibility of speaking about the report on a ReLondon podcast or webinar.
- This stage is expected to be delivered within a two-month period. We anticipate a start date end of March/early April 2022. Launch date and promotional activity to be discussed during the project, but we expect this to be late May 2022/early June 2022.

Proposed scope

Time period: open for recommendations but likely most recent year available from official government data for current jobs and skills analysis. Bidders should outline how they will consider any impacts resulting from the COVID-19 pandemic on jobs and skills in this piece of research. Future period and scenarios to take us to 2030 in line with the Mayor of London target.

Geographical scope: Focus on pan-London but potential to compare with national data e.g., for jobs and skills analysis.

Research type: Research will include analysis of quantitative and qualitative data such as:

- official government data sources
- desktop research
- interviews with businesses and stakeholders
- stakeholder workshops



Sectors: the aim of the project is to cover all industries impacted by the circular economy at least for the assessment of job growth. Case studies and zoom-ins to cover skills needed in each of ReLondon's five priority sectors – food, plastics, textiles, built environment and electricals.

Three main activities will be undertaken by the service provider to deliver this project:

1) Coordination with ReLondon's project manager

This includes the kick-off meeting and weekly meetings to give an update on progress and discuss research and analysis, including any key decisions made on assumptions impacting the analysis, present findings and to plan stakeholder and Project Board meetings.

2) Delivery and preparation of stakeholder workshops

Two stakeholder workshops (for information gathering, validation of ideas and consultation) are expected to be held over the duration of the project (at stages 1 and 2).

Two ReLondon Project Board meetings (including ReLondon's key stakeholders) are expected to be held for scrutiny of work and sign-off, we anticipate these to be held in November 2021 and February 2022. All papers need to be shared a week in advance of each meeting.

Interviews (roughly 10-15) are expected to be held with businesses from across ReLondon's five priority sectors (plastics, textiles, food, built environment and electricals) – including both SMEs and corporations across London, and businesses that are both transitioning to become circular and those that are fully circular businesses. ReLondon has worked with nearly 250 small and medium sized businesses in London interested in adopting or scaling circular business models, see our website for some of the businesses our Business Transformation team have worked with: [Meet the businesses | Supporting Circular Business | Business Transformation | ReLondon.](#)

How bidders plan to engage and ensure buy in with stakeholders should be included in their submission. Bidders should also include any networks of their own that they can bring to the project and add value to ReLondon's network.

3) Conducting research and delivery of report

This activity constitutes the most significant part of this assignment and should be designed and delivered in a way that will provide ReLondon with a clear, robust definition of circular jobs and circular skills to inform ReLondon's future activities (including ReLondon's Circular Economy Training Academy), to support jobs data monitoring and external communication when talking about the benefits of the circular economy to job growth. It will also need to provide ReLondon with the tools to inform the GLA and the boroughs when developing future skills policy and training provision.

The end product will be a methodology for use by ReLondon colleagues (including an excel spreadsheet with the analysis and details on how to use the spreadsheet), a final report with recommendations (including an executive summary), 3-5 case studies and roughly 5 infographics.

6. Project engagement and deliverables

Project management

- a) A detailed project plan setting out key activities and tasks to be undertaken. This must include a risk plan and avoidance/mitigation measures.
- b) Participating in update meetings with the project team as required:
 - Virtual project initiation meeting – meet the project manager/director and agree the scope, detailed requirements, methods, and activity to be undertaken. Meeting minutes to be drafted, setting out the key outcomes, conclusions, and action points, including a detailed description of how the work will be delivered and the objectives met and a revised timetable for completion. The meeting is expected to be early October 2021.
 - As a minimum, the bidder will undertake weekly progress reviews and project discussions with ReLondon staff in virtual meetings. The bidder will communicate transparently the progress of the work and the time and tasks required from ReLondon to work together with the bidder.
 - Presentation and design of two workshops at stage 1 and stage 2 with ReLondon key stakeholders, with support from ReLondon. Two Project Board meetings will be organised by ReLondon, with presentation from bidder on findings. These meetings are expected to take place at the end of stage 1 and stage 2.
 - Meeting with project team to run-through how to use the spreadsheet and explain the methodology.
 - A review of draft research findings with a presentation to the project team and workshop for refining the final output.
 - Effectively respond to feedback from the project manager/director, Project Board, and key stakeholders.

Note: The ReLondon team will be responsible for all logistical elements of the workshops (i.e., workshop invitations, venue booking, catering, flipcharts, and projector), the coordination and secretariat. Bidders will be expected to design and present at these workshops and follow up on any actions relevant to the project.

Due to Covid-19 restrictions it is expected that a lot of this work will need to be undertaken virtually. It may be possible to use ReLondon office space to undertake any meetings provided the prescribed government guidance and social distance measures are followed.

Deliverables

- a) Based on an existing definition of circular jobs and circular skills, set out in a report:
 - What a circular job and circular skills include (comprising both direct and indirect jobs).
 - A methodology which estimates the number of existing circular jobs based on official data and lists the types of circular jobs and circular skills that exist currently in London



and how many (including three scenarios and net/gross job creation) and what circular jobs might exist in the future. Highlights the value of London circular economy sector, jobs, and skills to London's economy now and in the future.

- The current skills levels of Londoners and what courses (or other forms of training) and qualifications are available in London related to the circular economy, and what skills and courses will be required for future circular jobs. Consideration of access to these potential future circular jobs by underrepresented groups. Recommended actions to be taken across London to support circular skills development and circular job creation in London.
- a) An executive summary document, providing an overview of the research (including key findings and messages).
 - b) An excel spreadsheet (including data collected in a clear format, scenarios, and an explainer for ReLondon on how to use the spreadsheet). Meeting with project team to run-through how to use the spreadsheet and explain the methodology.
 - c) 3-5 case studies.
 - d) A set of infographics (roughly 5).

All the deliverables must be branded with ReLondon logos, and the intellectual property created by the service provider will be owned by ReLondon.

Key Timelines

The total duration of the project is expected to run over an 8-month period with an indicative timeline as follow:

Project start	October 2021
Stage 1	October to early December 2021
Stakeholder Workshop 1	November 2021
Project Board meeting 1	November 2021
Mid-point project review	Early December 2021
Stage 2	January to March 2022
Stakeholder Workshop 2	February 2022
Final results review	March 2022
Project Board meeting 2	March 2022
Stage 3	End March to End May 2022
Report launch	End May 2022/early June 2022
Hold launch event	End May 2022/early June 2022

Budget

The total budget for this project is capped at **£50,000 including VAT and expenses**. The payment of the contract will be phased in several instalments upon completion of each stage.

7. Timetable for procurement

The timetable below gives an indicative timeline for this project. Bidders are advised that, with the exception of the tender submission date, this timetable is not binding and may be changed if necessary.

Bidders are asked to note the timescale for delivery and in their tender submission they should set out how they propose to complete the work within this timescale and identify key dates where they would expect input from ReLondon.

This work is to be delivered within an 8-month period with a start date in October.

Milestone	Date
Invitation to Tender issued	18 th August 2021
Deadline for clarification questions	1 st September 2021, 5.00pm
Clarification question responses returned by	8 th September 2021
Tender return deadline	22 nd September 2021, 5:00pm
Award of contract	1 st October 2021
Inception Meeting	11 th October 2021
Phase 1	October 2021 (ending early December)
Phase 2	January 2022
Phase 3	End March 2022
Final Report	End May 2022/early June 2022

8. Interface/ Contract management

The main point of liaison between the Service Provider and client will be Sarah Malone, Senior Advisor - Circular Economy Analytics and Knowledge (sarah.malone@relondon.gov.uk) in ReLondon's Business Transformation and Sector Support team. Please see section 11 below for details of how to submit tenders and clarifications.

9. Quality of Service

The Service Provider shall provide the services in a competent, transparent, timely manner in accordance with recognised industry quality standards. The Service Provider shall ensure an adequate supply of suitably qualified and competent personnel are available to fulfil the requirements of the Contract.

10. Delivery Personnel

ReLondon requires bidders to nominate key personnel with appropriate skills to perform the service for the duration of the contract.



Bidders shall provide a CV for all key personnel as part of their submission. The CV shall demonstrate the individual's experience, competence and capability and their role in the project (including predicted hours) and should be no more than 1 page.

ReLondon requires bidders to specify clearly in the application what is expected from ReLondon staff during the project to allow optimal project delivery.

The Service Provider shall ensure any changes to the key personnel be undertaken with minimal negative impact to the service and at no additional cost to ReLondon.

ReLondon may at its discretion, request that the Service Provider remove and replace any Key Personnel from the service that ReLondon considers in any respect unsatisfactory in the delivery and performance of the contract. ReLondon shall not be liable for the cost of replacing any Key Personnel.

11. Submissions

Bidders are expected to submit a bid with two sections, the bid being a maximum 10 sides of A4 (excluding front/back cover as well as project experience, pricing schedule, examples and CVs which can be included as an Appendix). The two sections are expected to include, but not limited to, the following:

Technical Approach

- Describe their approach/methodology in supporting the ReLondon team with respect to the scope of work described above, including:
 - How bidders approach data collection, lack of data availability, develop the scenarios and recommendations should be included in their submission.
 - Bidders should outline how they will consider any impacts resulting from the COVID-19 pandemic on jobs and skills in this piece of research.
 - We expect the bidder to carry out 10-15 interviews. In your proposal, please specify how many interviews you would be able to conduct, including a breakdown of sectors (from each of ReLondon's five priority sectors – food, plastics, textiles, built environment and electricals) and business size, that are realistic within the timeframe and budget, while ensuring the research is also representative and robust.
 - We expect the bidder to produce 3-5 case studies. In your proposal, please specify how many case studies will be produced within the budget and timeframe.
 - We expect the bidder to produce one set of infographics (roughly 5). In your proposal, please specify how many infographics will be produced within the budget and timeframe.
 - How bidders plan to engage and ensure buy-in with stakeholders should be included in their submission. Bidders should also include any networks of their own that they can bring to the project and add value to ReLondon's network.

- Highlight the key milestones of the proposed approach and turnaround times required for input:



- Describe the inputs they will require from the ReLondon team prior and during the assignment, including details on time usage, the type of work and experience of the needed individual.
- Detail their suitability to fulfil the contract:
 - How the contract is to be managed and their approach to delivering the required specification within the timeline indicated above.
 - Describe how they will measure the impact of final product(s) and any other means by which they will measure effectiveness.
 - Details/Profile of the personnel comprising the Delivery Team and a description of their role in delivering the contract (CVs should be in the Appendix).
 - Demonstrate their company's experience with examples of previous projects. Please provide at least three examples (but no more than five) of previous work carried out by suggested personnel included in the bid, that best demonstrate understanding of the brief and their ability to deliver its requirements. Please keep examples to a maximum of one page each and use a dedicated appendix for any diagrams and other descriptions.

Financial Proposal

A Pricing Schedule giving day rates and anticipated number of days for nominated personnel and showing the anticipated total amount for the project. All quotes should be submitted in British pounds (£) and should include daily fees, any reimbursable transportation expense and VAT. A template for the outline of the financial proposal is provided below.

Bidders should split out costs for each element of the project as set out in section 5. Bidders should also set out estimated costs associated with the upkeep, skills, resources, and expertise needed to manage and maintain the methodology once created.

	No. of Days	Daily Rate (£)	Name of Resource delivering the activity	Travel Expenses associated to activity (£)	Total Cost per Activity (£)
Stage 1					
Literature review and development of a ReLondon definition (of what a circular job and skill is)					
Stage 2					
Analysis of circular jobs and skills now and in the future					
Stage 3					
Report design and communications					
Total Costs (£) excl VAT:					
VAT (£)					
Total Cost (£) incl VAT:					

Any clarification questions must be submitted by email to tenders@relondon.gov.uk by **5pm on 1st September 2021**. Bids must be submitted by email to tenders@relondon.gov.uk by **5pm on 22nd September 2021**. For both questions and bids, please use the reference “ReLondon tender: 2021/22: 7– Jobs and skills in a London circular economy”.

12. Contract

The contract will be formally let by ReLondon and ReLondon’s standard terms and conditions will apply (available on request).

Travel and Expenses

All fees shall be inclusive of any travel and subsistence incurred to locations in Greater London.

12. Evaluation

ReLondon must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to our requirements and provide the necessary services. The process we use to select contractors is a competitive one. Your tender submission will be evaluated by us against the following criteria:

Evaluation criteria	Weighting
Total price as detailed in the Pricing Schedule provided. ⁵	20%
Project management approach, including key milestones and timeline that will deliver the project requirements. Clarity on expected working capacity and tasks from ReLondon employee/s to deliver the results with the provider.	20%
Methodology – stage 1 and stage 2 – a detailed description of how you would conduct the research to achieve the deliverables set out in section 6. Quality and technical excellence of proposed methodology (including data collection methods, how to approach lack data availability, how you would engage with stakeholders, number of interviews with businesses/stakeholders supported within the budget).	40%
Experience and fit of allocated personnel, their skills and technical capability. Examples of previous work done in this area. Details of how research will be quality checked.	20%

13. Acceptance of bids

In issuing this invitation to bid, ReLondon is not bound to accept the lowest or any bid and reserves the right to accept the whole or any specified part of the bid unless the bidder expressly stipulates otherwise.

ReLondon will not enter into discussion with non-selected potential suppliers or justify its decision. Potential suppliers are deemed to have accepted these conditions by the act of submitting their quote. The selected preferred supplier cannot assume they have been granted the contract until a formal contract is signed.

14. Period for which bids shall remain valid

Unless otherwise stipulated by the bidder, bids shall remain valid for 30 days from the closing date for receipt of tenders.

⁵ This will be assessed by deviation from the lowest compliant tender