



SIMPLE STATEMENT OF REQUIREMENTS

Research Base '**Greening Freight in the East of England**'
Low Carbon Freight Dividend

Background Information

The Haven Gateway has secured nearly £3 million of European funding as part of a £7.5m project designed to shift about 30,000 containers off the roads and on to rail transport.

The three-year Low Carbon Freight Dividend project will support more than 300 SMEs (small and medium enterprises) in making important changes in the way they transport freight – with significant environmental benefits. SMEs in the East of England will be offered a Low Carbon Freight Dividend (grant) of up to 30%, for moving their freight from truck to train, where traditionally they have used only road transport.

As well as offering the dividend, the Low Carbon Freight Dividend project will feature workshops on Optimisation of Freight Movements as well as a Low Carbon Transport Marketing Package. A new website, including a resource element will be developed and a key part of the project will be the further development of the Containerised Cargo Carbon Calculator, an online tool developed by the Haven Gateway as a partner within Dryport, an EU Interreg IVB North Sea Region project.

A website is being developed for the project which will include the following elements:

- About the project
- Containerised Carbon Cargo Calculator
- Workshops
- Research base – Greening Freight in the East of England
- What's going on
- Secure user log in area (for signing up to the project and claiming for the dividend)

This outcome based simple statement of requirements is for a quotation to cover the content for the research base 'Greening Freight in the East of England' which will be a fully searchable area of the website to provide information to all stakeholders with an interest in

the project, and in particular the SME's who will be claiming the dividend and attending the workshops.

The quotation should be provided in two elements, one for the initial content for the research base, including uploading the information up to the website (training will be given and administrator access to the research area only of the website will be provided). The second element of the quotation should be the regular updating and uploading of new information to the research area.

The following types of information are expected to be included in the research base (this list is not exhaustive):

Policy and law

1. digests of relevant legislation
2. digests of other relevant documents on sustainable freight policy

Good practice

3. case studies of inter-modal shifts ship / road / rail
4. cost-benefit analyses of different approaches to freight movement: rail, lorries, fuel; personnel management

Research findings

5. new trends relevant to the project
6. labour market information – relevant to the industry
7. statistics on freight movements

Practical help

8. information about rail transfer points for freight
9. funding support from UK government, other EU grants related to the transport and logistics industry
10. changes in rail, road infrastructure that will affect East of England logistics movements; updates on port developments

Your quote should demonstrate how you will show this information in an easily digestible format for quick reference as well as providing more in-depth information and the methodology you will use to acquire the information.

The initial research base needs to be uploaded to the low carbon freight dividend website by the launch date of 8 March 2012 and you should demonstrate how you will be able to meet this deadline. You should also indicate how often you will update the content of the research base and what types of updates you will provide.

Proof of experience in similar projects, and specifically EU funded projects and those in the transport and logistics sector must be provided, along with a two page CV of the organisation.

Selection and Award Criteria:

Assessment criteria includes: technical and professional ability and good repute of organisation in particular relating to experience on previous European projects and the transport and logistics sector. These elements will be taken into account when identifying the most economically advantageous tender.

Quotes and additional information should be sent in writing to Lisa Brazier, Project Manager at the Haven Gateway Partnership, by email to lisa.brazier@haven-gateway.org by noon on Thursday 9 February 2012.

Due to the tight timescales for this project, we will be appointing the successful tenderer on Monday 13 February 2012.