



# Mini Competition

Questions

**Mini Competition against an existing Framework Agreement (MC) on behalf of Department for Business, Energy and Industrial Strategy (BEIS)**

**Subject UK SBS Process, impact and economic evaluation of the Hydrogen for Heat (Hy4Heat) programme (originally known as Hydrogen Innovation Programme)**

**Sourcing reference number: CR19059**

## COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																									
Bidder guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted).  This is the legal entity with whom we will Contract if successful.																									
Scoring criteria	For information only																									
Bidder response	<table border="1"> <tr> <td colspan="2" data-bbox="408 730 1406 763">Table</td> </tr> <tr> <td data-bbox="408 763 906 824">Bidders full legal name</td> <td data-bbox="906 763 1406 824"></td> </tr> <tr> <td data-bbox="408 824 906 884">Address line 1</td> <td data-bbox="906 824 1406 884"></td> </tr> <tr> <td data-bbox="408 884 906 945">Address line 2</td> <td data-bbox="906 884 1406 945"></td> </tr> <tr> <td data-bbox="408 945 906 1005">Address line 3</td> <td data-bbox="906 945 1406 1005"></td> </tr> <tr> <td data-bbox="408 1005 906 1066">Address line 4</td> <td data-bbox="906 1005 1406 1066"></td> </tr> <tr> <td data-bbox="408 1066 906 1126">Town / City</td> <td data-bbox="906 1066 1406 1126"></td> </tr> <tr> <td data-bbox="408 1126 906 1187">Country</td> <td data-bbox="906 1126 1406 1187"></td> </tr> <tr> <td data-bbox="408 1187 906 1247">Post code (or equivalent)</td> <td data-bbox="906 1187 1406 1247"></td> </tr> <tr> <td data-bbox="408 1247 906 1308">Bidder contact</td> <td data-bbox="906 1247 1406 1308"></td> </tr> <tr> <td data-bbox="408 1308 906 1368">Telephone No.</td> <td data-bbox="906 1308 1406 1368"></td> </tr> <tr> <td data-bbox="408 1368 906 1393">Email</td> <td data-bbox="906 1368 1406 1393"></td> </tr> </table>		Table		Bidders full legal name		Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		Bidder contact		Telephone No.		Email	
Table																										
Bidders full legal name																										
Address line 1																										
Address line 2																										
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Bidder contact																										
Telephone No.																										
Email																										

SEL1.2	<p><b>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</b></p> <p><b>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</b></p>	
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Fail</p> <p><b>No</b> – Pass</p> <p>*If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p>	

	<p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>SEL3.12</b>	<p>Cyber Essentials is mandatory for central government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services. It is mandatory for bidders to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out below in bidders' guidance.</p> <p>Cyber Essentials is for all organisations, of all sizes, and in all sectors. This is not limited to companies in the private sector, but is also applicable to universities, charities, and public sector organisations.</p> <p>Further details are available at:</p> <p><a href="https://www.cyberstreetwise.com/cyberessentials/">https://www.cyberstreetwise.com/cyberessentials/</a></p>
Bidder guidance	<p>Any of the following characteristics will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate:</p> <ul style="list-style-type: none"> <li>i) Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier.</li> <li>ii) Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking, or expenses information is handled by a supplier.</li> <li>iii) Where ICT systems and services are supplied which are designed to store, or process, data at the OFFICIAL level of the Government Protective Marking scheme.</li> </ul> <p>Bidders can answer</p> <p><b>Yes</b> – the Cyber Essential Certificate is currently in place</p> <p><b>No</b> – the Cyber Essential Certificate is not in place and we have no intention of having it in place for commencement of the contract</p> <p><b>Intend</b> – the Cyber Essential Certificate is not in place and we intend to have it in place for commencement of the contract.</p> <p>A response of '<b>Yes</b>' or '<b>Intend</b>' will result in a <b>pass</b> and a response of '<b>No</b>' will result in a <b>fail</b> against this question.</p>

Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No/Intend

<b>SEL3.13</b>	<p>General Data Protection Regulations (GDPR)</p> <p>The GDPR is mandatory requirement for all contracts or agreements both in the contracting authority and the private sectors that involves the transfer and processing of personal data which came into force on the 25th May 2018.</p> <p>It is mandatory for bidders to demonstrate that they will be able to meet the technical requirements and obligations prescribed by the GDPR. All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor) to comply with the GDPR and indemnify the Contracting Authority (data controller).</p> <p>Further information and guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at:</p> <p><a href="https://ico.org.uk/">https://ico.org.uk/</a></p>  <p>CR19059%20-%20An nex%20A%20(GDPR).f</p>
Bidder guidance	<p>Bidders can answer</p> <p><b>Yes</b> – We will be able to demonstrate compliance as is required by the GDPR now</p> <p><b>No</b> – We will not be compliant prior to any award and we have no intention of being compliant</p> <p><b>Intend</b> – We are not compliant with the GDPR, but we confirm that we will be compliant prior to commencement of the contract.</p> <p>A response of ‘Yes’ or ‘Intend’ will result in a pass and a response of ‘No’ will result in a fail against this question.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No / Intend

<b>FOI1.1</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request.</p> <p>Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website <a href="http://ico.org.uk">http://ico.org.uk</a></p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</p>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>FOI1.2</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</b></p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p> <p>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (Not applicable)</p>
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or</p>

	<p>exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act

<b>AW1.1</b>	<p><b>FORM OF BID</b></p> <p><b>I declare that to the best of my knowledge the answers submitted in this Mini Competition are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for UK SBS's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this Mini Competition if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</b></p> <p><b>I understand that the Government's transparency agenda requires that sourcing documents, including Mini Competition templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, including the Request for Quotation, and any contract entered into by UK SBS or its customers with its preferred supplier once the procurement is complete.</b></p> <p><b>By submitting a response to this Mini Competition, I agree that our participation may be made public.</b></p> <p><b>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations</b></p>
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	<p>2004).</p> <p>By submitting a response to this Mini Competition, I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this Mini Competition, I agreed and accept that UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this Mini Competition, I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. UK SBS is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW1.3	<p><b>CERTIFICATE OF BONA FIDE BID</b></p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following:</p> <p>(a) Communicate to a person other than the person calling for these bids the amount or approximate amount of the proposed bid, except where the disclosure, in</p>
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	<p>confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations for the preparation of the bid;</p> <p>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted;</p> <p>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other bid or proposed bid for the said supply / service any act or thing of the sort described above.</p> <p>In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that UK SBS will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.</p> <p>We agree that UK SBS may disclose the Bidders information/documentation (submitted to UK SBS during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW4.1	<p><b>Please confirm your acceptance of the attached Contract Terms.</b></p>  <p>CR19059 - Special Terms (GDPR).pdf</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b>  <b>Yes – Pass</b>  <b>No with justification – Pass.</b> See question AW4.2 for details of what amounts to a valid justification.  <b>No – Fail</b></p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No

AW4.2	<p><b>Where a Bidder has answered question AW4.1 with ‘no with justification’ they must detail the justification and the proposed change to the clause.</b></p>
Bidder guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> <li>• the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and</li> <li>• the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.</li> </ul> <p>Where a Bidder has answered Question AW4.1 with ‘Yes’ or ‘No’ it must answer ‘not applicable’ to achieve a Pass to question AW4.2 (noting that an answer of ‘No’ to question AW4.1 has already resulted in a fail).  In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark up, rejection of a clause or a justification for a change then the response will be a Fail.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu ‘N/A’ ‘I have answered AW4.1 ‘No with justification’ and attach modifications /

	requested / justification'.
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<b>AW6.2</b>	<p>Non-Disclosure Agreement</p> <p>In the event of a Bidder successfully providing the most advantageous offer to Contracting Authority against this procurement requirement, the Bidder is expected to agree to the Non-Disclosure Agreement attached prior to the award of any Contract.</p> <p>If the Bidder fails to agree to this the Contracting Authority reserves the right to not award this Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or abandon the procurement.</p> <p> CR19059 - NDC5.pdf</p>
Bidder guidance	<p>Bidder guidance - The Bidder is not required to complete the non-disclosure agreement at this stage but will be required to respond to the question in the event of providing the most advantageous offer to UK SBS against a procurement requirement.</p> <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

## PRICE QUESTIONNAIRE

<b>AW5.1</b>	<p><b><u>Maximum Budget</u></b></p> <p>As stated within the tender documents, the maximum budget for this requirement will be £250,000.00 ex VAT. This should include all costs relating to the projects as well as Travel, Subsistence and Overhead costs.</p> <p>Please confirm that your final price submitted within AW5.2 will fall within this budget.</p>
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Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>AW5.2</b>	<p><b>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</b></p> <p><b>All prices shall be exclusive of VAT.</b></p>  <p>CR19059%20-%20AW 5.2%20Price%20Sched</p>
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Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="411 1843 1401 2011"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>£100,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>£120,000</td> <td>20%</td> <td>80</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score	£100,000	0	100	£120,000	20%	80
Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score								
£100,000	0	100								
£120,000	20%	80								

	£140,000	40%	60
	£150,000	50%	50
	£175,000	75%	25
	£200,000	100%	0
	£300,000	200%	0
Scoring criteria	Maximum 20%		
Bidder response	Yes		

<b>AW5.5</b>	<p><b>UK SBS are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</b></p> <p><b>There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your acceptance of e-payment.</b></p> <p> AW5.5 ISupplier fact sheet.pdf</p> <p><b>ISupplier</b></p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p><b>Yes</b>, we will utilise an e-invoicing option - Pass  <b>No</b>, we will not utilise an e-invoicing option - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>AW5.6</b>	<p><b>Please confirm if you are successfully awarded this contract your implementation team will work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS.</b></p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass  <b>No</b> – Fail</p>
Scoring	Mandatory Pass / Fail

criteria	
Bidder response	Yes / No

## QUALITY QUESTIONNAIRE

<b>AW6.1</b>	<b>Please confirm your compliance to the requirements of Section 4 Specification</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>PROJ1.1</b>	<b><u>Understanding of Requirement</u></b>  Please Demonstrate a clear understanding of the evaluation requirements and the reason for undertaking the project.
Bidder guidance	Bidders are asked to demonstrate:  As a minimum your response should include: <ul style="list-style-type: none"> <li>• Demonstrate your understanding of the project environment, detailing any knowledge relevant to the project</li> <li>• Interpretation of the project and what is required</li> <li>• How the bidder will ensure the successful deliver of this project within the working environment including any data sources or research relevant to the project.</li> <li>• How the above will enable the successful delivery of the project.</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to 2 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring criteria	Scoring shall be based on 0-100 scoring methodology.  <b>Maximum Mark: 7.5%</b>
Bidder response	Yes, I have attached my answer as a pdf.

<b>PROJ1.2</b>	<b><u>Understanding of Policy Environment</u></b>  Please demonstrate a clear understanding of the policy environment and how
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	this research sits within that environment, detailing any knowledge relevant to the project and programme area, including any data sources or research relevant to the project, or similar programmes.
Bidder guidance	<p>Bidders are asked to demonstrate:</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• Provide a clear understanding of the policy environment and how this research sits within that environment detailing any knowledge relevant to the project and programme area, including any data sources or research relevant to the project, or similar programmes.</li> <li>• How the above will enable the successful delivery of the project.</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to 2 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: 7.5%</b></p>
Bidder response	Yes, I have attached my answer as a pdf.

<b>PROJ1.3</b>	<p><b><u>Approach/ Methodology</u></b></p> <p>Please clearly explain and give reasoning for your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.</p>
Bidder guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• <i>Methodological Challenges</i></li> <li>• Give a <u>detailed description</u> of the methods to be used in undertaking the project, indicating the resources that will be utilised, outlining a clear justification as to why your chosen methodology will provide the best outcome;</li> <li>• Set out how your methods meet the project objectives;</li> <li>• Please include a recommendation for the size and composition of the sample and justification for your approach.</li> <li>• Clearly explained and justified proposed methodology and approach (for Stages 1, 2 and 3) to achieving the objectives and delivering the outputs highlighted in the specification, acknowledging the difficulty and intricacies of the project. Ability of the approach and plan to answer the evaluation questions and deliver high quality, robust, rigorous research.</li> <li>• Bidders must set out their approach to quality assurance in their proposal. Bidders must:</li> <li>• Ensure that quality assurance is done by individuals who were not</li> </ul>

	<p>directly involved in the research, analysis or model development</p> <ul style="list-style-type: none"> <li>Specify who will be responsible for quality assurance before it comes to BEIS</li> </ul> <p>Dissemination</p> <ul style="list-style-type: none"> <li>Provide details of how you would propose to work with Department for Business Energy and industrial strategy disseminate emerging and final findings to stimulate policy debate.</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to 6 sides of A4 <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: 25%</b></p>
Bidder response	Yes, I have attached my answer as a pdf.

<b>PROJ1.4</b>	<p><b><u>Staff to Deliver</u></b></p> <p>Please demonstrate your knowledge of the skills and expertise that are essential to the successful delivery of this project. Please provide your methodology as to how you will maintain your ability to deliver these through the lifetime of the project.</p>
Bidder guidance	<p>Bidders are asked to demonstrate:</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>Any support that would be needed and from whom, in order to undertake and complete this project.</li> <li>Has allocated an appropriate level of resource to the project to ensure its timely completion with no reduction in output quality. Demonstration of personnel involved in this project having a high level of capability on similar projects. The proposed team meets all of the required skills detailed in the specification.</li> <li>Demonstrate that you can apply your organisations expertise, capabilities and skills to undertake the project. Your tender response should include a how your team will apply their skills and expertise to the following and how this will enable the successful delivery of the project.</li> </ul> <p>The following elements are considered particularly important for this work:</p> <ul style="list-style-type: none"> <li>Application of the understanding to the innovation and UK energy policy landscape;</li> <li>Application of specialist knowledge and expertise to the sector;</li> <li>Designing, undertaking, project managing and reporting large-scale process, economic and impact policy evaluations, including primary and secondary data collection and research;</li> </ul>

	<ul style="list-style-type: none"> <li>• Application of theory-based evaluations in a policy evaluation context, specifically creating and using Theory of Change and ideally knowledge and skills to contribution analysis;</li> <li>• Ability to engage private sector;</li> <li>• Collaborative working with policy and analyst teams to understand the Hy4Heat policy aims to support the evaluation;</li> <li>• Ability to deliver robust and high-quality analytical work</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to 4 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: 20%</b></p>
Bidder response	<p>Yes, I have attached my answer as a pdf.</p>

<b>PROJ1.5</b>	<p><b><u>Project Management Plan Including Addressing Risks and Challenges</u></b></p> <p>Please outline your proposed project plan and timescales, ensuring the key deadlines are outlined. Please provide details of all key risks that could affect the delivery of this project</p>
Bidder guidance	<p>Bidders are asked to demonstrate/provide:</p> <p>As a minimum your response should cover;</p> <ul style="list-style-type: none"> <li>• A detailed timetable for carrying out the project based on the proposed approach and method</li> <li>• Highlight key milestones and deadlines, including suggested meetings and progress reports.</li> <li>• A sufficient level of understanding of the importance of the risks, including the likelihood and impact of the risks and identified clear mitigation strategies and approaches to dealing with risks and challenges.</li> <li>• A Demonstration of your tools and processes to mitigate risk in this project.</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to 3 sides of A4 <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm</p>
Scoring criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: 15%</b></p>

Bidder response	Yes, I have attached my answer as a pdf.
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<b>PROJ1.6</b>	<b><u>Stakeholder Engagement</u></b>  Please provide a clear approach to working with the key stakeholders involved in the delivery of this project.
Bidder guidance	Bidders are asked to provide a clear approach to working with the key stakeholders involved in the delivery of this project:  - Specifically, Arup+  An attachment is allowed for this question.  This question is limited to 1 side of A4 <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology.  <b>Maximum Mark: 5%</b>
Bidder response	Yes, I have attached my answer as a pdf.