

Mini Competition



Department for Energy Security & Net Zero

**Mini Competition against an existing Framework Agreement (MC)
on behalf of Department for Energy Security and Net Zero**

Subject: NZM Off-Model Research

Sourcing Reference Number: BE24199

UK Shared Business Services Ltd (UKSBS)
www.ukpbs.co.uk

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Table of Contents

Section	Content
1	<u>About UK Shared Business Services Ltd.</u>
2	<u>About the Contracting Authority</u>
3	<u>Working with the Contracting Authority.</u>
4	<u>Specification</u>
5	<u>Evaluation of Bids</u>
6	<u>Evaluation questionnaire</u>
7	<u>General Information</u>
Appendix A	Glossary of Terms
Appendix B	Staff Grade Descriptions

Section 1 – About UK Shared Business Services

Putting the business into shared services

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It is our vision to become the leading service provider for Contracting Authorities for in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our Contracting Authorities. This allows Contracting Authorities the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UKSBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by DSIT / DESNZ & UKRI, UKSBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UKSBS currently manages £700m expenditure for its Contracting Authorities.

Contracting Authorities who have access to our services and Contracts are detailed [here](#).

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This privacy notice link below details what you can expect from UKSBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

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Privacy Notice

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The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;
Names and contact details of employees proposed to be involved in delivery of the contract;
Names, contact details, age, qualifications, and experience of employees whose CVs are submitted as part of the bid.

Purpose

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All submissions in connection with this tender exercise will be retained for a period of 7 years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of 12 years from the date of contract expiry.

Your Rights

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

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Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Contact Details

The data controller for your personal data is:

The Department for Energy Security & Net Zero (DESNZ)

You can contact the Data Protection Officer at:

DESNZ Data Protection Officer, Department for Energy Security & Net Zero 3-8 Whitehall Place, London, SW1A 2ED. Email: dataprotection@energysecurity.gov.uk

Section 2 – About the Contracting Authority

Department for Energy, Security and Net Zero (DESNZ)

The Department for Energy Security and Net Zero (DESNZ) is focused on the energy portfolio from the former Department for Business, Energy and Industrial Strategy (BEIS). Our focus is securing our long-term energy supply, bringing down bills and halving inflation

Our responsibilities

- Delivering security of energy supply
- Ensuring properly functioning energy markets
- Encouraging greater energy efficiency
- Seizing the opportunities of net zero to lead the world in new green industries

Section 3 – Working with the Contracting Authority

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Contracting Authority (CA) Name and address	Department for Energy Security and Net Zero (DESNZ) 3-8 Whitehall Place London SW1A 2EG
3.2	Buyer name	Jodene Pritchard
3.3	Buyer contact details	fmprocurement@uksbs.co.uk
3.4	Maximum value of the Opportunity	<p>Maximum of £192,500.00 Excluding VAT over the full contract duration broken down as follows:</p> <p>£110,000.00 Excluding VAT for the initial 4-month term.</p> <p>£82,500.00 Excluding VAT for the optional 3-month extension.</p> <p>The Department reserve the right not to instruct the extension period and to conclude the contract on 31st March 2025.</p>
3.5	Process for the submission of clarifications and Bids	<p>All correspondence shall be submitted within the Messaging Centre of the eSourcing portal. Guidance on how to obtain support on using the eSourcing portal can be found in Section 7.25.</p> <p>Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered, unless formally advised to do so by UKSBS.</p>

Section 3 - Timescales		
3.6	Date of Issue of Mini Competition to all Bidders	Wednesday 30 th October 2024
3.7	Latest date / time Mini Competition clarification questions shall be received through the eSourcing Portal	Thursday 7 th November 2024 11:00am
3.8	Latest date Mini Competition clarification answers should be sent to all Bidders by the Buyer through the eSourcing Portal	Tuesday 12 th November 2024

3.9	Latest date / time Mini Competition Bid shall be submitted through eSourcing Portal (the Deadline)	Tuesday 19 th November 2024 11:00am
3.10	Anticipated selection and de selection of Bids notification date	Tuesday 26 th November 2024
T3.11	Anticipated Award Date	Wednesday 27 th November 2024
3.12	Anticipated Contract Start Date	Monday 2 nd December 2024
3.13	Anticipated Contract End Date	Monday 31 st March 2025 Optional 3 Month Extension – Monday 30 th June (Where implemented)
3.14	Bid Validity Period	90 Days
3.15	Framework and or Lot the Mini competition will be based on	BE23183 - Heat Network Zoning Programme – Framework Agreement - Sub-Lot 3.1
3.16	Anticipated Contracts Finder notice and redacted contract publication if applicable.	Within 30 Days of Award

Section 4 – Specification

Introduction

The Department for Energy Security and Net Zero (DESNZ) is using Lot 3.1 from its Heat Network Zoning Framework to commission a NZM Off-Model Research from December 2024 until March 2025. We are commissioning a supplier to design and undertake tests using the National Zoning Model (NZM), a data-led spatial energy model designed to identify heat network zones across England.

The research aims to improve understanding of NZM outputs, explore the impacts of future policies and energy market changes, and run sandbox a set of proxies to test the likely impact of features that will be developed in the future.

Aims

The overall aims of this tender are split into three main areas:

- Improve understanding and confidence in the NZM outputs;
- Quantify the effects of future policies and changes in the energy market;
- Test the impact of features incorporated into the NZM at a future date.

The supplier will be required to design and run a series of tests, both locally and nationally, and report on their findings.

Background to the Requirement

Decarbonising heat is an integral part of the government's strategy and underpins the Net Zero Strategy. Heat Network Zoning is a key policy aimed to support the pace and scale of decarbonisation required as outlined in more detail in previous procurement documentation. Our stated aim to introduce Zoning by no later than 2025 remains, and therefore this tender specification is written based on adhering to that timeframe.

The NZM, which supports the identification of heat network zones, is one of six key heat network zoning workstreams led by DESNZ. The NZM is a data-led spatial energy model developed by the Centre for Sustainable Energy for DESNZ to identify indicative heat network zones across England. The NZM provides granular outputs which, when supplemented with local data, will identify areas that may be taken forward for refinement and, subsequently, designation as heat network zones.

The original aims of the NZM, as written in 2021, are as follows:

- Enable a standardised approach for setting heat network zones that is robust, transparent and minimises duplication of effort;
- Provide a consistent foundation for the use of national policy levers to support heat network development within designated zones;
- Reduce the burden on local actors by virtue of following a standard approach as opposed to designing a new approach each time; and
- Provide a common architecture which allows for the methodology to be updated as and when new assumptions, parameters, carbon targets or policies are introduced.

This commission speaks to the original aims, specifically aiming to test the robustness of zones identified (1st aim), test the extent to which national policy levers can be used to support heat network development (2nd aim) and improve our understanding of how assumptions, parameters, carbon targets and policies impact NZM outputs (4th aim).

Existing Suppliers

The workstream has three existing contracts. The NZM is currently being developed by a primary model developer, who is in contract until December 2024. Separately, we have commissioned a supplier to quality assure the codebase before the end of the year. The NZM workstream is also supported by a supplier delivering holistic model management and analytical requirements, in contract until March 2025.

This specification is what the Department defines as ‘off-model research’. **Please note that this contract does not require the development of any new features within the National Zoning Model as that is the responsibility of the primary NZM developer. This work is to sandbox ideas that could be developed into the NZM at a future date.**

Model Architecture & Definitions

The National Zoning Model has been primarily developed by the Centre for Sustainable Energy. The purpose of the model is to support the initial identification of heat network zones. The model is highly parameterised and flexible: what a zone is, and what properties a zone must have, depends on what values are entered for parameters.

For the purposes of this specification, we define assumptions as numerical values based on beliefs or with limited evidence; parameters as numerical values that are better evidenced or exact; and rules as a set of principles or instructions governing how the NZM processes data to produce heat network zoning outputs. There are three main buckets of assumptions, parameters and rules that can be tested within the model:

1. **National assumptions & parameters (non-heat networks):**
Sourced from outside the DESNZ heat network team, mainly regarding the heating demand of England’s building stock and the cost and suitability of deploying alternative clean heat technologies (i.e. heat pumps).
2. **National assumptions & parameters (heat networks):**
Sourced from within the DESNZ heat network team (or ADE, UKDEA, Heat Network Industry Council) regarding the cost and suitability of deploying heat networks and accessing heat from low carbon sources that are only likely to be used at scale by the heat network sector.
3. **NZM assumptions & rules:**
Assumptions that the NZM makes based on ensuring alignment with the wider Heat Network Zoning Policy (i.e. carbon limits, requirement to connect) and rules that are embedded within the NZM designed to ensure highest user acceptance of outputs (i.e. matching heat sources to heat network zones; or zone selection).

The NZM contains the following 8 main modules:

1. **Dig categorisation model:** assigns each road a classification for use in the optimiser.

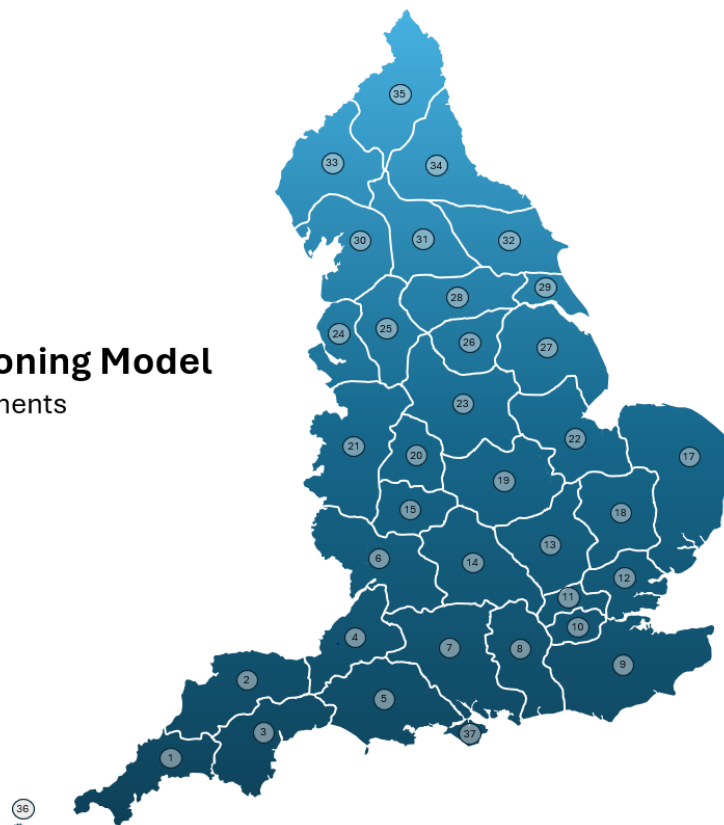
2. **Heat demand model:** prepares building-level demand data for the optimiser.
3. **Region mapping module:** produces region polygons that can be joined to form larger shapes for the zoner.
4. **Clustering:** partitions buildings into clusters by road network distance, to create computationally tractable optimisation problems.
5. **Distribution network optimisation:** use optimiser to identify a minimised present cost of heating for all the buildings in a cluster.
6. **Zone shape production module:** creates candidate zone shapes based on outputs of region mapping and optimisation.
7. **Zone cost model:** evaluates zones financially, turning candidate zone shapes into candidate zones.
8. **Zone selection model:** selects a non-competing set of zones from the candidate zones.

National Model Runs & Segment tests

The NZM cuts England into 37 separate modelling segments, delineated by rural corridors – i.e. areas in which we would not expect to find any heat networks and therefore will not impact the model's ability to consider cross boundary (district, local or regional) heat networks. These are then stitched together to create a National Model Run (NMR). We expect this to remain the approach for the duration of the contract. These are illustrated below:

National Zoning Model

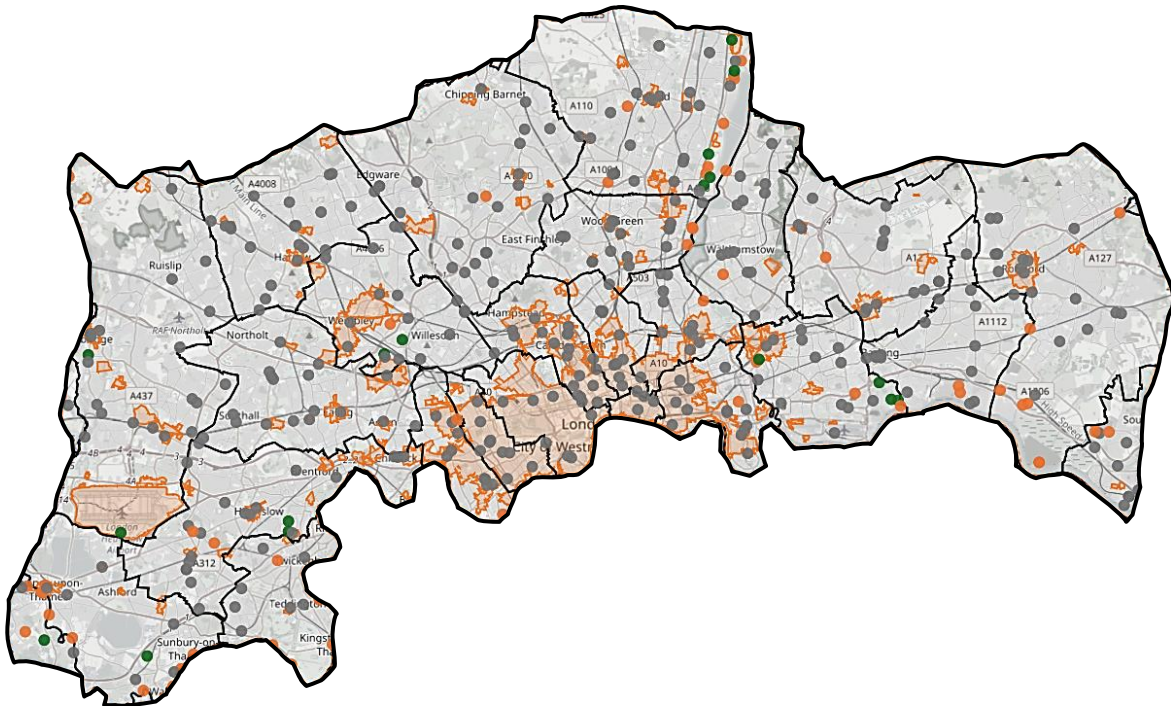
Modelling Segments



For the purposes of this contract, we expect to run a large number of tests on two specific segments and test a final set of scenarios at a national level. The time (2-3 days) and cost (~£400) of running these segments is significantly less than the computing costs of undertaking a complete NMR (~2 weeks and £6,000). The rationale for choosing these two segments is provided below.

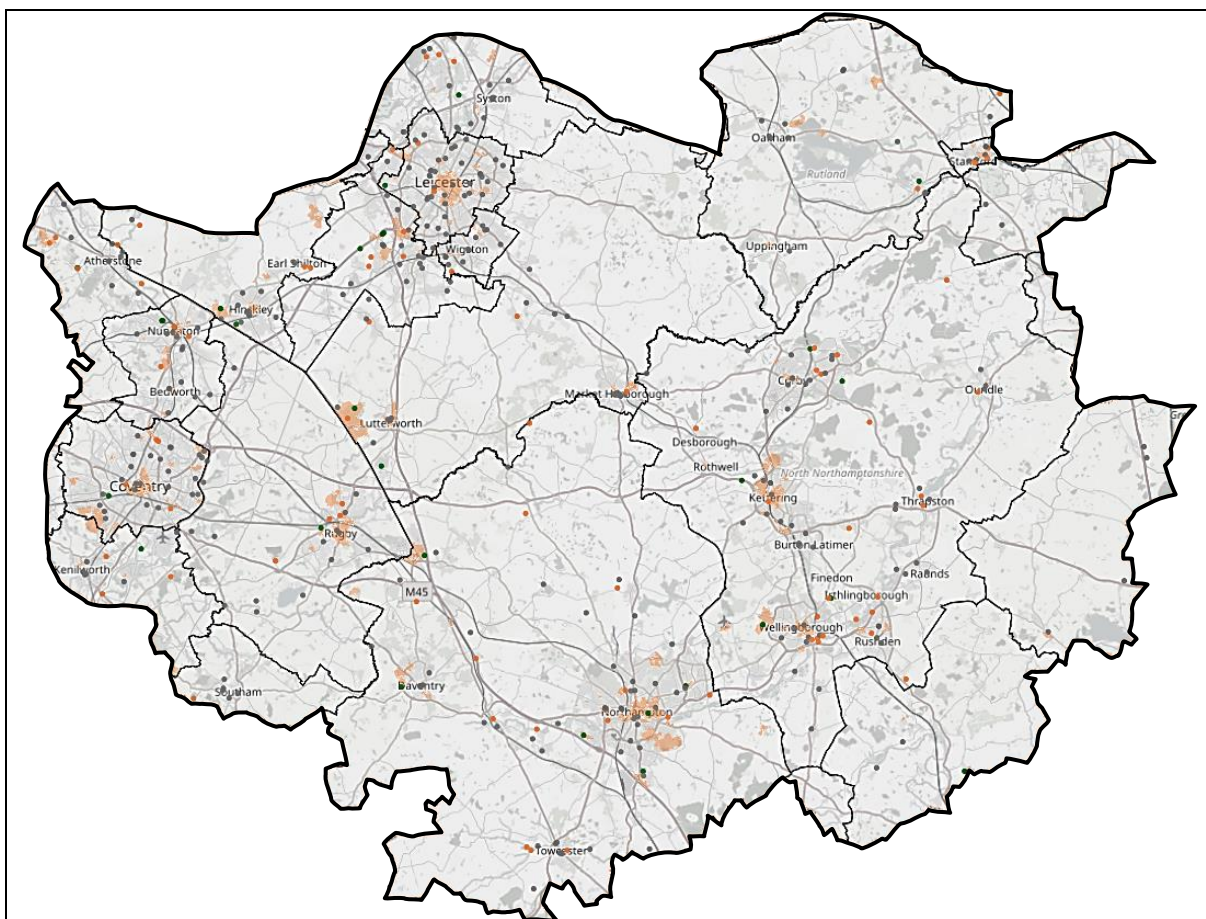
North London Model Segment

The North London Model Segment comprises 1.3m buildings, with c. 37 TWh of heat demand of which 10 TWh (28%) is currently identified as lowest cost for heat networks within 85 zones. The southern edge of the segment is bounded by the River Thames, the northern edge broadly follows either the northern edge of outer London Boroughs or the M25 motorway. This segment includes the largest zone identified within the National Zoning Model and often has a wide range of variability, with inner London influencing 'zones' identified in outer London, and therefore is a suitable candidate for this commission.



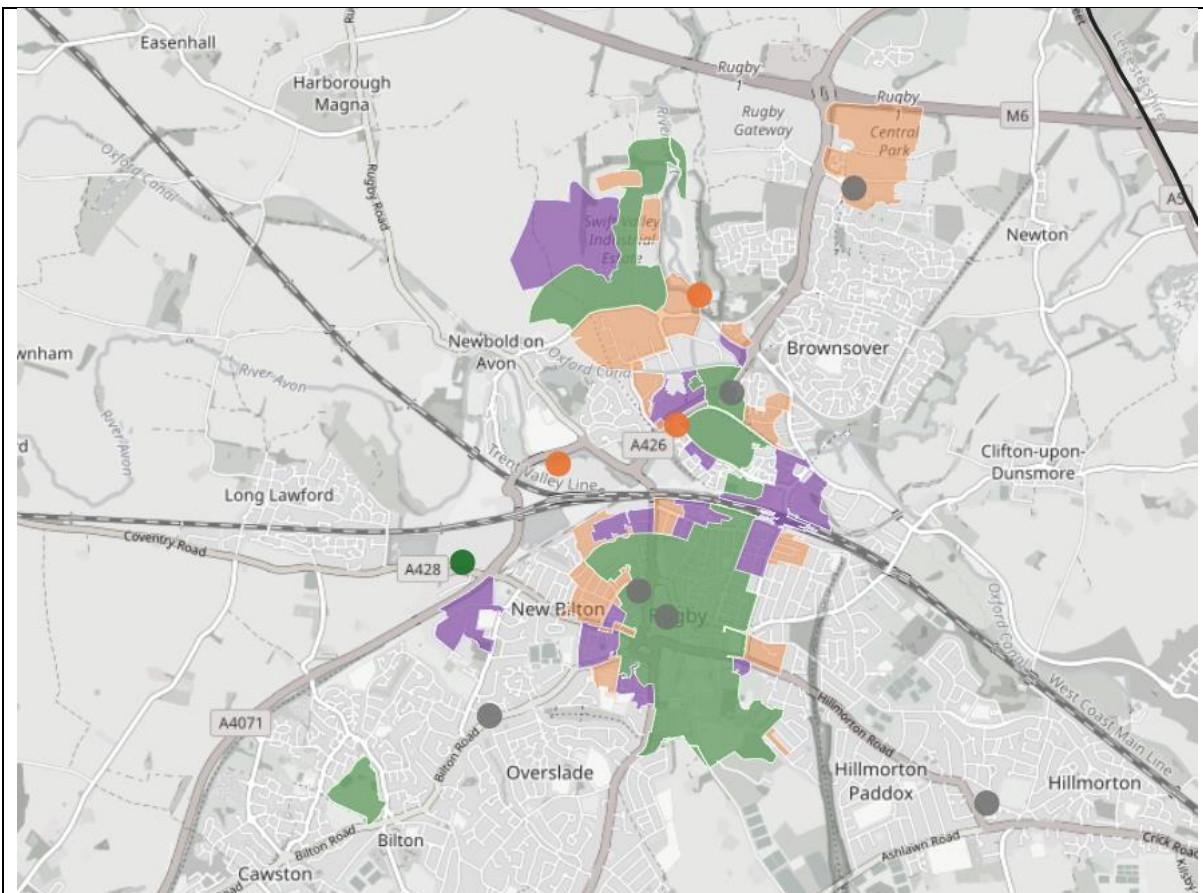
Midlands Model Segment

The Midlands Model Segment comprises 900,000 buildings, with c. 16 TWh of heat demand of which 3 TWh (20%) is currently identified as lowest cost for heat networks within 121 zones. It covers large proportions of Warwickshire, Leicestershire and Northamptonshire. This segment includes large cities (including Coventry and Leicester), rural areas, a variety of heavy and light industrial sites and multiple health and educational campuses. It is representative of the overall % of heat network deployment across England (20%) and is familiar to the NZM Workstream Lead. Since the outset, it has often been used to test the model features before being run at a national level and is therefore a suitable candidate for this commission.



As an example of existing analysis, we recently investigated the impact of targeting the three carbon thresholds listed in the zoning consultations (44-88-147gCO₂e/kWh). As a summary, the model found larger zones with a lower levelised cost of heat (LCOH), when goal-seeking to the higher carbon threshold and found smaller zones with a higher LCOH when goal-seeking to the lower carbon threshold. This demonstrated results that would be expected as it is generally accepted that achieving higher carbon savings is likely to be more challenging and costly.

Run summary			
Layer	(278) NMR3-seg23: 0.9.4-emissions44g	(266) NMR3: 0.9.4-base	(279) NMR3-seg23: 0.9.4-emissions147g
Model run	278	266	279
Note	emissions 44g	NMR3	emissions 147g
# Zones	97	121	154
Total heat in area (GWh)	15,879	15,879	15,879
Networked heat (GWh)	2,820	3,138	3,685
Networked mandated heat (GWh)	2,600	2,858	3,262
Networked non-mandated heat (GWh)	219	281	423
Networked heat (%)	17.8%	19.8%	23.2%
Networked heat (mvp)	1,850.03	1,888.97	2,370.84
Network total capex (£m)	3,822.59	4,397.99	5,532
Savings (£m)	2,912.7	3,735.02	5,656.64
Network LCOH (p/kWh)	11.3	10.92	9.48
Network PV (£m)	6,087.5	6,384.1	6,477.1
Networked buildings	11,477	15,154	24,813
Total buildings	925,395	925,395	925,395
Network length (m)	310,177	402,742	625,514
Main supply (GWh)	1,384	1,292	639
Top-up supply (GWh)	1,151	951	892
Peaker plant (GWh)	405	1,040	2,345
Zone peak electrical demand (MVA)	703.12	789.71	918.63
Counterfactual peak electrical demand (MVA)	1,126.27	1,284.07	1,572.61



NZM team structure

The NZM team consists of both DESNZ staff and external consultancy support. The workstream reports to an internal governance structure. This includes Deputy Director representation from Heat Networks and Clean Heat Analysis. HNDU staff have responsibility for the National Zoning Model workstream, with support from analysts within Clean Heat Analysis. The successful supplier would report into the DESNZ workstream lead and be expected to collaborate with other suppliers supporting the workstream.

Requirements

This section describes the tasks to be undertaken as part of this contract. Each task consists of more than just analysing numbers and outputs from existing model runs (part of Lot 3.2 requirements – Model Management & Analytics). In summary, each task will require the supplier to:

- Clarify and define the problem statement or research question;
- Create a test (changing assumptions, parameters or rules);
- Re-run the NZM;
- Analyse outputs; *and*
- Report on the findings.

Model Rules

Heat Source Matching

The supplier is required to run a set of tests to evaluate and ensure strategic alignment of heat sources with suitable heat network zones while maintaining economic viability and practicality from a local authority user perspective. This rule is important as the availability of low carbon heat sources can have a significant impact on the size and location of zones identified.

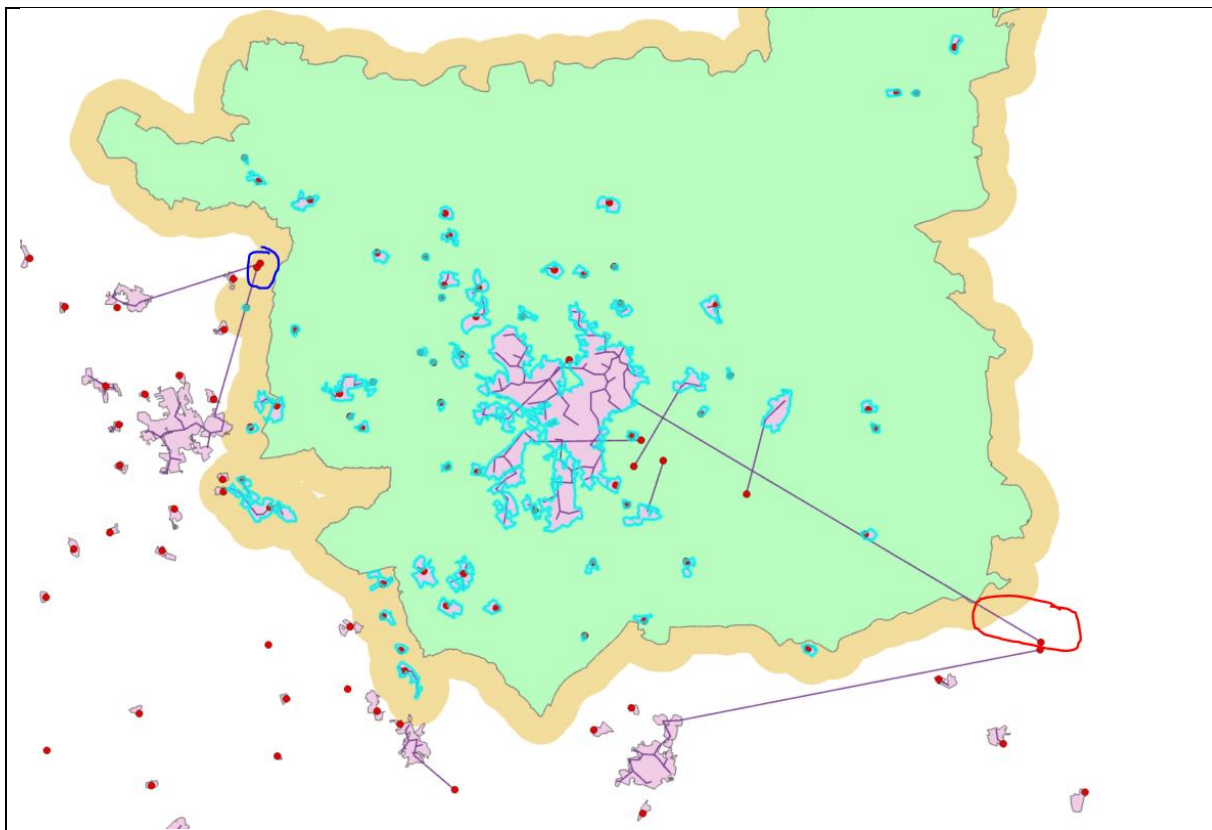
This shall include:

- Evaluate the heat source-to-zone distance rules and weighting of different factors influencing the matching;
- Assess the practicality and alignment of heat sources from the perspective of local authorities;
- Propose adjustments to the model to enhance its strategic and economic viability; and
- Ensure that the heat sources are optimally utilised within the proximity of suitable zones.

The supplier shall do this by:

- Conducting a thorough analysis of how heat sources are matched to heat network zones within the NZM;
- Identifying and documenting instances where the current model rules result in suboptimal heat source assignments;
- Reviewing local plans for utilising known heat sources which are not immediately within the zone that they are serving (examples include London, Bristol (Avonmouth), and Leeds and therefore we'd recommend that these model segments are used for these tests);
- Developing and proposing modifications to the model to improve heat source-to-zone matching;
- Testing the proposed modifications to ensure they meet strategic alignment and economic viability criteria.
- Providing a detailed report outlining the findings, proposed changes, and the results of the testing phases. It is expected that these tests will be undertaken at a local 'segment' level.

The image below shows an example where we believe the model has chosen a heat supply which would not mimic the heat supply selected by a technical consultant as the rule is largely based on economics. For example, where the Ferrybridge 1 & Ferrybridge 2 are being used to supply a heat network zone in Leeds City Centre or Wakefield.



Zone Likelihood

Test the extent to which zones and parts of zones are likely to meet the lowest cost, low carbon test and suggest zone selection rules to improve user acceptability of outputs. There are existing model outputs that can support this, including GIS downloads of all candidate zones considered, as well as UI embedded diagnostic tools.

Tests shall include:

- **Quantifying Heat Network Potential within zones:** assess and classify various parts of identified heat network zones into high, medium, or low potential categories.
- **Undertaking cross-subsidisation Analysis:** identify and delineate which segments of the heat network zones are cross-subsidised by other parts. This will involve an in-depth economic analysis to map out the financial interdependencies within the zones.
- **Undertaking contingency analysis:** establish which segments of the heat network zones are contingent on specific assumptions or parameters. For instance, determine the viability of segments based on the availability of low-cost heat offtake versus the higher cost of air source heat pumps.

Provide a detailed report outlining the findings, proposed changes, and the results of the testing phases. This should be accompanied by a detailed choropleth map. It is expected that these tests will be undertaken at a **local** 'segment' level.

Examples of known existing issues include, but are not limited to:

- *Buildings that are proximate to zone boundaries and are likely to be good connection candidates but excluded from the zone;*

- Residential areas which are highly sensitive to parameters and assumptions used;
- London – the outer boroughs are greatly influenced by inner boroughs, which can result in confusion when looked at in isolation; and
- Zones based on low to medium heat demand density, chosen for their potential low-cost heat offtake availability (which is not guaranteed).

Zone Size

Test the implications of introducing a maximum possible zone size. These tests will seek to apply the principles of a Zone Delivery Area (ZDA) which could imply that no single zonal area shall be larger than 500 GWh/pa.

Provide a detailed report outlining the findings, proposed changes, and the results of the testing phases. It is expected that these tests will be undertaken at a **local** 'segment' level.

We understand that the centre of a heat network zone might financially support the less viable outer edges of a zone. In Greater Manchester and central London, where a zone exceeds 1 TWh annually, what effect does establishing a zone delivery area have on identifying the peripheral areas of the zone (evaluating the case and reliance on interconnection between ZDAs)?

Model Parameters & Assumptions

Heat Network Connections

Test the implications of different connection uptake assumptions. These tests will provide invaluable insights that will inform future decisions and policies regarding heat network development.

Some example tests include:

- Allow the model to only network buildings that could be 'Required to Connect' (RtC) under the heat network zoning policy but exclude all buildings classified as 'infill' – specifically, buildings without communal heating or consuming less than 100MWh/pa heat;
- Allow the model to network buildings 'Required to Connect' and assume 50% connection of buildings exceeding 50 MWh/pa;
- Allow the model to network buildings 'Required to Connect' and assume a connection rate of building with a certain type of Address Building Premium (ABP) class.
- Provide a detailed report outlining the findings, proposed changes, and the results of the testing phases. It is expected that these tests will be undertaken at a **local** 'segment' level.

The supplier shall:

- Evaluate the percentage of heat demand networked for each threshold;
- Assess the distribution of buildings required to connect versus those that are not, providing insights into the housing networked under each scenario.
- Provide a detailed report outlining the findings, proposed changes, and the results of the testing phases. It is expected that these tests will be undertaken at a **local** 'segment' level.

We envisage that lower carbon thresholds should result in reduced gas usage and consequently, smaller zones as gas is generally still cheaper than electrified heating or heat offtake.

Heat Network/Heat Pump Costs

Conduct a sensitivity test to evaluate the effects of varying costs on heat networks and understand which have the largest impact. This will be used to inform the national scenario analysis listed in section 0 - 0. Specifically, the scope includes:

- 10/20/30% increase/decrease in pipework costs
- 10/20/30% increase/decrease in heat pump costs
- 10/20/30% increase/decrease in energy centre costs
- 10/20/30% increase/decrease in connection costs
- 10/20/30% increase/decrease in gas prices
- 10/20/30% increase/decrease in electricity prices
- 10/20/30% increase/decrease in all the above factors combined
- Provide a detailed report outlining the findings, proposed changes, and the results of the testing phases. It is expected that these tests will be undertaken at a **local** 'segment' level.

Fabric Efficiency

Develop a scenario where heat demand is reduced in certain building types as per potential future policy (Minimum Energy Efficiency Standards).

The supplier shall either:

- Conduct a sensitivity analysis (i.e. 10, 20 or 30% demand reduction, or;
- Conduct a scenario analysis (i.e. based on proposed policy applied to domestic and non-domestic building types

The supplier shall also provide a detailed report outlining the findings, proposed changes, and the results of the testing phases. It is expected that these tests will be undertaken at a **local** 'segment' level.

DNO Connections

Quantify the impact of recognising a monetary value in the electricity system benefits provided by heat networks.

The supplier shall:

- Undertake an analysis of the overall system benefits provided by heat networks
- Apply a monetary value per MVA (as reported by the NZM)
- If possible, but deemed unlikely, overlay this onto existing DNO datasets to apply greater benefit in grid constrained areas.
- Provide a detailed report outlining the findings, proposed changes, and the results of the testing phases. It is expected that these tests will be undertaken at a **local** 'segment' level.

National Deployment Scenarios

Develop and test a series of parameter sets reflecting different scenarios—low, medium, and high heat network deployment. This shall initially be tested within local ‘segments’ and then used in three National Model Runs (NMRs).

The supplier shall:

- Develop parameter sets for each scenario based on clear drivers and policy levers
- Test the National Zoning Model against each parameter set at a local level before running at a national level
- Provide reports and analyses for each scenario, including potential implications and outcomes.
- Collaborate with DESNZ to validate the results and refine the model as necessary.

This may include changing multiple assumptions & parameters in each of three scenarios. As an example:

High Scenario

- Price rebalancing occurs
- Heat network costs decrease
- Individual Air Source Heat Pump costs remain flat
- Cost of borrowing remains flat
- High certainty of heat offtake from low carbon sources

Medium Scenario

- Partial price rebalancing
- Heat network costs remain consistent
- Individual ASHP costs decrease slightly
- Cost of borrowing increases moderately

Low Scenario

- No price rebalancing
- Heat networks costs increase
- ASHP costs decrease by 30%
- Cost of borrowing increases
- Cost of accessing heat is higher than expected with lower certainty.

The supplier shall also provide a detailed report outlining the findings, proposed changes, and the results of the testing phases. It is expected that these tests will be undertaken at a **national** level having been fully tested at a **local** segment level first. These scenarios will also need to be agreed with the wider set of internal stakeholders within the 5 other workstreams that form part of the Heat Network Transition Programme (HNZTP)

Model simulations

Develop a series of simulations to test the likely impact of developing new features after the NZM Minimum Viable Product is published in 2025. Simulations are expected to develop proxies to sandbox four areas which are likely to be of interest to the heat network sector, but there is insufficient time to prioritise full feature development. These are:

4th & 5th Generation Heat Networks: Develop proxy tests that focus on the configurable parameters of flow temperatures and changing cost assumptions, specifically making distribution cheaper and connection more expensive. These tests should enable the assessment of the feasibility and impact of 4th & 5th generation heat networks within the National Zoning Model.

Geothermal Heat Sources: Create a hypothetical dataset of potential geothermal sites, including associated costs and other relevant data. Collaboration with experts from Leeds University and DESNZ SICE may be beneficial as both are working on developing potential data sets that may become available during this contract. This dataset shall mimic the key parameters that are available in the Waste Heat Research (WHR) database which is the NZMs key source for heat supplies.

Data Centres Heat Offtake: Use existing known locations of Data Centres in the England and develop a set of assumptions to assume how much heat may be available for use in heat networks. These are not currently in the model, whilst we await confirmation that there are no public security issues with their inclusion. This dataset shall mimic the key parameters that are available in the Waste Heat Research (WHR) database which is the NZMs key source for heat supplies.

Thermal Storage: Develop proxy tests that seek to quantify the benefits of including thermal storage within the model, such as electrical grid benefits, cheaper running costs due to time-of-day tariffs, but account for increased CAPEX of the thermal stores themselves.

The supplier shall provide a detailed report outlining the findings, proposed changes, and the results of the testing phases. It is expected that these tests will be undertaken at a **national** level having been fully tested at a **local** segment level first.

Technical Scoring

Any bidder which achieves a score of 60 or less in any of the following technical questions will not be considered for appointment:

- PROJ1.1 – Approach and Methodology
- PROJ1.2 – Staff to Deliver
- PROJ1.3 – Project Plan and Timescales

Social Value

The successful supplier is expected to deliver social value under this contract in alignment with the social value commitments set at Framework Level under BE23183.

Data Security & GDPR

The supplier is required to implement appropriate arrangements for data security at all times. Such procedures must meet the General Data Protection Regulation and the Data Protection Act 2018.

Any successful supplier shall uphold the Framework level requirements in relation to Data Security and adhere to any data processing in alignment with Annex 1 of Schedule 20.

Processes should be in place to safeguard against data loss, including appropriate risk management procedures. The Department reserves the right to vary the contract to ensure compliance with DPA 2018.

Contract Term and Budget

The contract is expected to run for the following duration:

Anticipated Contract Start Date: Monday 2nd December 2024

Anticipated Contract End Date: Monday 31st March 2025

Optional 3 Month Extension:

There will be an optional extension permitted for a period of 3 Months up until 30th June 2025. The Department reserve the right not to instruct the extension period and to conclude the contract at the end of March 2025. The supplier shall give the supplier 1 month's written notice where they intend to implement the extension.

The total budget over the full contract term including the optional extension shall not exceed £192,500.00 Excluding VAT.

This budget is broken down as follows:

£110,000.00 Excluding VAT for the initial 4-month term.

£82,500.00 Excluding VAT for the optional 3-month extension.

Bidders are to note that where the extension period is instructed, the Supplier's Day rates for each staff grade submitted within AW5.2 shall apply to the extended period.

Where the Department instruct the extension, the purpose shall be to expand upon the current project findings/outputs and/or instruct further tests (changing assumptions, parameters or rules).

Staff Grade Descriptions and Pricing

Bidders must complete AW5.2 Price Schedule and provide day rates/number of days for completion of the project outputs in line with the job roles defined at Framework Level attached in Appendix B.

Bidders are to ensure that the day rates for each Staff Grade Description do not exceed the maximum rate defined at Framework Level. If a day rate in your submission exceeds the maximum framework rates this will result in your bid submission being deemed non-compliant and will not be considered.

By submitting a response, bidders confirm that the prices offered will remain open for acceptance for a minimum of 90 Working Days from the date of submission.

Invoicing and Payment

All invoices should be sent to Department for Energy Security and Net Zero (DESNZ), 3-8 Whitehall Place, London, SW1A 2EG and a copy sent to the DESNZ Contract Manager coping in the DESNZ Work Stream Lead.

The contract shall be invoiced on a time basis and any rates charged shall not exceed those agreed within the Framework Agreement. The invoices must be submitted at the beginning of each month between the 1st and 7th day verifying the services carried out to date (including deliverables), the staff grade, the number of days worked, and the day rate applied. Suppliers are to note the day rate must align with the specified day rate within AW5.2 Price Schedule.

All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to the Buyers Authorised representative.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable), Contract reference number (e.g. CON number. Non-compliant invoices may be sent back to you, which may lead to a delay in payment.

If you have a query regarding an outstanding payment please contact our Buyers Authorised representative.

Supplier Checklist

The successful supplier shall be required to provide the following upon appointment:

- Proof of Insurance
- List of names and roles/ organogram. RASCI roles and responsibilities of the various key stakeholders
- Exit Management Plan
- Conflicts of interest register (If applicable)
- BCDR Business continuity/Disaster Recovery/ Contingency Plan
- Security Management Plan

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation of Bids

The evaluation model below shall be used for this Mini Competition, which will be determined to four decimal places.

Where a question is 'for information only' it will not be scored.

The evaluation team may comprise staff from UKSBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required.

To maintain a high degree of rigour in the evaluation of your bid, a process of commercial moderation will be undertaken to ensure consistency by all evaluators.

Do not exceed the page limits specified within each of the Non-Commercial criteria, any additional content provided beyond the specified page limit will not be considered or scored during the evaluation process. Where bidders include a cover page and/or annex, this will be taken into consideration within the page limit and therefore this is discouraged.

Where a Non-Commercial criteria requires an additional attachment such as an organogram or risk register bidders are to note the eSourcing Portal only permits 1 document upload per question therefore bidders must attach their response as a Zip folder.

Pass / Fail Criteria		
Evaluation Envelope	Q No.	Question subject
Qualification	SEL2.12	General Data Protection Regulations (GDPR) Act and Data Protection Act 2018
Qualification	FOI1.1	Freedom of Information Exemptions
Qualification	AW1.1	Form of Bid
Qualification	AW1.3	Certificate of Bona Fide Bid
Qualification	AW3.2	Conflict of Interest Declaration
Qualification	AW3.2.1	Conflict of Interest Declaration Supporting Information
Qualification	AW4.1	Contract Terms
Qualification	AW4.2	Changes to the Contract Terms
Qualification	AW 4.3	PPN01/22 Contracts with suppliers from Russia or Belarus
Qualification	AW6.1	Compliance to the Specification
Qualification	AW6.2	Variable bids
Commercial	AW5.3	Firm and Fixed Price
Commercial	AW5.4	Maximum Budget
-	-	Mini Competition response received on time within the eSourcing Portal
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.		

Scoring Criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings / scoring mechanism detailed within this Mini Competition. The Contracting Authority considers these weightings to be in line with the framework.

Evaluation Envelope	Q No.	Question subject	Maximum Marks	
			Overall	Breakdown
Technical	PROJ1.1	Approach and Methodology	100.00%	50.00%
Technical	PROJ1.2	Staff to Delivery		25.00%
Technical	PROJ1.3	Project Plan and Timescales		25.00%

Evaluation of Criteria

Non-Commercial Elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered, or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling

	in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.
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All questions will be scored based on the above mechanism. As there will be multiple evaluators their individual scores and commentary will be recorded, then a consensus meeting will be convened by the evaluators to determine your score. Note this will include a chairperson or lead and all evaluators are of equal status.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

The convened meeting came to a consensus that the final recorded score to given to your submission against this question should be 60, with the justification and reasons for this score recorded.

Once the consensus process has been finalised, all justifications recorded and all non-priced scores are agreed, this will then be subject to an independent commercial moderation review.

Any bidder which achieves a score of 60 or less in any of the following technical questions will not be considered for appointment:

Final Evaluation Scoring Method

The final evaluation shall be determined by a Price Per Quality Point (PQP) mechanism, based on the method outlined in Appendix II of the Government Commercial Function's Bid Evaluation Guidance Note¹.

The PQP shall be calculated to four decimal places (applying standard rounding rules). Preferred bidder status will be awarded to the bid with the highest total quality score with a PQP score that is a maximum of 10% higher than the complaint bid with the lowest PQP score.

The PQP will be calculated by:

1. Taking the Quality Score, which is the sum of the weighted technical scores for each Technical question asked.
2. Dividing the price submitted the Quality Score, to give a PQP score for each bid response.
3. Preferred bidder status will be awarded to the bid with the highest total quality score with a PQP score that is a maximum of 10% higher than the compliant bid with the lowest PQP score.

The table below is a worked example of this process. Please note the figures within the table are provided for illustrative purposes only.

¹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/987130/Bid_evaluation_guidance_note_May_2021.pdf

Tenderer	Total Quality score of technical proposal	Price submitted	PQP Score calculation	Within PQP Range?	Winner
A	50	£205,000	$(205,000 / 50) = 4,100$	Y	
B	60	£240,000	$(240,000 / 60) = 4,000$	Y	
C	70	£301,000	$(301,000 / 70) = 4,300$	Y	*
D	75	£337,500	$(337,500 / 75) = 4,500$	N	

Should the evaluation result in a tie, the technical questions will be ranked according to the highest weighting assigned to those questions and where questions have the same weighted score, the order of question number will take precedence. Then the tied Bidders will move down this question list until that point it is identified where a Bidders scores higher than (an)others, at which point they will be selected for Preferred Bidder status.

In the unlikely event that scores remain tied after following the above process, the Contracting Authority will call those remaining tied Bidders for a presentation, details of this and the scoring method to be used will be shared prior to the presentation.

Evaluation process

The evaluation process will feature some, if not all, the following phases.

Stage	Summary of activity
Receipt and Opening	<ul style="list-style-type: none"> Mini Competition (MC) bid logged upon opening in alignment with UKSBS's procurement procedures. Any MC response received after the closing date will be rejected unless circumstances attributed to UKSBS, the Contracting Authority or the eSourcing Portal beyond the bidder control are responsible for late submission.
Compliance check	<ul style="list-style-type: none"> Check all Mandatory requirements are acceptable to the Contracting Authority. Unacceptable responses maybe subject to clarification by the Contracting Authority or rejection of the Bid.
Scoring of the Bid	<ul style="list-style-type: none"> Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the criteria. The bid may be subject to moderation as advised in the criteria section, prior to any award decision.
Clarifications	<ul style="list-style-type: none"> The Evaluation team may require written clarification to Bids
Re - scoring of the Bid and Clarifications	<ul style="list-style-type: none"> Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Evaluation criteria.
Due diligence of the Bid	<ul style="list-style-type: none"> the Contracting Authority may request the following requirements at any stage of the Procurement: <ul style="list-style-type: none"> Submission of insurance documents from the Bidder. Request for evidence of documents / accreditations referenced in the / MC / Bid and / or Clarifications from the Bidder. Taking up of Bidder references from the Bidders Customers. Financial Credit check for the Bidder.
Moderation meeting (if required to reach an award decision)	<ul style="list-style-type: none"> To review the outcomes of the Due Diligence. To agree final scoring for each Bid, relative rankings of the Bids To confirm contents of the feedback letters to provide details of scoring and relative and proportionate feedback on the unsuccessful Bidders response.
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> To confirm contents of the letters to enable feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.

Section 6 – Evaluation Response Questionnaire

Bidders should note that the evaluation response questionnaire is located within the **eSourcing Portal**.

Guidance on how to register and use the eSourcing portal is available at

<https://beisgroup.ukp.app.jaggaer.com/>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date / time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Responses received after the date indicated in the Section 3 of the Mini Competition shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise the eSourcing portal prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission, we may reject your Bid.
- 7.5 Do ensure you utilise the eSourcing Portal messaging system to raise any clarifications to our Mini Competition. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information, we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise and ideally generic contact details; telephone numbers, e-mail details.
- 7.10 Do complete all questions in the evaluation response questionnaire or we may reject your Bid.
- 7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English
- 7.12 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's

DO NOT

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.14 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.16 Do not seek to influence the procurement process by requesting meetings or contacting UKSBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.17 Do not contact any UKSBS staff or the Contracting Authority without the Buyers written permission, or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer UKSBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed page limits, the additional pages will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected, unless the Framework explicitly permits this.
- 7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via the eSourcing Portal. Responses received by any other method than requested will not be considered for the opportunity

Some additional guidance notes

- 7.25 All enquiries with respect to access to the eSourcing portal and problems with functionality within the portal must be submitted to the eSourcing Helpdesk

Phone 08000 698 632

Email customersupport@jaggaer.com

Please note; the eSourcing Portal is a free self-registration portal. Bidders can complete the online registration at the following link:

<https://beisgroup.ukp.app.jaggaer.com/>

- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the eSourcing portal. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Response Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the eSourcing Portal
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this Mini Competition Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 90 days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.

- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the eSourcing Portal.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Call Off Contract to the successful Bidder.
- 7.41 All timescales are set using a 24-hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through the eSourcing Portal
- 7.42 All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this Mini Competition consent to these terms as part of the competition process.

- 7.43 The Government revised its Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the previous Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this Mini Competition to reflect any changes introduced by the GSC. In particular where this Mini Competition is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the

procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)

8.0 Freedom of information

- 8.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information Regulations 2004 (the 'EIR') (each as amended from time to time), UKSBS or the Contracting Authority may be required to disclose information submitted by the Bidder to the to the Contracting Authority.
- 8.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.
- 8.3 Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.
- 8.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to UKSBS or the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.
- 8.5 Bidders are reminded 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 UKSBS or the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this Mini Competition, Bidders are agreeing that their participation and contents of their Response may be made public.

9.0 Timescales

- 9.1 [Section 3](#) of the Mini Competition sets out the proposed procurement timetable. The Contracting Authority reserves the right to extend the dates and will advise potential Bidders of any change to the dates.

10.0. The Contracting Authority's Contact Details

- 10.1 Unless stated otherwise in these Instructions or in writing from UKSBS or the Contracting Authority, all communications from Bidders (including their sub-contractors, consortium members, consultants, and advisers) during the period of this procurement must be directed through the eSourcing tool to the designated UKSBS contact.
- 10.2 Bidders should be mindful that the designated Contact or other persons associated with this opportunity, should not under any circumstances be sent a copy of their Response outside of the eSourcing portal, unless the portal cannot receive your response due to an outage, should this happen then Contracting Authority will suitably formally instruct all bidders as to how to submit your Response Failure to follow this requirement will result in disqualification of the Response.

Appendix A – Glossary of Terms

TERM	MEANING
“UKSBS”	means UK Shared Business Services Ltd herein after referred to as UKSBS.
“Bid”, “Response”, “Submitted Bid”, or “MC” Response”	means the Bidders formal offer in response to this Mini Competition
“Bidder(s)”	means the organisations being invited to respond to this Mini Competition.
“Central Purchasing Body”	means a duly constituted public sector organisation which procures supplies / services / works for and on behalf of Contracting Authorities
“Conditions of Bid”	means the terms and conditions set out in this MC relating to the submission of a Bid
“Contract”	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement
“Contracting Authority”	means a defined term in the Public Contracts Regulations 2015, a public body subject to the procurement Regulations.
“Contracting Bodies”	means the Contracting Authority and any other contracting authorities described in the procurement documentation provided.
“Customer”	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
“Contracts Finder”	The government portal for advertising publically funded procurement awards as a result of a MC if above the required thresholds https://www.gov.uk/contracts-finder
“Due Diligence Information”	means the background and supporting documents and information provided by the Contracting Authority for the purpose of better informing the Bidders responses to this MC.
“EIR”	mean the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
“FoIA”	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
“Mandatory”	means any pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
“Mini Competition” or MC”	Means a competitive procedure of more than one bidder equally competing to secure an award of the opportunity as well as all related documents published by UKSBS and made available to Bidders and includes the Due Diligence Information.
“Named Procurement person”	means the single point of contact for the Contracting Authority based in UKSBS that will be dealing with the procurement
“Order”	means an order for served by any Contracting Body on the Supplier
“Supplier”	means the organisation awarded the Contract
“Supplies /Services / Works”	means any supplies/services and supplies or works set out at within Section 4 Specification