DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

To whom it may concern

Dear Sirs

Letter of Appointment

This letter of Appointment dated Tuesday 9th March 2021, is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Order Number:	CR20146
From:	The Department for Business, Energy and Industrial Strategy (BEIS), 1 Victoria St, Westminster, London, SW1H 0ET ("Customer")
To:	Energy Systems Catapult Services Limited, 7th Floor, Cannon House, Birmingham, B4 6BS ("Supplier")

Effective Date:	Wednesday 24th February 2021
Expiry Date:	Wednesday 31st March 2021

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B.

Key Individuals:	[redacted]

Contract Charges (including any applicable discount(s), but excluding VAT):	As per AW5.2 Price Schedule response highlighted within the RM6018 Contract Terms, schedule 6; Annex 1 – Contract Charges. The total value of this contract shall not exceed £14,952.00 Excluding VAT.

	Payment upon completion of each deliverable within Annex C Energy Data Review Project Delivery Plan
Insurance Requirements	Additional public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of £5 million for each individual claim Additional employers' liability insurance with a minimum limit of £5 indemnity Additional professional indemnity insurance adequate to cover all risks in the performance of the Contract with a minimum limit of indemnity of £2 million for each individual claim. Product liability insurance cover all risks in the provision of Deliverables under the Contract, with a minimum limit of £5 million for each individual claim
Liability Requirements	**Suppliers limitation of Liability** (Clause 18.2 of the Contract Terms);
Customer billing address for invoicing:	All invoices should be sent to should be sent to finance@uksbs.co.uk or (UKSBS, UK SBS, Polaris House, North Star Avenue, Swindon, SN2 1FF).

GDPR	As per Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects

FORMATION OF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Contract Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.

The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt

For and on behalf of the Supplier:

[redacted]

Date: 15th March 2021

For and on behalf of the Customer:

[redacted]

Date: 18/03/2021

ANNEX A

Customer Project Specification

1. Background

To achieve net zero, the energy system must integrate millions of distributed non-dispatchable forms of energy resource such as solar and wind. The system operator and energy network companies will increasingly rely on technology applications such as storage and demand-side response (the capability to turn energy demand up/down in response to system signals), to match generation with the point and time at which energy is needed. The exchange of high quality, standardised data on the location, size and performance of low carbon technologies is critical to this transition. Furthermore, increased visibility of data will lead to better informed policy making and increased innovation.

Recognising the challenge of transitioning to a digitalised energy system driven by data, Government and Ofgem commissioned the Energy Data Taskforce (EDTF). The EDTF found that a lack of visibility of energy data is holding back the transition to a net-zero energy system. Where energy data is visible, it is often not of the desired quality and/or standard that is needed. Over the past year we have implemented a number of policies to improve the quality and visibility of data across industry and the regulator, through the Modernising Energy Data (MED) group.

The MED programme, led by BEIS, Ofgem and IUK is running a number of projects (e.g. a common data architecture solution, a data catalogue and a digital system map) seeking to develop a robust data infrastructure that will serve as the foundation upon which future digital tools can be built. Efficient data infrastructure and digital tools require that all data be standardised i.e. it follows the same approach to the capture, sharing and storage of data. The Energy Data Best Practice (EDBP) guidance was developed (alongside industry) in response to this need and is currently being rolled out and enforced across industry through the RIIO price control and licence conditions.

The message from Govt to the energy industry is clear – data and digitalisation is a priority. Govt intends to lead by example and ensure that its own house is in order by embedding into its systems, the data practices it expects of industry.

2. Aims and Objectives of the Project

What is the proposed work?

We are proposing a two staged review of a sample set of high priority energy data, for which BEIS, other Government Departments and public bodies are custodians. Stage 1 aims to provide an understanding of how well BEIS energy data complies with the Energy Data Best Practice (EDBP) guidance and if necessary, will provide, recommendations to improve.

Note: Stage 1 outputs will be utilised to inform the scope of stage 2. *Currently we are procuring services for stage 1 only. A decision on stage 2 will be made depending on the outcomes of stage 1.*

Why is this work required?

Alongside industry stakeholders, BEIS is a significant player in the energy data ecosystem. We collect, process and publish data that is critical for the sector. This includes data on; energy consumption, production, efficiency, pricing, renewables and data monitoring various government schemes relating to energy. We are also designing data enabling capabilities such as; the Energy Data Best Practice guidance (alongside regulation to mandate it's use by networks), an Energy Data Visibility service that will catalogue energy metadata from across the sector and a common data architecture solution that will allow emerging digital tools to be interoperable. We therefore need to ensure that we are supporting, rather than hindering, data driven decarbonisation. This means looking at the energy data that we collect, store, use and disseminate, ensuring that it meets the requirements of the Energy Data Best Practice guidance (developed alongside industry) to ensure it is visible, accessible and usable.

Furthermore, there is an internal drive within BEIS to improve real-time policy and monitoring data. This will require consistent identifiers and common data (and metadata) standards. This review and the recommendations that stem from it will assist the department in preparing its data for this.

Example of energy use cases for stage 1 outputs

In order to transition to an energy system that is less reliant on carbon emitting fuels, we must address the challenge of embedding thousands of distributed energy assets such as battery storage, solar panels, electric vehicle chargepoints and heat pumps into the system. Enabling this transition will require high quality, standardised data about these distributed assets. BEIS and other departments (e.g. Ofgem, OZEV and DfT) own many datasets about distributed energy assets, including:

- grid-scale storage
- solar panels
- electric vehicle chargepoints and
- heat pumps

Datasets relating to the themes mentioned above are currently held in varying formats and degrees of quality. A key piece of data infrastructure that BEIS is working to develop under the MED programme, is the Energy Data Visibility project. This service will eventually surface metadata of energy sector data (including data relating to distributed energy assets). The benefits of such access are vast. For example, innovators will have visibility of the data available to them to develop new technology and business models.The energy system operator will have a better view of the assets across the system and can therefore manage the system more efficiently. The Energy Data Visibility service is one example of many emerging digital tools that will benefit from BEIS (OGD and public body) data being compliant with the Energy Data Best Practice guidance.

Expected Outcomes

For BEIS this work will:

- Provide a credible path to improving data processes that eventually improve BEIS (OGD's and public bodies) ability to design, monitor and evaluate policies better
- Ensure data for which BEIS, and a few select OGD's/public bodies are custodians are ready for the emerging common data architecture in the energy sector. (BEIS is taking a leading role in developing this in response to the recommendations of

the Energy Data Taskforce report through the Modernising Energy Data Access work specifically).
- Demonstrate that BEIS (OGD's and public bodies) are responsible data custodians.

For the energy sector:

In the energy sector, data is key to unlocking system and consumer benefits and managing the transition to a low carbon economy. Transparent, accessible, interoperable, and accurate data will facilitate the development of markets that will put consumers at the heart of this change, while enabling networks to support the proliferation of new business models and technologies. Key energy sector outcomes from this review of BEIS data are:

- Enhancement of the services and innovation that industry can derive from BEIS data
- System optimisation
- Enables flexibility markets
- Decarbonisation to reach net zero targets

Note: Stage 1 findings, will inform a more detailed scope for stage 2. As such, we will procure only for stage 1 in this financial year (2020/2021). Once a clearer stage 2 scope has been defined further funding and procurement approvals will be sought. At a high-level, below is an outline of the intended purpose of stage 2.

Stage 2: a series of interviews will be conducted to understand how existing datasets can be optimised to meet the needs of BEIS teams, outside of those who are directly involved in collecting and maintaining a particular dataset. Optimisation of datasets could involve:

- *Improving the coverage of data by building an understanding of what additional data fields would be useful to wider BEIS policy and analysis teams*
- *Identification of opportunities to link datasets*
- *A consideration of whether data collection is being duplicated within BEIS and how this might be streamlined*
- *End-end demonstration of the improved process identified through research*

3. Suggested Methodology

Example methodology (bidders are encouraged to suggest alternatives):

1. Familiarisation with sample datasets. This may require engagement with dataset owners and/or supporting and guidance that sit alongside the data.
2. Conduct a desk based review of the high priority datasets against the 12 principles outlined within the EDBP guidance and analyse the level of compliance.
3. Write-up a report relaying findings.
4. Write up and deliver presentation/webinar/teach-in
5. Create blog/video

The consultant/researcher will be utilising data that has been pre-selected by BEIS (we are also open to the consultants ideas and suggestions). Consultants/researchers should include within their bids, an estimate of how many datasets they will be able to review within the allocated time and budget.

Examples of the kind of datasets that will be included in the sample datasets can be found here

Applicants are expected to build into their bid a project plan, including details such as:

- Weekly update meeting to provide summary of progress and emerging risks
- An appropriate point in the project to submit an interim report and for BEIS to provide early feedback

4. Deliverables

- Written report including:
  - the current-status of BEIS, OGD and public body owned sample datasets against the 12 principles outlined in the EDBP
  - Specific recommendations to improve the sample datasets (if appropriate), in order for them to be EDBP compliant
  - General recommendations based on common trends identified within the samples datasets.
  - All recommendations should be supported by examples
- Dissemination materials summarizing recommendations and worked through examples. (The supplier is should state what format their dissemination material will be in e.g. teach-in, webinar, presentation).
- Delivery of dissemination materials among both analyst and policy teams
- A blog/video socialising the findings from the review.
- Recommendations for stage 2 requirements.

ANNEX B

Supplier Proposal