

Serial	Question	Clarification Response
Scoring and Evaluation		
1.	With reference to the table within Section 14 of the ITT- Evaluation Criteria and Scoring Methodology, it identifies that methodology has a 30% weighting, Skills and expertise has a 40% weighting and cost has a 20% weighting. In total this equates to 90% not 100%. Please can you review the weightings and update accordingly.	The ITT has been updated to reflect this miscalculation. Methodology 40%; Skills and expertise 40%; cost 20%.
2.	The weighting in the Evaluation Criteria and Scoring Methodology table on page 13 does not total 100, is it possible to confirm that the weighting given is correct?	
3.	Can you clarify the evaluation criteria and scoring methodology given that the sum of the weighting does not total 100% on page 13?	
4.	Under the Evaluation Criteria and Scoring Mechanism heading (pg 13) the table only adds up to 90% not 100% Where will the additional 10% be placed?	
5.	Please can you confirm that the scoring method (scores 1-5) will be applied to "Methodology" and "Skills and Expertise" only rather than sub-set of criteria within these two headings? If so, is it correct that a bidder will get a score of 1-5 for Methodology and a score of 1-5 for Skills and Expertise after which the relevant weighting will be applied (unless you receive a 1 at which point you will be excluded).	Due to the significant amount of interest in this tender the scoring method has been updated to include sub-criteria. Full details can be found in the updated ITT document. Methodology 40% (made up of: demonstrate understanding of requirements 10%; proposed methodology 20%; milestones, deliverables and timescales 5%; and identification of risks, challenges and assumptions 5%); Skills and Expertise 40% (made up of: company experience 10%; project team skills, expertise and experience 30%); Cost 20%. Bidders will be scored a 1-5 mark against the sub-criteria after which the relevant weighting will be applied.
6.	It is noted that DECC reserves the right to award the contract based on applicants' written evaluation only if one candidate emerges from the evaluation stage as significantly stronger than the others. Please can DECC provide further information using examples on how this process may work in practice for this specific opportunity?	The contract will be awarded based on the written proposals only where there is clearly a bidder who scores higher than the others. There will be no need for a clarification meeting between the Department for Business, Energy and Industrial Strategy (DBEIS). Where bidders achieve the same score the tender board will require those bidders attend a clarification meeting so that the board can better understand the bidder's offer.
Terms and Conditions		

7.	It is noted that within Section 12 of the ITT is states DECC reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 28 of the Public Contracts Regulations 2006. Please can DECC confirm at which stage of the tender process this requirement would be requested of the successful consortium and in what instances this is likely to be requested?	This may be required if the tender board find that the bids received cannot deliver the entire outcome satisfactorily. This will enable BEIS to take the best elements of these bids and get those enterprises to work together to deliver the contractual obligations.
8.	Within Section 8(3) of the Terms and Conditions it is recognised that the confidentiality obligations will continue to apply after the expiration of the contract. For clarity, would DECC consider including a timeframe associated with this obligation so that the successful bidder can build this obligation into its contract management plan.	We would expect that the confidentiality timeframe to remain in force for 12 months beyond contract completion.
9.	With reference to clause 18(7) of the Terms and Conditions it is noted that except in relation to death or personal injury as referred to in Condition 18(1), and subject to Conditions 18(5) and 30(6) the amount of liability under clause 18 shall be limited to a sum of £4,000,000 or twice the contract value, whichever is the greater, or such other sum as may be agreed in writing between the Head of Procurement on behalf of the Authority and the Contractor. Noting that this is a relatively low value task, to allow bidders to offer a price that is value for money, would DECC consider a) lowering the total limit of liability so that it is twice the contract value or such other sum as may be agreed in writing between the Head of Procurement on behalf of the Authority and the Contractor and b) widening the application of the cap on liability so that it applies to all liabilities under the contract (save for those that the parties cannot legally limit liability on).	BEIS are reducing the clause 18(7) from the £4m to £1m in which case all bidders can adjust their costs for the revised indemnity level for this procurement. It will not set a precedent for any future procurements and contract awards.
10.	With reference to Section 5 of the "Declaration 2: Form of Tender" please can you identify instances when the Department are likely to request a Deed of Guarantee?	This may arise if the financial picture of the bidder is a cause for concern about their ability to deliver the contract, usually relevant for long term commitments.
11.	Can the sector specific guidance produced be used by the contractor given that it is the perceived intention that DECC will provide this to industry? (Ref: section 2, subsection 6, and paragraph 3).	All work produced by the supplier will be owned by HMG.
12.	Is there any flexibility with DECC's Terms and Conditions, especially, do we have the ability to make exceptions to the T&C's that have been prescribed? We noted that in one disclosure	The terms and conditions to this tender are not negotiable. If a bid is received with different terms it will be treated as a non-

	form, "Form of Tender," that we must fully abide by the prescribed Terms and Conditions. Can we submit an alternate Terms and Conditions appendix for consideration?	compliant bid.
13.	Please can DECC confirm that they will be contracting on the basis of a fixed price (i.e. a price not subject to variation which will be the price as identified within Section C (Full Price Offered) of Annex A of the ITT)? If so, please can DECC explain why a reference to rates per grade is requested? The price evaluation will be undertaken on the total fixed price so it is unclear why bidders are being requested to provide a rates breakdown in addition?	This will be a fixed price contract. We will want to see how the fixed price has been determined through a detail breakdown of cost.
Classification		
14.	It is noted that Section 8 (4) of the Terms and Condition state that the Contractor shall not handle or examine any document or thing bearing a Government security classification of "Confidential", "Secret" or "Top Secret" other than in a Government establishment and the Contractor shall not remove any such document or thing from such Government establishment without the prior written consent of the Authority. Please can DECC confirm the level of classification that the contractor will be required to handle for this specific task? Further, is it correct to assume that the Government establishment for access to such documentation would be the DECC London based office?	The classification of information within this project will be OFFICIAL. The establishment for access to any protectively marked information will be the DBEIS offices at 3 Whitehall Place, London, SW1A 2AW although we do not expect any requirement to see government classified information. Where sensitive data of a commercial, or security, nature is discussed exchanged then this will be handled using the Traffic Light Protocol and the appropriate method for handling and storage agreed between DBEIS, the supplier and industry stakeholders in advance.
15.	Following on from Question 9, please can you clarify the expected classification of the deliverables that shall be created under this contract?	The expected classification of the final deliverable will be OFFICIAL (not protectively marked). This is because the guidance produced should be designed for use by industry. Data gathered as part of this project to support the delivery of the above guidance which is deemed sensitive will be handled according to the Traffic Light Protocol and the appropriate method for handling and storage etc will be agreed between DBEIS, the supplier and industry stakeholders in advance.
16.	Is there any government classification associated with the assignment deliverables? If so, which ones apply and to what?	
17.	What will be the protective marking for the outputs defined in Section 2.5?	
ITT		
18.	Please can DECC confirm the method with which answered Clarification Questions will be distributed to all those involved in the Tender process.	The answers to clarification questions received before the deadline of 12 th August will be published onto contracts finder, along with the updated ITT. Answers to the clarification questions, along with the updated ITT will also be circulated to all bidders who

		have registered an interest prior to the date at which the answers to these clarification questions are published.
19.	Does the inclusion of front covers, back covers or content pages count towards the 10 page limit?	The proposal is limited to 10 pages (20 sides) NOT including front covers and back covers and excluding declarations. Contents pages will count towards the 20 page limit.
20.	Does the 10 pages limit include front page, contents and other standard boilerplate? Also, excluding your required appendices, are any further appendices that we feel relevant included within this count?	The proposal is limited to 10 pages (20 sides) not including front and back covers, and declarations detailed in the ITT. Bidders are able to provide whatever additional appendices they feel are relevant but these must be kept within the 10 page (20 sides) limit.
21.	We assume that CVs of proposed staff can be attached to our proposal as appendices, and do not therefore count towards the 10 page limit. Is this correct?	The proposal is limited to 10 pages (20 sides) NOT including front covers and back covers and excluding declarations. CVs will count towards the 10 page (20 sides) limit.
22.	For evaluation purposes, should the pricing schedule and any indication of cost be kept separate from the main proposal document?	The pricing schedule (Annex A) can be submitted as a separate annex from the main proposal; but the main proposal should include a detailed breakdown of the milestones, deliverables and timescales. This will be subject to the 10 page (20 side) limit.
23.	Does the confirmation/assurance for 3B count towards the 10 page limit or can it be included as an annex?	We assume this refers to providing assurances to the Department that you comply with the Data Protection Act. This can be included as part of an annex (outside of the 10 page (20 sides) alongside the other declarations required as part of this tender.
24.	Can you clarify what the “high level specification” section refers to given that this term is not used elsewhere in the ITT (section 2, subsection 5, and paragraph 1)?	Please disregard. This has been copied over from an internal business case approval document and is not relevant to the ITT document. The ITT has been amended.
25.	We refer to your ITT, Section 1, paragraph F (page 6). Could DECC please clarify what date should apply in place of Friday 15 January, which we assume is a misprint.	This is a misprint. The ITT has been updated to reflect this and the date has been changed to Friday 19 th August.
26.	It's stated that any amendment to the ITT will be issued by 15th January. We assume this is a typo. Can you confirm the actual expected date please.	
27.	Does the budget include time, materials and expenses? Or is it time only?	The budget is the total budget and includes all expenditure required to complete this project.
28.	The timetable has identified the tender receipt date of Friday 26th August, and inviting supplier for bid clarification on Monday 29th August. The 29th August is a Bank Holiday. Can you confirm whether this timetable will be followed or if the dates will be revised.	The dates have been revised within the ITT to Wednesday 31 st August.
Technical Questions		

29.	Which substations should we consider as part of the review and for the guidance which would be issued? We would expect that the National grid substations and the intermediate substations should be considered should we also consider the final distribution substations as part of this?	Transmission (400kv-132kv) DNO Grid Supply Point (132kv-32kv) Primary (33kv-11kv)
30.	Please can DECC define what the term 'substation' means; whether it refers to small local structures (those that would be found on a housing estate for example) or larger regional ones.	
31.	You state in the ITT section 4. Methodology (page 9) "produce sector-specific guidance on securing substations, including the transmission and distribution aspects" could you please confirm whether it will focus on National Grid Transmission Substations or should DNO substations be included too?	
32.	How far down/into the distribution network should be considered in this study?	
33.	Has DECC engaged with CPNI, IEEE and/or any other organisations or UK government department to determine if there are any current substation cyber security working groups/forums (open and closed groups)? If yes, please could you list the organisations contacted and list any active groups working on substation cyber security?	We are not aware of any specific substation working groups or forums. We would like the winning bidder to identify any relevant groups/forums as part of this project.
34.	Has DECC engaged with CPNI, IEEE and/or any other organisations or UK government department to determine where applicable, if any non-internet facing documentation exists for substation cyber security? If yes, please could you provide details of the appropriate organisations and details of the documentation?	We are not aware of any non-internet facing documentation in existence for substation cyber security. We would like the successful bidder to identify and review all relevant existing documentation.
35.	Does DECC have an expectation of how many existing substation sites/suppliers would require a visit and review? If yes, please could you provide the number of sites to be visited, and the geographic location of each?	We would look to the successful supplier to advise on the number of substations of each type to ensure a representative sample and a sufficient evidence base to develop robust guidance.
36.	Does DECC have an expectation of the supplier carrying out vulnerability scans/penetration tests at each substation site, to help understand current vulnerabilities and issues?	It was not intended that this project would look to do vulnerability scans at substations as the project is looking to develop good practice guidance when it comes to ensuring the cyber security of substations. However, if it is felt beneficial from industry stakeholders that vulnerability scans may benefit this project, then we would want to make sure that risks to live systems were being adequately managed

		prior to undertaking any testing. This will need to be discussed if the matter arises during the project between DBEIS, industry stakeholders and the supplier.
37.	Please can DECC bound the different types of equipment that the supplier will be expected to test, elaborating on any differences that may/ will occur due to changes in region or electricity supplier?	<p>The primary plant of a substation is not provided according to a default design. Each substation is unique and can be supplied by a number of different vendors.</p> <p>The secondary systems (protection, control etc.) are provided by different vendors. Although there is now supposed to be a common standard for inter-connectivity (IEC 61850), there are still many legacy type architectures and protocols in use. Differences are not regional and adjacent substations may be from different vendors.</p> <p>However, this project is looking at developing general guidance in assisting good cyber security at substations and therefore a supplier would be expected to look at representative types of equipment and components, rather than cover all specific componentry in use across the electricity sector.</p>
38.	In order to effectively plan a review of existing standards/guidance could you please indicate the number of related documents available from DECC to the winning contractor?	The winning contractor will be required to identify, gather and review any existing and relevant standards and guidance themselves. DBEIS will not be supplying any to the winning contractor to review as we require the expertise of the winning contractor to advise us on which relevant documents we should be aware of.
39.	Will DECC be able to facilitate or at least provide introductions for engagement with DECC's industry partners, including suppliers of next generation substation equipment?	We will endeavour to assist in any way that we can to facilitate effective working relationships with our stakeholders across the sector. We would also hope that the winning contractor could utilise their own professional networks to support this project as we would like to keep the burden on our stakeholders as little as possible.
40.	How are "Critical substations" defined? Will we be informed which substations are deemed as "critical"?	This will be aligned to definitions of Critical National Infrastructure. The relevant criticality scales (and briefing if necessary) will be provided to the successful tender. Answer to Q. 29 Gives broad perspective.
41.	How will "significant substations" be defined? Is the review expected to determine which are "significant"?	This is a mistake in the terminology used. We are concerned about critical substations. Please see Q.29 and Q.39. The ITT has been amended.

42.	Can relevant foreign industry-specific standards be considered as sources of relevant guidance? (e.g. NIST standards, etc)	Yes, we would like the winning contractor to identify and review all relevant standards and guidance, including international standards.
43.	Is the assumption you've made that we will review public domain standards/guidance? Can you clarify whether there is the expectation that we will review individual company standards/guidance (if any)?	If companies have individual standards/guidance (including any international experience) then we would be interested in the supplier reviewing these alongside public domain standards/guidance.
44.	When engaging with industry, do you expect that we will visit / meet with all relevant companies or undertake sampling?	We would like to keep the burden on our industry partners to a minimum; therefore we would look to the winning contractor to advise us on the number of meetings / visits they feel would be necessary to complete this project.
45.	When "identifying designs for future substations", is this with respect to applying the appropriate cyber security controls only? Will templates or relevant details of future substation designs be made available? Or, are we only considering how to secure key, future components?	<p>We are looking for guidance to be developed which will enable site specific plans (similar to Operational Requirements) to be developed to ensure future substation designs, procurements, implementations and operation consider maximum cyber security protection (including common component types / equipment which may be included in future substation designs).</p> <p>The supplier will be expected to work with DBEIS and industry stakeholders to identify any relevant documentation which may support this project.</p>
46.	Are you expecting site risk assessments to be performed of sub-stations?	We expect that some site risk assessments will be required, of a representative sample, to enable guidance to be developed. However, we will look to the supplier to advise us on what the best steps are to complete this project as part of their proposal.
47.	Who are the intended audience for the report? Will they be technologists or managerial? The intended audience will determine the level of technical detail required in the report.	The guidance will need technologists to interpret and provide the broader policy context. The guidance needs to be relevant to all parts of the process from design, through to procurement, deployment and operation.
48.	Commercial in confidence- DECC has been asked a question from an enterprise involved in cyber-security support and assessment services to companies within the Energy Sector but are not involved in supplying substations, substation equipment or other elements of the electricity distribution system. Would this constitute a conflict of interest for DECC?	We would not consider this a conflict of interest.
Misc		
49.	Will there be any different or impact that we	The contract letter will be amended to reflect

	should be aware of due to the reorganisation in which DECC has now become part of BEIS?	this since currently DBEIS does not legally exist and so the contract award will be by DECC. The contract will automatically novate across to DBEIS once the statute is enacted in Autumn 2016.
50.	What is the anticipated venue for the (monthly) project meetings, supplier premises or DECC? Also, how long would you anticipate these meetings being?	They will be held at DBEIS, 3 Whitehall Place, London SW1A 2AW or by teleconference if this is not practical. We would expect the meetings to be a maximum of 1 hour.