Invitation to submit a Proposal to further develop the UK Energy Portal Application supporting the Electricity Demand Reduction (EDR) pilot for Phase 2.

Deadline for responses: 4pm, Tuesday 10th March 2015.

This is a procurement run by the Department of Energy and Climate Change under the Digital Marketplace framework.

Date: 26th February 2015

REQUEST FOR A PROPOSAL TO FURTHER DEVELOP THE UK ENERGY PORTAL APPLICATION SUPPORTING THE ELECTRICITY DEMAND REDUCTION (EDR) PILOT FOR PHASE 2

Proposals for the further development of the a UK Energy Portal Application for phase 2 of the Electricity Demand Reduction (EDR) pilot for the Department of Energy and Climate Change("the Department") are invited.

Please ensure that your proposal is returned by **4pm, Tuesday 10th March 2015** clearly marked **"Further Development of a UK Energy Portal Application to support phase 2 of the Electricity Demand Reduction (EDR) pilot".** The short tender period will allow the successful bidder the maximum time to deliver the project.

All responses should be sent to Amanda Eden at email address: Amanda.Eden@decc.gsi.gov.uk to arrive by the closing time and date.

In responding you must answer the questions posed in the evaluation criteria, which will be marked according to the scheme indicated. Any questions to Amanda Eden at email address: Amanda.Eden@decc.gsi.gov.uk or phone number 0300 068 5688

DESCRIPTION OF CONTRACT

We are looking for further development of the application developed last year to support phase 1 of the EDR pilot. This was written using the FOXOpen Open Source framework and hosted on the UK Energy Portal to provide an online application form and the ability to upload documents securely over the period of the EDR pilot's two auctions. We would like to develop some of the processing functions and add in the Expressions of Interest form, which was separate for the first phase. Again, the development timescale is extremely tight and must accommodate the process outlined in the timetable below (DECC would prefer to spend some of the money in this F/Y so needs any contractor to be able to start quickly). This contract is for the development phase only, and must include work to handover support and documentation to the incumbent support service provider.

The estimated value of this contract is £20,000 – 25,000

EDR pilot – background

A decision was taken in 2013 to pilot supporting EDR through the Capacity Market. This could allow for a direct trade-off between total volume of generation capacity and demand reduction.

Whilst there is a strong rationale for the incorporation of EDR in the Capacity Market, there are a number of caveats, which meant that a substantial pilot phase, including holding two auctions, was considered the only way to gather the evidence required to allow for properly informed decisions to be made regarding long term financial support for EDR.

Last Summer, at short notice we found ourselves without a delivery partner and needing to deliver the project ourselves, in house. As a result we needed to acquire an IT application that would handle applications and supporting documents, sealed bids and follow-up reports. Because of time constraints, what we could do was limited.

Now we are preparing for a second auction and, following learning from the first phase, we wish to enhance and improve the system developed last year.

Requirements

- The application will need to be compatible with the UK Energy Portal where the existing EDR Pilot Portal is hosted, so expert FOXopen development skills are required to ensure that the system remains robust and secure
- The application will need to re-use all existing security functions which the Energy Portal offers and build on the phase 1 work already completed
- The additions and changes to the application (listed below) will need to be tested and ready to go live by **end May 2015 at the latest**. (Preferred date to complete 22 May or earlier to allow us to ensure that the Participant Handbook is completely in line with the new system before launch). DECC would prefer to spend some of the money in this F/Y so any contractor needs to be able to start quickly.
- Additions and changes needed more specifically:
  - The Expressions of Interest phase was managed outside the IT system for phase 1, but this now needs to be incorporated into the Portal. It currently consists of around 30 questions with various fields/tickboxes to complete. A draft Expressions of Interest form (still to be finalised) can be sent to those interested in bidding. This part of the form will be submitted to DECC to check (DECC will need to be able to return it if not properly completed.) When satisfied DECC will accept the Expression of Interest (name possibly to change) and the system will automatically generate a participant number – 4 letters and 4 numbers (when done manually the letters bore a relation to the company name, which was quite useful, so it would be helpful if we could explore whether something similar might be possible here). Each participant will need only one Expression of Interest, but will be able to generate as many applications as they like (as currently). As the contact information will be duplicated to a certain extent (we will need it up front, but each individual application will need to also contain it as they may be processed by different case managers) it might be useful to be able to autofill those fields in the main application where there is an overlap.
  - For those who participated in the first auction phase and wish to take part in the second phase, we will need a very clear separation so that they can continue to manage their first auction actions but also take part in the second auction phase, and also clear enough that those registering just for the second phase don't get confused.
  - During the processing of cases DECC had some problems because we could not attach documents to send out to participants at the various stages, so had to e-mail externally to the system – at the same time the system was sending automatic e-mails, which meant there was duplication of some information as we were unable to access and change the text of the automatic e-mails. The system therefore should

be developed to allow documents to be attached at each stage and to allow text to be inputted for the e-mail that is sent. Any text that is automatically sent should be displayed, with an option for DECC to change that text if necessary.

- o DECC asked participants for a considerable amount of information, which caused some confusion about the documents they needed to provide for the different types of applications. We would like to explore how we might make it easier for them to see what they need to provide by perhaps automatically directing the participant better. Depending on what type of project they had (eg deemed, metered or a mix), boxes linked just to the method clicked would come up for only the documents relevant to that method. For example, if a participant clicks "deemed", there would be no box for baseline calculations, which would only appear if either metered or mix was selected.
- o Some new reports are needed eg reports/downloads for the EOI process that mirror those for the main application, and user/application count reports, where the information is currently available, but DECC does not have easy access to it except through the contractor, as well as some improvements to existing reports to be agreed with the contractor
- o A number of smaller technical changes around the allocation, redistribution and recall of cases, changes to the technical review process to allow better reporting, as well as changes necessitated by policy changes and process changes eg fields adding or removing or moving position in etc would be helpful. What exactly will be covered here will be negotiated and agreed with the successful contractor, but they should allow at least two weeks work on these issues.

- The contractor will need to be flexible to take account of developments as they occur and any other small changes that we might wish to substitute for those detailed here. Exact requirements will be discussed with the successful contractor, but the above is a reasonable outline of requirements.
- Hand over the developed application to the current Energy Portal support service with relevant documentation.

Timetable for scheme

11th March 2015	Let contract
March – late May 2015	Development phase. System is tested before being handed over in mid-late May ready for June launch
June – July 2015 tbc	Second Phase launch with Expressions of Interest, one of the new processes on the Portal (this phase will close, probably sometime in July, to give us an idea of who our participants might be and how many of them there are)
June - October 2015 (tbc)	Once participants have registered on the Portal they will complete the EOI process. Once checked and passed by DECC the system will allocate them a participant number. They will be able to move onto the next stage, which will allow them to submit full applications and M&V plans. These will then be assessed for eligibility so will need to be accessible to DECC and contractors doing the main assessment. Will need

	to send and receive additional information and documents at each stage if required.
Early 2016	Applications which meet the requirements as set out above will be eligible to participate in the second auction. Precise timings to be confirmed

INSTRUCTIONS AND INFORMATION ON PROPOSAL PROCEDURES

ABOUT THESE INSTRUCTIONS

1. These instructions are designed to ensure that all suppliers are given equal and fair consideration. It is important, therefore, that you provide all the information asked for in the format and order specified. Please contact:

Name	Amanda Eden
Address	3 Whitehall Place, London, SW1A 2AW
Telephone Number	+44 (0)300 068 5688
Email	Amanda.eden@decc.gsi.gov.uk

2. Please note that references to the "Department" throughout these documents mean The Secretary of State of Energy and Climate Change acting through his/her representatives in the Department of Energy and Climate Change.

TIMETABLE AND ADMINISTRATION ARRANGEMENTS

3. **Timetable**

   This is a summary of the timetable that applies to this procurement. The Department reserves the right to alter this timetable where necessary and will ensure that all potential suppliers are notified accordingly to any such change. Please contact Amanda Eden if you intend to bid and would like access to the EDR test site.

Event	Date and Time
G-Cloud searched and contractors approached	26 February 2015
Deadline for receipt of queries about this procurement	Thursday 5th March 2015
Deadline for receipt of proposals	10th March 2015 4pm
Evaluation of written proposals	11th March 2015
Contract Award decision	11th March 2015

4. **Returning Proposals**

   4.1 Proposals must be submitted electronically and must be clearly marked as "Further Development of the UK Energy Portal Application to support phase 2 of the Electricity Demand Reduction (EDR) pilot". Proposals are to be returned by **4pm on Tuesday 10th March 2015**.

5. Receipt of Proposals

5.1 Proposals will be received up to the time and date stated. Those received before that date and time will be retained unopened until then. Please ensure that your proposal is delivered no later than the appointed time on the appointed date. The Department does not undertake to consider proposals received after that time.

6. Acceptance of Proposals

By issuing this invitation the Department is not bound in any way and does not have to accept the lowest or any proposal and reserves the right to accept a portion of any proposal unless the supplier expressly stipulates otherwise in their proposal.

7. Period for which Proposal shall Remain Valid

7.1 The Department requires proposals to remain valid for a minimum of 6 months .

8. Amendments to the Documents Issued by the Department

8.1 The Department reserves the right to amend the enclosed documents at any time prior to the deadline for receipt. Any such amendment will be numbered, dated and issued by Amanda Eden. Where amendments are significant, the Department may at its discretion extend the deadline for receipt of proposals.

8.2 The Department reserves the right to discontinue this process at any time and not to award a contract.

9. Inducements

9.1 Offering an inducement of any kind in relation to obtaining this or any other contract with the Department will disqualify your proposal from being considered and may constitute a criminal offence.

10. Costs and Expenses

10.1 You will not be entitled to claim from the Department any costs or expenses that you may incur in preparing your proposal whether or not your proposal is successful.

11. Debriefing

11.1 Following the award of Contract, debriefing will be provided on request.

12. Proposal Documents

12.1 Your response should, unless otherwise agreed, be word-processed using a font of no less than 12 point and should be written in English. All pages should be consecutively numbered and the total number of pages must be indicated on each page.

12.2 You must respond to each of the requirements and criteria listed in the Requirements and Evaluation Criteria section. If you have no response to an item, you must quote 'No Response' against the item number in your submission.

13. Confidentiality

13.1 Please note the following requirements, you must not:

- Tell anyone else what your proposal price is or will be, before the time limit for delivery of proposal.

- Try to obtain any information about anyone else's proposal before the time limit for delivery of proposal.

- Make any arrangements with another organisation about whether or not they should submit a proposal, or about their or your proposal price.

13.2 Failure to comply with these conditions may disqualify your proposal.

14. Freedom of Information and Transparency

14.1 The Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIR") apply to the Department. You should be aware of the Department's obligations and responsibilities under FOIA or EIR to disclose, on written request, recorded information held by the Department. Information provided in connection with this procurement exercise, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Department in response to such a request, unless the Department decides that one of the statutory exemptions under the FOIA or the exceptions in the EIR applies. If you wish to designate information supplied as part of this response as confidential, of if you believe that its disclosure would be prejudicial to any person's commercial interests, you must provide clear and specific detail as to the precise information involved and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. Such designation alone may not prevent disclosure if in the Department's reasonable opinion publication is

required by applicable legislation or Government policy or where disclosure is required by the Information Commissioner or the First-tier Tribunal (Information Rights).

14.2   Additionally, the Government's transparency agenda requires that proposal documents (including proposals such as this) are published on a designated, publicly searchable web site.   The same applies to other proposal documents issued by the Department (including the original advertisement and the pre-qualification questionnaire (if used)), and any contract entered into by the Department with its preferred supplier once the procurement is complete.   By submitting a proposal you agree that your participation in this procurement may be made public.   The answers you give in this response will not be published on the transparency web site (but may fall to be disclosed under FOIA or EIR (see above)).   Where proposal documents issued by the Department or contracts with its suppliers fall to be disclosed the Department will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.

THE EVALUATION CRITERIA AND SCORING METHODOLOGY

Evaluation Criteria Our evaluation criteria is split into 2 categories as shown in the table below:

Evaluation Criteria	
Commercial	Whole life cost, cost effectiveness, price, including cost to transition service to incumbent supplier. Ability to deliver within the stated timescales.
Technical	Technical merit and functional fit, coverage and performance as specified in relevant service levels

Weightings The allocated weightings for our evaluation criteria are shown in the table below:

Evaluation Criteria		Criteria Weighting %
Commercial	Whole life cost, cost effectiveness, price and running costs. Ability to deliver within the stated timescales.	50%
Technical	Technical merit and functional fit, coverage and performance as specified in relevant service levels	50%

Scoring Method - Where a question is scored the scores will range from 0 to 5. The following illustrates the meaning of each score:

Score	Description
0	No evidence provided
1	The requirement is not met
2	The requirement is partially met
3	The requirement is adequately met
4	The requirement is fully met
5	The requirement is exceeded

Calculation of scores – Each requirement is marked individually using the Scoring Method above. The score for each requirement is added into a score for each of the Commercial, Technical and Support categories and the weighting applied to those scores to arrive at an overall score for each supplier.

The supplier with the highest score for each Lot will be the winner.

EVALUATION QUESTIONS

15. Commercial

15.1 Please confirm that development will be based wholly in the UK

15.2 Please confirm that you are able to deliver the project in the tight timescale described

15.3 Please provide a costed plan for the development and delivery of this application as set out in the Requirements section of the invitation above with a costed breakdown of the resources and project stages

15.4 Please provide a costed plan for the transition of the project to support services with an associated breakdown of costs

16. Technical

16.1 Provide a high level design for this application which addresses user interface screens, security, workflow and email functions to achieve the requirements set out in the Requirements section of the invitation above and refer to the FOXOpen framework to indicate implementation principles

16.2 Please indicate how your design would remain flexible and lend itself to future enhancements

16.3 Indicate which modules you consider would be required to implement this application and the nature and complexity of these modules

16.4 Describe the testing phases which you would go through to verify the application conforms to user expectations

16.5 Describe the documentation you would provide as part of the handover
exercise to support services