



Department for
Business, Energy
& Industrial Strategy

Net Zero Innovation Portfolio

Smart Meter System based Internet of Things (IoT) applications

SBRI Phase 1 to 2 Down-Selection Guidance Notes

Prj_965



© Crown copyright 2022

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit nationalarchives.gov.uk/doc/open-government-licence/version/3 or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

Where we have identified any third-party copyright information you will need to obtain permission from the copyright holders concerned.

Any enquiries regarding this publication should be sent to us at: flexibilityinnovation-dsr@beis.gov.uk

Privacy Notice

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (UK GDPR).

Your Data

We will process the following personal data:

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

Purpose

We are processing your personal data for the purposes of the Competition described within the remainder of this guidance document, or in the event of legal challenge.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the administration of this Competition including but not limited to performance of financial due diligence and security checks. 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 Competition. We may share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All applications will be retained for a period of 6 years from the date of receipt.

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.

International Transfers

As your personal data is stored on our IT infrastructure and shared with our data processors Microsoft and Amazon Web Services, it may be transferred and stored securely in the UK and European Economic Area. Where your personal data is stored outside the UK and EEA it will be subject to equivalent legal protection through the use of Model Contract Clauses

Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

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 Business, Energy and Industrial Strategy (BEIS).

You can contact the BEIS Data Protection Officer at: BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: dataprotection@beis.gov.uk.

Contents

Privacy Notice	3
Contents.....	6
Glossary of terms and definitions	8
Supporting Documents.....	10
1. Competition Overview	11
2. Phase 2 Requirements and Deliverables	13
2.1. Phase 2 – Stage 1 – Develop	13
2.2. Phase 2 – Stage 2 – Trial	17
3. Down Selection Timetable and Application Process	20
3.1. Down Selection Timetable	20
3.2. Down Selection Application Process	21
4. Contract Size and Restrictions on Funding	21
4.1. Contract Size	21
4.2. Eligible Costs	22
5. Eligibility for Funding	23
5.1. Down Selection Eligibility Criteria	23
5.2. General BEIS Conditions	26
6. Financial Eligibility	29
6.1. Financial Eligibility	29
6.2. Financial Viability Checks	29
7. Down-Selection Assessment Process and Criteria	32
7.1. Submission Content.....	32
7.2. Assessment Criteria.....	33
7.3. Scoring Guidance	36
7.4. Selection Approach.....	37
7.5. Notification of Results	37
7.6. Publication of Results	38
7.7. Feedback.....	39
8. Reporting, Knowledge Sharing and Evaluation Requirements	40
8.1. Project monitoring and reporting	40
8.2. Regular reporting requirements	40
8.3. Key Performance Indicators	41
8.4. Evaluation requirements	43
9. Intellectual Property.....	44

10. Feedback, Re-application and Right of Appeal	45
11. Confidentiality and Freedom of Information.....	46
12. Terms and Conditions	48
13. Further Instructions to Applicants	49
13.1. Definitions	49
13.2. Data Protection and Security	49
13.3. Non-Collusion	50
Appendix 1 - Eligible and Ineligible Costs	51
Appendix 2 - Exclusion Grounds	54
Appendix 3 – Completion of Project Cost Breakdown Form.....	60
Appendix 4 – Accelerator Support for SMEs	62

Glossary of terms and definitions

Applicant	A company, organisation or consortia of companies and/or organisations that submits an application in response to the Competition
Assessment Criteria	The criteria against which compliant Competition Applicants will be assessed in relation to awarding of SBRI Contracts. These are set out at Section 7.2
Authority / Contracting Authority	The Department for Business, Energy and Industrial Strategy (BEIS), 1 Victoria Street, London SW1H 0ET
BEIS	Department for Business Energy and Industrial Strategy
CPA	Commercial product assurance
Competition	Means the process used to establish awarding of contracts for the provision of feasibility studies relating to interoperable energy management systems.
DCC	Data Communications Company
Deliverables	Means the reports and other outputs to be delivered under the Contract as detailed at Section 2
DNO	Distribution Network Operator
Down Selection	Means the process as detailed at Section 3 to select two (2) Phase 1 Projects to advance to Phase 2.
DSR	Demand Side Response
DSRSP	Demand Side Response Service Provider
EDiT	Energy Digitalisation Taskforce
EMS	Energy Management System –used to mean domestic HEMS (home energy management system) and smaller non-domestic settings energy management systems
Energy Supplier	An entity that holds a Gas or Electricity Supply Licence
ESA	Energy Smart Appliance
FAQs	Frequently asked questions
Feasibility Report	The key Contract deliverable
FOIA	Freedom of Information Act (2000)
GB	Great Britain
GDPR	General Data Protection Regulations
HCALCS	Home Area Network Connected Auxiliary Load Control Switch
HEMS	Home Energy Management System
HMG	Her Majesty's Government
IoT	Internet of Things
IPR	Intellectual property rights
KPI	Key Performance Indicator
LV	Low voltage
M	Million
Minimum Threshold Scores	Means the minimum scores that Applicants must achieve against the Assessment Criteria to be considered for funding, as detailed at Section 7.4
NCSC	National Cyber Security Centre
NZIP	Net Zero Innovation Portfolio

Phase 1	Means activities and outputs relating to the initial Feasibility Study stage
Phase 2	Means activities and outputs relating to the subsequent Develop and Trial stages as set out at Section 2.
PPMID	Prepayment Meter Interface Device
Project Cost Breakdown Form ('the')	Means the 'BEIS Project cost breakdown form provided as an Electronic Appendix to this Competition pack, and which Applicants must complete as their pricing proposal.
Project(s)	Applicants' proposals for which the Competition seeks to award SBRI funding.
SAPC	Standalone proportional controller
SCADA	Supervisory control and data acquisition
SMETER	Smart meter enabled thermal efficiency ratings
SMHAN	Smart metering home area network
SMWAN	Smart metering wide area network
SME	Small and medium enterprise
SMS	Smart meter system
SMETS	Smart metering equipment technical specifications
Solution	Applicants' technical proposals for IoT Sensor devices and any supporting data management tools.
T&C	Terms and conditions
TRL	Technology Readiness Level
UK	United Kingdom
VAT	Value-Added Tax

Please note that references to the "Department" or "Authority" throughout these documents mean The Secretary of State for Business, Energy and Industrial Strategy acting through his/her representatives in the Department for Business Energy & Industrial Strategy (BEIS). Any reference to "Programme" is a reference to the Net Zero Innovation Portfolio: Smart Meter Internet of Things) Programme, run by the Department for Business Energy and Industrial Strategy (BEIS). Any reference to "portfolio" is a reference to the Net Zero Innovation Portfolio (NZIP).

Supporting Documents

The following documents support this Competition Guidance and can be found [here](#).

Annex 1: SBRI Contract Terms and Conditions

Annex 2: Declarations

- Declaration 1: Statement of non-collusion
- Declaration 2: Form of Bid
- Declaration 3: Conflict of Interest
- Declaration 4: Code of Practice for Research
- Declaration 5: The UK General Data Protection Regulation Assurance Questionnaire for Contractors
- Declaration 6: Standard Selection Questionnaire

Smart Meter System (SMS) based Internet of Things (IoT) Applications SBRI Competition – Phase 1 to 2 Down Selection Guidance for Applicants

The purpose of this Guidance is to give an overview of Phase 2 of the Smart Meter System based Internet of Things (IoT) applications Programme and the associated procedures for the down selection process from Phase 1 to Phase 2. This Guidance is supplemented by the Smart Meter System based Internet of Things (IoT) applications [Phase 1 – Feasibility Studies SBRI Competition Guidance Notes](#) (the “**Phase 1 Guidance Notes**”).

This Competition forms part of the overarching up to £65m Flexibility Innovation Programme which seeks to enable large-scale widespread electricity system through smart, flexible, secure and accessible technologies and markets.

1. Competition Overview

There have been no changes to background, context, aims, scope and delivery approach to that issued in the Phase 1 competition Guidance Notes. Applicants should refer to the Phase 1 Guidance Notes for the complete background, context, aims, scope and delivery approach for the Smart Meter System based Internet of Things (IoT) applications Programme, and a summary only is provided here as introduction to the Down Selection guidance. The Smart Meter System based Internet of Things (IoT) applications programme aims to determine the technical and commercial feasibility of SMS-based IoT sensor devices (and any supporting data management tools that may be required). These devices are required to communicate via the GB SMS and Data Communications Company (DCC) network based on existing PPMID, HCALCS or SAPC functionality. SBRI funding will be provided to enable successful Applicants, working with an Energy Supplier(s), to design, build, test and trial the IoT sensor devices.

By developing IoT sensor devices and supporting data management tools that use the SMS’s DCC network, funded Projects are intended to increase options for the monitoring of “smart building” devices, DNO infrastructure assets and industrial processes. An SMS-based IoT monitoring solution has the potential to deliver improvements in building and industrial process efficiency, and in DNO asset management.

In order to achieve these aims, the Smart Meter System based Internet of Things (IoT) applications Programme is split into two Phases:

Phase 1 has run for 3 months and seeks to demonstrate the feasibility of several proposed approaches to developing a Smart Meter System based Internet of Things (IoT) applications solution. Five projects received funding for Phase 1.

Phase 2 is 22 months long and will fund up to two projects from Phase 1 to develop, manufacture, deploy and trial their proposed technology solutions, build demonstration systems and devices and deploy in real-life settings.

As outlined in the Phase 1 Competition Guidance Notes, there will be a competitive down-selection of Phase 1 projects, with the highest scoring project progressing to Phase 2. During this down-selection, projects will be assessed in line with the evaluation criteria in Section 7.

Phase 1 projects must have submitted all of their Phase 1 deliverables and complied with all monitoring and reporting obligations in order to be eligible to apply for Phase 2. Only projects that participated in Phase 1 are eligible to apply for Phase 2.

2.Phase 2 Requirements and Deliverables

As per the Competition Scope set out in part 1.3.3 of the Phase 1 Competition Guidance Notes, the requirements for Phase 2 are set out below.

2.1. Phase 2 – Stage 1 – Develop

As set out in part 3.2 of the Phase 1 Guidance Notes, At Phase 2 Stage 1, the, Projects selected after the Down Selection process will be expected to develop the required specification for a proposed technical Solution based on their Phase 1 user and market needs analysis. Subject to a successful Stage Gate Review, Projects will then be invited to further develop their Projects at Phase 2 Stage 2

Table 1. Phase 2 – Stage 1 - Develop– Detailed Requirements and Deliverables

Sub-category	Requirements	Deliverables
Reporting and Risks	<p>Projects shall:</p> <ul style="list-style-type: none"> Organise a start-up meeting to discuss and agree detailed approach in relation to: <ul style="list-style-type: none"> Project engagement with delivery partners, BEIS and other relevant stakeholders. <ul style="list-style-type: none"> Project Plan – as submitted as part of Application Stage – to inform population of Monthly Project Updates proforma – see <i>below</i>. Confirming arrangements for collection and monitoring of NZIP KPIs (see Section 8.3). Other relevant issues as raised by Project or BEIS personnel. Produce a <i>Delivery and Payment Milestone Schedule</i> with evidence requirements, produced in consultation with the BEIS PMO (and to be agreed with BEIS). This Schedule will use the Project Plan as submitted by Projects at the Down 	<p><i>Delivery and Payment Milestone Schedule – ongoing update</i></p>

	<p>Selection Phase as a key source document (see Section 7.2 Assessment Criterion 4). Progress against this Schedule will be monitored continuously throughout Phase 2 by successful Applicants and communicated to BEIS on a monthly basis.</p> <p>Key milestones against which Projects should track progress include – but are not limited to:</p> <ol style="list-style-type: none"> Manufacturing type tests Certification Installations Commissioning Data Flow Customer / host engagement Demonstration of data application <ul style="list-style-type: none"> • Work with BEIS appointed monitoring officers to provide Monthly Project Updates via a standardised proforma, agreed at the Contract Award Stage. Please see Section 8.2 of this document for further detail on expected reporting requirements. As a minimum this will include: <ul style="list-style-type: none"> ○ Summary overview of progress against key work packages ○ Progress against milestone Deliverables ○ Risks, and approach to mitigation. 	<p>Monthly Project Updates– ongoing requirement</p>
--	---	--

Solution Development	<p>Projects Shall:</p> <ul style="list-style-type: none"> • Further develop the required specification(s) (e.g. based on PPMID, HCALCS or SAPC) functionality of the IoT sensors. • Engage with stakeholders in the targeted sectors to develop the required specifications for the chosen Use Cases. • Develop deployment plans identifying the chosen locations. • Manufacture prototype versions of the required SMS-based sensor devices, develop the supporting data management tools (if required) and test at laboratory scale. • Further Iterate and refine the CBA (cost-benefit analyses). • Produce a Certification Plan including CPA (if required) – See Section 5.2 Paragraph 2. • Make provision for BEIS to attend manufacturing and testing facilities / tests being conducted. 	<p><i>Final design of sensors and any supporting data management systems</i></p> <p><i>Certification Plan (as required)</i></p>
Stage 1 (Development) Report / Summary presentation	<p>Projects Shall produce:</p> <ul style="list-style-type: none"> • A <i>Phase 2 Stage 1 Development Report</i> to support the Phase 2 Stage Gate decision covering: <ul style="list-style-type: none"> ○ Detailed design for devices and supporting data management systems; 	<p><i>Phase 2 Stage 1 Development Report</i></p>

	<ul style="list-style-type: none"> ○ Detail of proposed functionality; ○ Indication of how proposed technical Solution will be capable of demonstrating the specified use case(s); ○ Evidence of technical performance (supported by test reports); ○ How sensor devices will be capable, with no or minimal adaptation, of being installed, used and maintained in a real-world setting; ○ How sensor devices meet SMETS requirements; ○ How installed devices and host installations will comply with all applicable and over-arching GB standards and regulations (these to be clearly identified); ○ Hypotheses that will be tested as part of Stage 2; and ○ Engagement with market, plans for deployment in targeted sectors / applications. <ul style="list-style-type: none"> • A Stage 1 Development Summary Presentation to support the Phase 2 Stage Gate decision summarising key findings and outputs from the Stage 1 Report. 	<p><i>Phase 2 Stage 1 Summary Presentation - PowerPoint</i></p>
--	---	--

STAGE GATE

BEIS will complete a formal Stage Gate Review at the end of Phase 2 Stage 1 – Develop. BEIS will engage with the Phase 2 Suppliers throughout the Phase 2 Stage 1 delivery period to ensure a ‘no surprises’ approach to the format and requirements of the Stage Gate process, the final requirements for which will be confirmed no less than two weeks before the review begins. If Projects taken through to Phase 2 are deemed not to have adequately satisfied Stage Gate Requirements, then no further SBRI funding will be awarded for Phase 2 Stage 2 delivery.

2.2. Phase 2 – Stage 2 – Trial

At the Trial Stage, Projects will be expected to; manufacture sensor devices at trial scale, obtain all relevant technical certifications, install sensor devices in chosen locations, conduct the trial and report on outcomes.

Table 2 – Phase 2 Stage 2 –Trial – Detailed Requirements and *Deliverables*

Sub-Category	Requirements	<i>Deliverables</i>
Reporting and risks	<p>Projects shall:</p> <ul style="list-style-type: none">• Work with BEIS appointed monitoring officers to provide Monthly Project Updates via a standardised proforma, agreed at the Contract Award Stage. Please see Section 11 of this Competition document for further detail on expected reporting requirements. As a minimum this will include:<ul style="list-style-type: none">○ Summary overview of progress against key work packages○ Progress against milestone Deliverables○ Risks, and approach to mitigation.	Monthly Project Updates– ongoing requirement

Manufacture and Deployment	<p>Projects shall:</p> <ul style="list-style-type: none"> • Manufacture sensor devices at trial scale. • Install sensors in chosen locations. • Conduct a trial covering the targeted applications testing the Solution applied to use cases. • Obtain all relevant technical certifications including obtaining Commercial Product Assurance (CPA) for their manufactured devices where required – see Section 5.2 Paragraph 2. • Make provision for BEIS to attend facilities where trials are being conducted. • 	<p><i>Summary of trial deployments-including an overview of where the devices are deployed and the data they are returning</i></p>
Stage 2 – Interim Summary Report and Presentation	<p>Projects Shall produce:</p> <ul style="list-style-type: none"> • An <i>Interim Stage 2 Report</i> covering: <ul style="list-style-type: none"> ○ Details of installed Solutions / use cases demonstrated ○ Initial outcomes / high level analysis ○ Stakeholder and participant / host feedback ○ Technical and regulatory areas requiring further consideration 	<p><i>Phase 2 Stage 2 Interim Summary Report</i></p>

Final Reporting	Projects shall: <ul style="list-style-type: none"> • Perform analysis of trial outcomes and data. • Engage with stakeholders and participants, identify lessons learned. • Update CBA, evaluate / make recommendations for future development and commercialisation. • Identify any technical and regulatory changes that may be required to support future development and commercialisation • Provide a <i>Final Report</i> – to include updated CBA outputs, publishable (in part or on whole) for final dissemination. • Participate in up to two anticipated Flexibility Innovation programme showcase events¹. 	<i>Final Report - including updated CBA</i>
------------------------	---	--

¹ Applicants should include reasonable travel costs for attendance at events in BEIS' London and Salford offices where signposted in the Project Cost Breakdown Form.

3. Down Selection Timetable and Application Process

The Phase 2 application process will follow a similar process to the Phase 1 application process which all project teams will be familiar with. The timetable for the Phase 2 Application Process and Down-selection is below.

3.1. Down Selection Timetable

Indicative key dates applicable to the Competition are shown in Table 3 below. Please note, BEIS reserves the right to vary these dates.

Table 3 Timetable for Phase 2 Application

Stage	Activity	Date/Deadline
Launch	Phase 2 Competition Guidance published	20 th January 2023
	Deadline for clarification questions (submitted to FlexibilityInnovation@beis.gov.uk)	27th January 2023
	Responses to clarification questions published	3 rd February 2023
	Phase 2 Application portal opens	w/c 30 th January 2023
Submit	Submit Phase 1 Deliverables	17th February 2023 14:00
Apply	Submit Phase 2 application	24th February 2023 14:00
Assess	Eligibility check, technical assessment and moderation	w/c 20 th February 2023
	Notification of award	w/c 20 th March 2023
Award	Contract drafting	w/c 27 th March 2023
	Kick-off	3 rd April 2023

Please note: The submission of your feasibility study report on the date agreed in the project plan and finance table is the final version and will be assessed as part of your Phase 2 application **There will be no opportunity to make revisions to the Final Feasibility Study Report (the Phase 1 deliverable) between the Phase 1 Deliverable agreed due date and Phase 2 Application deadline.** Therefore, where projects submit their feasibility study to BEIS before the Phase 2 application deadline, feedback will only be provided where the deliverable does not meet the minimum quality standards. Feedback will not be given on how well the report meets overarching Programme aims and objectives, or the suitability of the approach for progression to Phase 2.

3.2. Down Selection Application Process

The Application process is as follows:

- **Submission of the Phase 1 deliverables** (feasibility study report) on the date agreed in the project plan and finance table (17th February 2023). This is the final version and will be assessed as part of your Phase 2 application for Assessment Criteria 1 and 2.
- **Accessing and completion of the online application form** - Applicants will be provided with a link to the online application form (SmartSurvey) week commencing 30th January 2023. This should then be used by applicants to submit responses to the remaining assessment criteria and to complete the online application form and submit supporting information outlining their proposal.
- To inform their application, Applicants are able to submit clarification questions to flexibilityinnovation-iotapplications@beis.gov.uk. Applicants should state in the e-mail header that the clarification question(s) relate to the '**SMS-IoT Competition**'. The deadline for submitting clarification questions is **27th January 2023. Questions submitted after this deadline may not be answered.**
- The Authority will publish replies to any questions which, in our judgement, are of material significance through an online anonymised FAQ sheet, on or before **3rd February 2023.**
- All Applicants should consider the answers to the clarification questions and this Competition Guidance when preparing their own applications. BEIS will evaluate applications on the assumption that they have done so.
- Applicants should ensure they have read this Competition Guidance document before starting to complete the application form.
- Applicants can save their application at any time by clicking "Save and Continue Later." You will then be e-mailed a link which you can use to return to your application and complete it, logging in with the same password.
- Any queries with the online application should be e-mailed to flexibilityinnovation-iotapplications@beis.gov.uk Applicants should state in the e-mail header that the clarification question(s) relate to the '**SMS-IoT Competition Phase 2**'.

4. Contract Size and Restrictions on Funding

4.1. Contract Size

The **total budget for Phase 2 is £1,550,000**. BEIS anticipates funding two (2) Projects at Phase 2

BEIS may, at its discretion, choose not to make an award, increase the available budget, or allocate an award that is less than the total budget depending on the quality of applications. Should further budget become available, BEIS may, at its discretion, choose to award funding to additional projects in order of total scores achieved.

BEIS will complete a formal Stage Gate Review at the end of Phase 2 Stage 1 – Develop. BEIS will engage with the Phase 2 Suppliers throughout the Phase 2 Stage 1 delivery period to ensure a ‘no surprises’ approach to the format and requirements of the Stage Gate process, the final requirements for which will be confirmed no less than two weeks before the review begins. If Projects taken through to Phase 2 are deemed not to have adequately satisfied Stage Gate Requirements, then no further SBRI funding will be awarded for Phase 2 Stage 2 delivery.

The Competition funding will be awarded using the Small Business Research Initiative (SBRI) approach⁶. SBRI is a well-established pre-commercial procurement process that enables the development of innovative products and services in response to specific challenges faced by government departments and public sector bodies. Successful business partners receive the finance to develop their innovative ideas, generating new business opportunities and routes to market.

IMPORTANT INFORMATION – No Reliance

Nothing in this funding call requires BEIS to award any applicant a contract of any particular amount or on any particular terms. BEIS reserves the right not to award any contracts. Applicants accept the risk that they may not be awarded a contract. BEIS gives no guarantee or warranty as to the nature, or number of projects funded.

4.2. Eligible Costs

Applicants are instructed that the Project costs quoted must reflect actual costs at a ‘fair market value’ and for this Competition, suppliers’ profit must not be included. Your application must have at least 50% of the Contract value attributed directly and exclusively to research and development services.

SBRI funding is within the scope of VAT so you can charge output VAT on top of your submitted costs (maximum £775,000 for Phase 2). If you incur non-recoverable input VAT costs, you can pass this on to BEIS but these irrecoverable VAT costs will be included within the maximum £775,000 cost.

SMS-based IoT Monitoring Solution

Applicants are required to complete the Project Cost Breakdown Form (attached to the online application form) to provide the necessary cost information for the assessment process. With the Competition requiring production of desktop reports, BEIS anticipates that Applicants costs are likely to relate to people costs and linked overheads.

Project costs quoted must meet the requirements linked to eligible and ineligible costs as set out in Appendix 2. Further itemisation of costs and methods of calculation may be requested to support the Competition application.

5. Eligibility for Funding

5.1. Down Selection Eligibility Criteria

To be eligible for Phase 2 funding, **projects must meet all the following eligibility criteria**. These will be listed in the online application form as the Yes/No questions exemplified below.

1. Project Location

Over 50% of the project's activities (as measured by eligible project costs) must be conducted in the UK.

2. Technology Scope and Applications

The following are the minimum requirements for the IoT sensor devices – whereas they may combine additional functionality with that specified below, they must:

- Be compliant with SMETS requirements e.g. Prepayment Meter Interface Device (PPMID), Home Area Network Connected Auxiliary Load Control Switch (HCALCS) or Standalone Proportional Controller (SAPC)
- Return data in the form of “Alerts”; and
- Meet all applicable and over-arching GB standards and regulations pertaining to design, operation and location in real-world settings.

If selected to progress to Phase 2, Projects will be required, early in the Phase 2– and before trial deployment – to obtain Commercial Product Assurance (CPA) for their manufactured devices from the National Cyber Security Centre (NCSC) where required (PPMID does not require CPA, HCALCS and SAPC do). Further information on the scheme can be found on the NCSC website.

(<https://www.ncsc.gov.uk/information/commercial-product-assurance-cpa>)

Technical Notes:

(i) The sensor devices will return data via “Type 2” (PPMID and HCALCS) or ECS200 (SAPC) alerts as described in the Great Britain Companion Specification (GBCS). (<https://smartenergycodecompany.co.uk/the-smart-energy-code-2/>)

(ii) In the initial development stage of Phase Two (Develop and Test), the Supplier will develop the required specification(s) of the IoT sensors.

(iii) Depending on the use case, the Communications Hub (CH) may be an existing installed device (i.e. in a building where a Smart Meter is already installed), or a new CH installed .

(iv) An Energy Supplier DCC User is required to pair the devices to the SMHAN

3. Project Status

BEIS cannot provide funding for retrospective work on projects or provide funding to projects which have already begun. The value of retrospective work may, however, be considered in the assessment process. *Noting this does not apply to deliverables satisfactorily submitted as part of Phase 1 of this competition*

4. Project Timescales

Target dates for key project milestones will be agreed between the successful Applicant and BEIS prior to awarding the contract. Awarded contracts cannot fund retrospective work.

5. Additionality

Projects can only be funded where evidence can be provided that innovation would not be taken forwards (or would progress at a much slower rate) without public sector funding.

6. Terms and Conditions

Applicants must agree to the published Terms and Conditions.

7. Contract size

The total Contract Value for Phase 2 is £1,550,000 excluding VAT.

- the £775,000 (maximum) funding to be awarded to up to two (2) Projects for subsequent Phase 2 activities following the Down-Selection process.

The SBRI award must cover 100% of Contract costs.

8. Eligible project costs

BEIS will fund 100% of eligible project costs through this Competition, no match or in-kind funding is allowed.

SBRI is aimed at organisations working on research and development (R&D) of an innovative process, material, device, product, or service prior to commercialisation. Projects requesting funding for commercialisation activities are not eligible. Project teams are not permitted to include profit or contingency costs in the eligible project costs.

Further information on eligible project costs is set out in **Appendix 1**.

9. Risk-Benefit Sharing

The sharing of risks and benefits is an important aspect to the SBRI approach. Projects receive financial support and retain any intellectual property generated, with certain rights of use retained by BEIS (see **Section 7**). Project outputs are also expected to be shared widely and publicly and project teams are not permitted to include profit in the eligible project costs.

10.Applicants and project team composition

Based on anticipated skills and expertise requirements, delivery of the Project is likely to be drawn from the following organisations (noting that this list is not exhaustive and that some organisations may combine some of these attributes):

- • Building energy efficiency system providers*
- • Industrial process control system providers*
- • HVAC equipment manufacturers*
- • **Energy Supplier(s) (mandatory)****
- • Energy Management Service Providers
- • Distribution Network Operators
- • Industrial process manufacturers

** Depending on use cases and applications to be addressed. BEIS notes that some applicant organisations may combine two or more of these functions; such entities would be expected to take the lead in a consortium.*

*** An Energy Supplier will be required to work with the Project Team, as currently only Energy Suppliers can pair the PPMID/ HCALCS/ SAPC to the SMHAN.*

Special Purpose Vehicles are permitted to lead consortia only if they are constituted as legal entities.

For consortium applications, a single project application must be submitted by the lead project member (the project co-ordinator) on behalf of the consortium (please note that all consortium members will be required to sign the declaration form for their application).

Applicants (sole Applicants and lead project members of consortium applications) must be able to demonstrate that they are financially viable. Applicants based in Northern Ireland, or with significant interests or subsidiaries in Northern Ireland, will also be subject to scrutiny from the European Commission in accordance with Article 10 of the Northern Ireland Protocol to the UK/EU Withdrawal Agreement.

11.Multiple Applications

If project consortium members or subcontractors are part of multiple successful bids, they must be able to deliver on them and they must not have applied for funding for the same piece of work more than once.

12.Acceleration Support for SME Applications

The BEIS Acceleration Support Scheme is available to Small & Medium Enterprise (SME) Applicants who successfully make it to Phase 2: Develop and Trial. This support is 100% funded by BEIS and will focus on supporting SMEs during Phase 2 to prepare

commercial plans and actions that will increase the chance of successfully bringing the innovation to market or reduce the time to market. More detail on this scheme, including eligibility, is included in **Appendix 5**.

13.Change in team composition

The lead project member must immediately inform BEIS when they become aware of a likely change in project team composition. Where a new project team member is proposed as replacement, the lead project member must provide the same information for the proposed replacement team as would have been required at the initial application stage.

BEIS will review the proposed change and linked implications and raise clarification questions as required for any identified areas of risk associated with the proposed change. BEIS reserves the right to withhold future SBRI funding where it does not believe these clarification questions have been adequately addressed and mitigated.

5.2. General BEIS Conditions

Applicants must not meet any of the BEIS grounds for mandatory exclusion, and as a general rule they should not meet any of the BEIS grounds for discretionary exclusion(**see Appendix 2**). Applicants will be required to declare this as part of completing Declaration 6: Standard Selection Questionnaire.

Conflicts of interest

The BEIS standard terms and conditions of contract include reference to conflict of interest and require Suppliers to declare any potential conflict of interest to the Secretary of State.

For research and analysis, conflict of interest is defined as the presence of an interest or involvement of the Supplier, subcontractor (or consortium member) which could affect the actual or perceived impartiality of the research or analysis.

Where there may be a potential conflict of interest, it is suggested that the consortium or organisation designs working arrangements such that the findings cannot be influenced (or perceived to be influenced) by the organisation which is the owner of a potential conflict of interest. For example, consideration should be given to the different roles which organisations play in the research or analysis, and how these can be structured to ensure an impartial approach to the project is maintained.

This is managed in the procurement process as follows:

- Applicants may contact BEIS to discuss whether or not their proposed arrangement is likely to yield a conflict of interest.

- Applicants are asked to sign and return Declaration 3 (this is embedded in the online application form) to indicate whether or not any conflict of interest may be, or be perceived to be, an issue. If this is the case, the contractor or consortium should give a full account of the actions or processes that it will use to ensure that conflict of interest is avoided. In any statement of mitigating actions, contractors are expected to outline how they propose to achieve a robust, impartial and credible approach to the research.
- When applications are scored, this declaration will be subject to a pass/fail score, according to whether, on the basis of the information in the proposal and declaration, there remains a conflict of interest which may affect the impartiality of the research.
- Failure to declare or avoid conflict of interest at this or a later stage may result in exclusion from the procurement competition, or in BEIS exercising its right to terminate any contract awarded.

Applicants will be subject to financial viability checks, as described in Section 5.4 below. BEIS will make a decision as to the eligibility of projects based on the results of these checks.

Compliance with Project Monitoring and Reporting Requirements

Projects are required to comply with the project management and reporting requirements detailed in Section 6. This includes monthly written reports on the BEIS monthly project progress report template. Project teams will also be required to support the evaluation of the Flexibility Innovation Programme following the end of their project.

Collaboration and Information Sharing

Due to the interlinking nature of the different contracts within the Flexibility Innovation Programme, the successful Applicants shall work collaboratively with other existing and/or anticipated Flexibility Innovation Programme activities and projects to ensure consistency between work scopes. The successful Applicants will be required to:

- take responsibility for this engagement with relevant projects, where appropriate;
- incorporate information from the other projects into Solution development, where appropriate;

Successful Applicants may work closely with organisations appointed to deliver related and anticipated sub-programmes and projects. In some circumstances successful Applicants may be required to sign collaboration agreements covering logistics, responsibilities and intellectual property with such organisations. An example of the detailed collaboration agreement will be shared with the successful Applicants in advance. Key stakeholders which successful Applicants may be required to enter into a collaboration agreement with may include:

- BEIS;
- Representatives and organisations appointed or contracted by BEIS;

6. Financial Eligibility

6.1. Financial Eligibility

As outlined in Assessment Criteria 3, projects must complete relevant tabs of the BEIS Phase 2 Project Cost Breakdown Form, provided as an electronic Annex to this document. This document is used to assess the application in line with Assessment Criteria 3 and for projects to set out their fixed funding requirement for the project.

BEIS reserves the right to exclude projects from Phase 2 funding where they cannot satisfactorily evidence the eligibility of costs and overheads in line with the guidance provided at **Appendix 1**. Financial information should include costs for the entire project (for Phases 2), detailing labour (including personnel day rates), material and capital equipment costs, and any travel subsistence requirements).

6.2. Financial Viability Checks

BEIS will undertake financial viability checks on the provisionally successful project(s). Where there is more than one organisation in the project group, the required financial information (see below) should be provided for any entity who is forecast to deliver at least 25% of the Contract by value – including sub-contractors. Applicants may be asked to respond to clarification questions linked to these financial viability checks and, where relevant asked to provide satisfactory evidence of how identified financial risks are being actively managed and mitigated.

The Applicant's/Project's Financial Viability will take into account (amongst other things) whether the Applicant is able to demonstrate a robust business plan and financially sustainable business model in respect of the relevant Project. Tests of financial viability will be conducted in line with industry best practice. They may include (but are not limited to):

- whether an Applicant/Project/ultimate parent company has sufficient liquidity (it is capable of covering its short-term commitments);
- whether an Applicant/Project/ultimate parent company is financially autonomous (it is capable of covering its debt costs); and
- whether an Applicant/Project/ultimate parent company is solvent (it is capable of covering its medium and long-term commitments).

Checks will include reviewing the latest independently audited accounts filed on the Companies House database. Where a company or organisation is not required to file accounts with Companies House, other financial information will be requested to enable an appropriate financial viability review to be undertaken. This might include:

- A copy of last two years accounts as filed with Companies House; or

- A copy of last two years accounts – if not obliged to file with Companies House; or
- A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this company or organisation
- Alternative means of demonstrating financial status if any of the above are not available (e.g., forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).

If you are bidding as a new Project company, we will review letters of support from Project partners / investors and may also review the financial statements of each partner.

Parent Company Guarantees and other potential mitigations

Where an applicant is a special purpose vehicle (SPV), BEIS will require a parent company guarantee(s) (PCG) from relevant companies or organisations. BEIS shall accept this as satisfying the applicant's financial viability checks subject to the necessary financial viability checks being performed on the parent company to BEIS' satisfaction.

The Department may also, at its discretion require PCGs or other satisfactory mitigations to be put in place in relation to other provisionally successful Applicants, ahead of Contract award. Acceptable mitigations may include, but are not limited to those set out in Section 3 to the Government and Commercial Function's'

[Assessing and monitoring the economic and financial standing of suppliers guidance note May 2021.pdf \(publishing.service.gov.uk\)](#).

Where provisionally successful applicants are unable to provide mitigations to BEIS' satisfaction they will be excluded from the Competition.

Financial Viability checks Post-Contract Award

During both the Phase 2 and Phase 2 Contract period, successful Applicants must provide to BEIS all subsequent year end accounting data – audited or alternative as set out above – within 30 days of accounts being issued, and this will be subject to the same scrutiny as set out above. Successful applicants should also immediately notify BEIS, in writing, where they believe, on the balance of probabilities, that they will not be able to access sufficient match funding to complete the Project.

BEIS reserves the right to cease payment of allocated SBRI funding where it has reasonable grounds to believe that the successful Applicant is unlikely to be able to complete

Contractual payments

BEIS will not make payments in advance of need and typically makes Contract payments in arrears on satisfactory completion of agreed milestones and deliverables. BEIS understands, however, the difficulties which small businesses may face when financing this type of project. BEIS will explore cash flow issues with the Applicant as part of developing the revised Deliverables and Payment Milestone Schedule during the

Contract Award process. BEIS will offer flexibility in terms of profiles and payments, within the confines of the requirements for use of public money within which it operates.

7. Down-Selection Assessment Process and Criteria

The Authority will use the Down-Selection Assessment process to select a maximum of two (2) Projects awarded funding at Phase 1 to advance to Phase 2.

The process to select the Phase 1 Project to progress to Phase 2¹⁰ will interrogate the technical, cost and commercial viability of Projects' 'proof of concept' for trial Internet of Things sensor devices as set out in their Feasibility Studies. As part of the Down-Selection assessment, Projects will also need to provide updated Project Plans, cost projections and risk analysis.

The Down-Selection Assessment process is set out below:

- Stage 1 - Applications will initially again be considered against the Competition eligibility criteria as set out in Section 5 to ensure ongoing compliance.
- Stage 2 - Applications which meet all relevant eligibility criteria as detailed at Stage 1 will then be further assessed against a number of Assessment Criteria by a minimum of three assessors (BEIS or BEIS appointed assessors). The Assessment Criteria and linked scoring approach are set out at Sections 7.2 and 7.3 respectively.
- Stage 3 - Project scores will then be moderated to determine a ranking list that will be used to allocate the funding in line with guidance at Section 7.4
- Stage 4 - The Feasibility Study, the Project Cost Breakdown Form and Project Plan as submitted by the successful Phase 1 Project -and updated as required in line with BEIS clarification– will be added as Contract Schedules and form the basis of SBRI payments over the Phase 2 period.

7.1. Submission Content

Projects are required to submit the following by the end of **Phase 1** by **17th February 2023**, or if different, by the date agreed per the Phase 1 project plan and finance table: Final Phase 1 Feasibility Study Report². This will be used in assessment for the Phase 2 proposal, in response to *Assessment Criteria 1 and 2*

To be considered for **Phase 2**, projects are also required to submit responses to the down-selection assessment criteria given in **Section 5**, through the smart survey application portal by **24th February 2023 at 14:00**:

² The Final Phase 1 Feasibility Study Report must be submitted to BEIS by the date agreed in the Deliverables and Payment Milestone Schedule during Phase 1. No revisions to the Final Feasibility Study Report can be made between the agreed due date and the Phase 2 application deadline

- A completed Project Cost Breakdown Form and accompanying narrative for costs in Phases 2 (in response to Assessment Criterion 3)
- A detailed Gantt chart/project plan and accompanying narrative for Phases 2 (in response to Assessment Criterion 4)
- An updated risk proforma and accompanying narrative for Phases 2 (in response to Assessment Criterion 5)
- Completed Signed Declaration Forms:
 - Declaration 1: Statement of non-collusion
 - Declaration 2: Form of Bid – agreeing to the terms of the Competition application process
 - Declaration 3: Conflict of Interest
 - Declaration 4: Code of Practice for Research
 - Declaration 5: The UK General Data Protection Regulation Assurance Questionnaire for Contractors
 - Declaration 6: Standard Selection Questionnaire
- A completed Additional Partner Information Form, if you have more than 3 partners in your Project proposal.

Application Validity: Please be aware that applications will be valid for a minimum of 90 days from the submission deadline of 24th February 2023 14:00pm.

Information Sharing: BEIS may share information from applications with other UK Government Departments, UKRI or with Ofgem for evaluation of the programme against broader decarbonisation efforts.

7.2. Assessment Criteria

Applicants will be assessed against their response to the Assessment Criteria as set out below. Criteria 1-5 will be scored independently and will be given a score between 1 and 5 consistent with the guidance at **Section 7.3** below.

No additional content will be required from Applicants in response to **Assessment Criteria 1-2** as both will assess content in the Phase 1 Feasibility Study.

Assessment Criteria **3-5** will require Applicants to update or newly populate spreadsheets, Gantt charts or proformas previously populated as part of Applicants' Phase 1 responses.

Applicants should ensure that their responses specifically address the requirements as set out in the 'Guidance' section linked to each Assessment Criteria.

Table 4 – Phase 2 – Assessment Criteria

Assessment Criterion 1 – Feasibility Study Assessment			
Weighting	35%	Maximum Word Count	n/a – Phase 1 Feasibility Study Reports
<p>Guidance</p> <p>The Feasibility Study Assessment will evaluate the extent to which Applicant's Feasibility studies demonstrate that their Solutions are innovative, robust and provide a credible 'proof of concept' assessment of the proposed Internet of Things sensor devices and will meet the aims and objectives of this programme.</p> <p>As a minimum, specific areas of assessment will include all specified Feasibility Study content in line with Section 3 <i>Competition Requirements and Deliverables</i> of the Phase 1 Competition Guidance Notes, specifically:</p> <ul style="list-style-type: none"> • Identification of the key requirements and factors for IoT management in the chosen use cases / sectors • Cost benefit analysis • Demonstrating that the proposed Solution meets competition requirements • Outline plan for installation, support and demonstration • Conclusion 			
Assessment Criterion 2 – Phase 2 Delivery Plans			
Weighting	25%	Maximum Word Count	n/a – Phase 1 Feasibility Study Reports
<p>Guidance</p> <p>Applicants will also be assessed on the scope and quality of their Phase 2 plans for the design, development and trialling of a technical Solution, as developed as part of the Phase 1 Contract.</p> <p>Consistent with the requirements as set out at Section 3 <i>Competition Requirements and Deliverables</i> of the Phase 1 Competition Guidance Notes , Applicants will be assessed based on the following elements of their Phase 2 Proposals:</p> <ul style="list-style-type: none"> • Detailed proposals for the development of IoT sensor devices and supporting data management tools, for the chosen use cases / sectors. • Design for the proposed IoT sensor devices (with schematic diagrams, 2D representation, and production plans – specifying functions and components, design configuration and, defining how the IoT sensors will interface with the Smart Metering System). • Demonstration of how the proposed Solution meets the specifications set out in Smart Energy Code Schedule 9 – SME Technical Specifications https://smartenergycodecompany.co.uk/the-smart-energy-code-2/ 			

- Identifying the challenges of and the solutions for processing and integrating the returned data with the systems of the host entity (including if required, specifications for new or adapted systems to achieve this).

Assessment Criterion 3 – Phase 2 Costed Development Plan

Weighting	15%	Maximum Word Count –	500-word narrative, <i>in addition to Project Cost Breakdown Form</i>
-----------	-----	----------------------	---

Guidance

Applicants should complete a further, more detailed version of the Project Cost Breakdown Form – the **‘Project Cost Breakdown Form – Phase 2’**.

In addition, Applicants will be required to provide overarching commentary (*max 500 words*) to accompany the detailed breakdown of their Project costs for Phases 2 as set out in the Project Cost Breakdown Form. This commentary should:

- Detail how Applicants are satisfied that all costs and overheads are realistic, robust, justified, and fair market value.
- Demonstrate Project **additionality**, clearly setting out why SBRI funding remains necessary for the Project to be taken forward.

Applicants should note that, as detailed in this Guidance Note and the Phase 1 Competition Guidance notes, Total Project Costs will be subject to a maximum price cap of £775,000 for Phase 2, and all costs and overheads submitted on the Project Cost Breakdown Form meeting relevant eligibility requirements as set out in Appendix 1.

Applicants should also note that BEIS will not normally pay overheads of over 50%, and overheads above this amount will need to be fully justified.

Assessment Criterion 4 – Project Management

Weighting	15%	Maximum Word Count –	500 word narrative of approach to project management and delivery, <i>in addition to the Gantt chart</i>
-----------	-----	----------------------	--

Guidance

Applicants' responses should include:

- A separate A3 Gantt chart – or similarly detailed Project Plan attachment which:
 - Is structured on a monthly basis
 - For Phase 2:
 - Summarises key monthly tasks and assumed milestones to meet the Competition Deliverable requirements (as set out in Section 2 of these guidance notes) including task owners for consortia.
 - Identifies any critical dependencies linked to achieving overarching Competition requirements.
- Accompanying narrative detailing how you will ensure effective and appropriate Project management throughout Phase 2. This should factor in lessons learnt during Phase 1.

Assessment Criterion 5 – Project Risks

Weighting	10%	Maximum Word Count	500 words for the summary of approach to risk, <i>in addition to completion</i> of Risk Proforma – Max 4 pages Arial font 11
-----------	-----	--------------------	--

Applicants should use their responses to detail in the provided Risk Proforma what they regard as the five (5) key risks to successful delivery of the Phase 2 Requirements.

Your response should include:

- A summary of the risk – including any dependencies
- The potential risk impact; and
- Proposed approach to risk mitigation **to include lessons learned during the Feasibility Stage process.**

7.3. Scoring Guidance

Applicants' Assessment Criteria 1 – 5 responses will be scored based on the system outlined below:

Table 5 Scoring Guidance

Score	Description
1	Not Satisfactory: There is no evidence to very little evidence that the question has been satisfactorily answered and major omissions are evident.

2	Partially Satisfactory: There is little evidence that the question has been satisfactorily answered and some omissions are evident. Much more detail is needed.
3	Satisfactory: There is reasonable evidence that the question has been satisfactorily addressed but some omissions are still evident and further detail is needed.
4	Good: The question has been well addressed with a good evidence base, with only minor omissions or lack of detail.
5	Excellent: There is clear evidence that the question has been completely addressed in all aspects, with questions answered clearly, concisely with a strong evidence base.

7.4. Selection Approach

As set out in Section 1, BEIS anticipates funding 2 projects to develop their proposed solution in Phase 2. All applications will be assessed by a minimum of three Assessors, which could include BEIS Assessors and/or independent Assessors (technical and commercial experts). A moderation meeting will be held at the end of the assessment process to agree the overall weighted scores for each project.

Applications responses to Assessment Criteria 1-5 will be scored using the scoring system outlined in Table 5 above. To be eligible to receive funding for Phase 2, a project must achieve both the following Minimum Threshold Scores:

- Achieve a score of at least 2 out of 5 for Assessment Criteria 1-5
- Achieve an overall minimum weighted score across all 5 Assessment Criteria of 50%

The two projects with the highest overall weighted score will be put forward to receive Phase 2 funding of up to £775,000 at Phase 2. In the event that more than two eligible applications receive the same first ranking overall weighted scores, Assessors will reconvene a further moderation session to agree a consensus position.

As outlined in Section 1, should further funding become available BEIS may choose to fund an additional project during Phase 2 and funding will be allocated to additional projects in order of total scores achieved using the ranking agreed at moderation.

7.5. Notification of Results

Applicants will be informed by email whether their application has been successful.

BEIS may wish to publicise the results of the scheme which may involve engagement with the media. At the end of the application and assessment process, BEIS may issue a press release or publish a notice on its website. These public documents may, for example, outline the overall results of competitions and describe some of the projects to be funded.

Confidentiality request: Some organisations may want their activities to remain confidential and you will be given a chance to opt out of any involvement in media relations activity and further case study coverage of Projects, should you see this as being absolutely necessary. However, the public description of the Project you provide in your application will be made available in the public domain if your application is successful, and you are not able to opt out of the project description being published. As such, you must provide a short description (Maximum 500 words) of your proposed Project.

In addition, all funded Projects must include reporting and dissemination milestones – agreed with BEIS - as part of their Project Deliverables, determined after the award of the Contract (see **Section 2** for further information on Deliverables). Information about all Contract awards will also be published on Contracts Finder.

Any organisation that wishes to publicise its project, at any stage, must contact the Competition Project Manager or their Project Monitoring Officer at BEIS and obtain written permission before doing so.

7.6. Publication of Results

SBRI involves a high degree of risk-benefit sharing. In return for provision of funding and non-financial support during project activities, BEIS expects to be able to use and share the results and outputs of the project activities with other Government Departments, industry and other stakeholders to further understanding and progress technology development and deployment.

BEIS also wishes to publicise details of the award recipients. Therefore, on or after issuing the SBRI contract agreement, BEIS will publish the following information:

- Identity of the participant and its partners.
- Project summary information including aims and expected outcomes of the Project and technology area.
- Total award value.

Following completion of the funded Projects, BEIS will publish on its website a summary of the funded activities and the outcomes achieved. This will include a final summary report from each Project.

BEIS may also revisit Projects at a later date and publish an evaluation report for the scheme as a whole.

BEIS however recognise the need to maintain confidentiality of commercially sensitive information. BEIS will consult Applicants regarding the nature of information to be published, in order to protect commercially sensitive information. The notice of the award on Contracts Finder will also include the value of the contract.

7.7. Feedback

A short summary of key feedback regarding the Phase 2 application will be provided to all applicants. This feedback will be based on the comments of the assessors and agreed at moderation. No additional feedback will be provided and there will be no further discussion of the application.

BEIS' decision regarding any application is final and no appeal process is in place, so it is important that you make any points that you wish to make clearly and concisely in the Application Form.

8. Reporting, Knowledge Sharing and Evaluation Requirements

8.1. Project monitoring and reporting

Project monitoring and reporting is required to track project progress and ensure payments are made according to a schedule of milestones to be agreed with selected projects. This reporting will be in confidence to BEIS and its technical advisers and will not be published. Any proposed changes to schedules or project plans will need to be discussed with BEIS and Applicants should expect significant interaction with the team during the project.

Project teams will be required to meet with their Monitoring Officer at least once per month to discuss project progress and highlight successes, issues and risks.

Project teams will also be asked to attend fortnightly briefing calls with BEIS and its technical advisers, though no formal reporting will be required at these sessions .

8.2. Regular reporting requirements

Regular Project monitoring and reporting will take two forms:

- **Monthly Progress Meeting:** Project teams will be required to meet with their Monitoring Officer and BEIS Project team during the first week of each calendar month to discuss Project progress, finance updates and highlight successes, issues, and risks. This meeting will be informed by a monthly Project Progress Report submitted one week prior to the meeting and reviewed by the Monitoring Officer.
- **MO Meeting:** Project teams will also be required to meet their Monitoring Officer (and BEIS Project manager by exception) in the third week of each calendar month for a light-touch update on progress and any risks/issues.
- Each quarter, in place of a Monthly Progress Meeting, Projects will be required to submit quarterly Project progress report. We expect this report to cover, as a minimum, the following **Quarterly Project Management Information:**
 - progress against the Project delivery plan and Project milestones and deliverables
 - upcoming work over the next quarter
 - financial information (including budget spend so far and budget forecast)
 - an updated risk register (including flagging where risk ratings have changed, or new risks/issue have emerged)
 - any key lessons learnt during delivery, and progress against relevant programme benefits

8.3. Key Performance Indicators

BEIS requires all funded projects under the Net Zero Innovation Portfolio (NZIP) to report on key performance indicators (referred to as NZIP KPIs) to provide a consistent approach to reporting evidence, and to track and measure key outputs, outcomes and impacts. The evidence collected is used to demonstrate the impact of the NZIP on achieving the government's Net Zero ambitions and is necessary to be able to run future competitions.

Project lead organisations will be required to report on KPIs at various intervals for each Project, including at the start of the Project, during Project delivery, at Project closure and for three years after Project closure. BEIS will supply funded Projects with a dissemination template to complete at set intervals, and recipients are expected to return the template to their Monitoring Officer upon completion, who will review and quality assure it. At Project start, your BEIS Monitoring Officer will provide further details about the calculation of these KPIs and assist with the initial completion and measurement.

Please note that it may at times be necessary to make changes to the NZIP KPIs, data collection modes or frequencies. We will endeavour to keep all changes to a minimum and communicate any implications to you via the Monitoring Officers in advance of collection.

Beyond these NZIP KPIs, BEIS conducts independent evaluations of many of its programmes. The funded project organisation will be required to collaborate in reasonable evaluation activities, including, but not limited to, providing programme-specific KPIs, completing questionnaires or surveys, participating in interviews and workshops, communicating the learnings from the project, providing costs/sales data and elaboration of any of the measures covered in the NZIP KPIs.

BEIS will be collecting the following KPIs, with data provided by Monitoring Officers marked in italics. Not all data will be collected annually.

Table 6 NZIP KPIs

KPI	KPI description	Metrics
<i>KPI 1</i>	<i>Number of NZIP Projects supported</i>	<ul style="list-style-type: none"><i>Project start and completion.</i>
<i>KPI 2</i>	<i>Number of NZIP Projects that have met objectives</i>	<ul style="list-style-type: none"><i>Extent to which Project objectives have been met to date</i><i>Change in objectives and reasons for change</i>
<i>KPI 3</i>	<i>Number of organisations supported to deliver the Project</i>	<ul style="list-style-type: none"><i>Lead partner delivering the Project: name, organisation size and number of jobs supported within the organisation to deliver the Project.</i>

		<ul style="list-style-type: none"> Other partner organisations involved in delivering the Project as named on the Contract or Grant: name, organisation size and number of jobs supported within the organisation(s) to deliver the Project.
KPI 4	Number of active contractual and non-contractual business relationships supported	<ul style="list-style-type: none"> Number of contractual relationships: name and type of contractual relationship. Number of formal non-contractual business relationships: name and type of non-contractual relationship Extent to which your organisation expanded its network of business relationships as a result of the Project
KPI 5 *	Advancement of Low Carbon Solutions – Technology Readiness Levels	<ul style="list-style-type: none"> Covers both current and anticipated levels (e.g. by project closure or by a specified future date)
KPI 7i	Reduction in the unit cost of energy	<p>Including:</p> <ul style="list-style-type: none"> Capital and operating cost reduction Calculation of potential benefits in 2032 Alternative approaches are available where above data is not available
KPI 7ii	Increase in energy efficiency / Reduced energy demand	<p>Including:</p> <ul style="list-style-type: none"> Reduction in energy used in MWh Calculation of potential benefits in 2032
KPI 7i	Reduction in the unit cost of energy	<p>Including:</p> <ul style="list-style-type: none"> Capital and operating cost reduction Calculation of potential benefits in 2032 Alternative approaches are available where above data is not available
KPI 7ii	Increase in energy efficiency / Reduced energy demand	<p>Including:</p> <ul style="list-style-type: none"> Reduction in energy used in MWh Calculation of potential benefits in 2032
KPI 7i	Reduction in the unit cost of energy	<p>Including:</p> <ul style="list-style-type: none"> Capital and operating cost reduction Calculation of potential benefits in 2032 Alternative approaches are available where above data is not available
KPI 7iii	Increase in energy system flexibility	<p>Including:</p> <ul style="list-style-type: none"> The peak power which could be controlled through the flexibility technology (MW) The duration of the controlled load, generation or storage capacity (hours) Calculation of potential benefits in 2032
KPI 8 **	Steps towards commercialisation of the innovation including sales in the UK and internationally	<p>Including:</p> <ul style="list-style-type: none"> Steps towards commercialisation incl. licensing agreements, commercial partnerships, product certifications etc. if taken and national/international standards passed

		<ul style="list-style-type: none"> • <i>UK and International sales secured and their value</i>
--	--	---

* BEIS expects successful Projects to take the existing technology from TRL 3 to 5 across Phase 1 and from TRL 5 to 7 across Phase 2. A full description of TRL levels can be found at [Appendix 1 of the Phase 1 Competition Guidance](#)

** BEIS will measure this outcome (KPI 8) over the longer term – but related targets and attainment will not form part of the assessment of the application, nor of satisfactory completion of the contract itself. BEIS will expect the successful contractor to fulfil an obligation however, to submit an update of progress on this KPI at least annually, for a period of three to five years following completion.

8.4. Evaluation requirements

Successful applicants will also be required to participate in and facilitate an evaluation of this programme, which will be delivered by an external contractor commissioned by BEIS. The specific role of the external evaluator and scope of the evaluation is yet to be confirmed, though it is likely to include qualitative and quantitative data collection and analysis in order to assess programme delivery, impact and value for money and identify learnings. Projects will be required to participate in and contribute to the evaluation activities, both during and after final contract payments, including by providing relevant primary and secondary data to the evaluation contractor and by participating in research interviews.

9. Intellectual Property

The proposed arrangements for intellectual property rights (IPR) and exploitation of IPR are set out in the contract terms and conditions for this competition, in **Annex 1**

Subject to the requirements of **Conditions 27 and 28** of the standard terms and conditions (Annex 1) Applicants will retain ownership of the intellectual property generated from the project. Applicants are required to identify and record any such intellectual property and to protect patentable knowledge in accordance with **Condition 28** of the standard terms and conditions. If within five years of its creation Applicants have not commercially exploited intellectual property generated from the work, then in line with **clause 28 (5)** of the standard terms and conditions, BEIS may request the intellectual property be assigned to BEIS.

Consistent with the good management of Intellectual Property Rights and the continued agreement of the Authority, successful Applicants shall be expected to promote the dissemination of the arising Intellectual Property.

10. Feedback, Re-application and Right of Appeal

A short summary of key feedback regarding the applications will be provided to all applicants. This feedback will be based on the comments of technical assessors. BEIS provide comments where an applicant is considered ineligible in light of financial viability checks. No additional feedback will be provided and there will be no further discussion on the application.

The feedback from the assessors is intended to be constructive. Comments are not a checklist of points which must be answered or argued in a resubmitted application as the assessors/requirements may be different and it is your decision as to whether you act on the suggestions made.

BEIS' decision regarding any application is final and no appeal process is in place, so it is important that you make any points you wish to make clearly and concisely in the Application Form.

11. Confidentiality and Freedom of Information

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 through 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. Where any request is made to BEIS under the FOIA for the release of information relating to any project or Applicant, which would otherwise be reasonably regarded as confidential information, BEIS will notify you of the request as soon as we become aware of it.

If you wish to designate information supplied as part of your tender as confidential, or 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).

As part of the application process all Applicants are asked to submit a public description of the project. This should be a public facing form of words that adequately describes the project but that does not disclose any information that may impact on Intellectual Property (IP), is confidential or commercially sensitive. The titles of successful projects, names of organisations, amounts awarded, and the description of the project may be published once the award is confirmed as final.

Additionally, the Government’s transparency agenda requires that tender documents (including competition guidance such as this) are published on a designated, publicly searchable web site. The same applies to other tender 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(s) once the procurement is complete. By submitting a tender, you agree that your participation in this procurement may be made public. Aside from the public description of your project (see above), 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 tender documents issued by the Department or

contracts with its suppliers fail 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.

All assessors used during the assessment of applications will be subject to a confidentiality agreement.

12. Terms and Conditions

The Department's Standard Terms and Conditions of Contract as amended for the purposes of this Competition will apply to this contract (**see Annex 1**).

13. Further Instructions to Applicants

The Department reserves the right to amend the enclosed Competition documents at any time prior to the publication of supplier questions and answers until 27th January 2023. Any changes are most likely to include editorial errors and include FAQs from questions asked from stakeholders/applications. Any such amendment will be numbered, dated and issued on the website. Where amendments are significant, the Department may, at its discretion, extend the deadline for receipt of tenders.

The Department reserves the right to withdraw this contract opportunity without notice and will not be liable for any costs incurred by contractors during any stage of the process. Contractors should also note that, in the event a proposal is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that proposal may be rejected. By issuing this Competition document, 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 tenderer expressly stipulates otherwise.

13.1. Definitions

Please note that references to the "Department" throughout these documents mean The Secretary of State for Business, Energy and Industrial Strategy acting through his/her representatives in the Department for Business Energy & Industrial Strategy.

13.2. Data Protection and Security

The successful applicant must comply with all relevant Data Protection Legislation, as defined in the terms and conditions applying to this Competition. A guide to the UK General Data Protection Regulation published by the Information Commissioner's Office, can be found [here](#).

Annex 2 contains a "The General Data Protection Regulation Assurance Questionnaire for Contractors" (Declaration 5) to evidence the extent of readiness. The Authority may ask the Contractor to provide evidence to support the position stated in the questionnaire. The Authority may require the successful Contractor to increase their preparedness where the Authority is not satisfied that the Contractor will be in a position to meet its obligations under the terms and conditions. If the Contractor fails to satisfy the Authority that it will be in a position to meet its obligations under the terms and conditions in the event that the Contractor is successful, the Authority reserves the right to exclude the Applicant from this procurement.

13.3.13.3. Non-Collusion

No tender will be considered for acceptance if the contractor has indulged or attempted to indulge in any corrupt practice or canvassed the tender with an officer of the Department. **Annex 2** contains a "Statement of non-collusion" (Declaration 1); any breach of the undertakings covered under items 1 - 3 inclusive will invalidate your tender. If a contractor has indulged or attempted to indulge in such practices and the tender is accepted, then grounds shall exist for the Authority to terminate the contract and claim damages from the successful contractors. You must not:

- Tell anyone else what your tender price is or will be before the time limit for delivery of tenders.
- Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
- Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

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

Appendix 1 - Eligible and Ineligible Costs

General Requirements

Timing: BEIS will only provide the funding to cover eligible costs incurred and defrayed in the period between the project start date specified in the contract, and the deadline specified in the contract for completion of the project.

Who can incur eligible costs: The definition of eligible costs includes the Applicant's own costs, eligible costs incurred by consortium members and eligible costs incurred by companies sub-contracted to the Applicant or consortium members as defined in the application or subsequent agreements between the successful Applicant and BEIS.

Non-sterling costs: Costs must be denominated in GB pounds. If relevant, Applicants should indicate where conversion has been made to GB pounds from other currencies and indicate the conversion rate and assumptions used.

Research and development costs Your application must have at least 50% of the Contract value attributed directly and exclusively to research and development services.

Eligible Costs

Directly incurred costs:

These are costs that are specific to the project that will be charged to the project as the amount spent, fully supported by an audit record justification of a claim. They comprise:

- Labour costs for all those contributing to the project, broken down by individual
- Material costs (including consumables specific to the project)
- Capital equipment costs*
- Sub-contract costs
- Travel and subsistence

*Under SBRI rules, BEIS will only pay full capital equipment costs for equipment that is specialised and bespoke enough that it only has a value for the duration of the project. For capital equipment that has a value at the end of the contract, BEIS will only pay depreciation costs for the duration of the project, in line with your accounting policy for depreciation. For example, if a project budget includes the cost of purchasing six new laptops, it is highly likely that these will still have value at the end of the project. As such, BEIS would only pay depreciation costs on these laptops across the duration of the project.

Indirect costs:

Indirect costs should be charged in proportion to the amount of effort deployed on the project. Applicants should calculate them, using their own cost rates. They may include:

- General office and basic laboratory consumables
- Library services / learning resources
- Typing / secretarial
- Finance, personnel, public relations and departmental services
- Central and distributed computing
- Overheads

BEIS will not normally pay overheads of over 50%, and any overheads above this amount will need to be fully justified.

Ineligible Costs

Under no circumstances can costs for the following items be claimed:

- Commercialisation activities
- Profit (i.e. Applicants should not include profit for themselves or the other project team members within indirect costs or include it as a separate project cost)
- Profit on contractors (i.e., where contractors are used in key posts, these contractors should be paid at the standard market rate)
- Contingency / Contingent costs
- Protection of IPR (including patent costs)
- For activities of a political or exclusively religious nature
- In respect of costs reimbursed or to be reimbursed by funding from other public authorities or from the private sector
- In connection with the receipt of contributions in kind (a contribution in goods or services as opposed to money)
- To cover interest payments (including service charge payments for finance leases)
- For the giving of gifts to individuals, other than promotional items with a value no more than £10 a year to any one individual

- For entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations)
- To pay statutory fines, criminal fines or penalties
- In respect of VAT that you are able to claim from HM Revenue and Customs.

Appendix 2 - Exclusion Grounds

Mandatory Exclusion Grounds

Public Contract Regulations 2015 R57(1), (2) and (3)

Public Contract Directives 2014/24/EU Article 57(1)

Participation in a criminal organisation

Participation offence as defined by section 45 of the Serious Crime Act 2015

Conspiracy within the meaning of

section 1 or 1A of the Criminal Law Act 1977 or

article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983

where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;

Corruption

Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

The common law offence of bribery;

Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;

Fraud

Any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:

- the common law offence of cheating the Revenue;
- the common law offence of conspiracy to defraud;
- fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;

- fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
- fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
- an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
- destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
- fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
- the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

Terrorist offences or offences linked to terrorist activities

Any offence:

- listed in section 41 of the Counter Terrorism Act 2008;
- listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
- under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

Money laundering or terrorist financing

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996

Child labour and other forms of trafficking human beings

An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

An offence under section 59A of the Sexual Offences Act 2003

An offence under section 71 of the Coroners and Justice Act 2009;

An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994

An offence under section 2 or section 4 of the Modern Slavery Act 2015

Non-payment of tax and social security contributions

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

- HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (G) or the “Halifax” abuse principle; or
- a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the G or “Halifax” abuse principle;
- a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established

Other offences

Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland

Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland

Discretionary exclusions

Obligations in the field of environment, social and labour law.

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law (as retained in UK law in accordance with Section 4 of the EU Withdrawal Act 2018 (as amended by the EU (Withdrawal Agreement) Act 2020)), national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see copy below) as amended from time to time; including the following:-

Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.

In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.

In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).

Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;

Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;

Where the organisation has been in breach of the National Minimum Wage Act 1998.

Bankruptcy, insolvency

Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;

Grave professional misconduct

Guilty of grave professional misconduct

Distortion of competition

Entered into agreements with other economic operators aimed at distorting competition

Conflict of interest

Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

Been involved in the preparation of the procurement procedure

Prior performance issues

Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.

Misrepresentation and undue influence

The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection, or award.

Additional exclusion grounds

Breach of obligations relating to the payment of taxes or social security contributions.

ANNEX X Extract from Public Procurement Directive 2014/24/EU

LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —

- ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
- ILO Convention 98 on the Right to Organise and Collective Bargaining;
- ILO Convention 29 on Forced Labour;
- ILO Convention 105 on the Abolition of Forced Labour;
- ILO Convention 138 on Minimum Age;
- ILO Convention 111 on Discrimination (Employment and Occupation);
- ILO Convention 100 on Equal Remuneration;
- ILO Convention 182 on Worst Forms of Child Labour;
- Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
- Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
- Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade

(UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

Consequences of misrepresentation

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation: -

- The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;
- The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
- If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).

If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).

Appendix 3 – Completion of Project Cost Breakdown Form

Overview

The BEIS Project Cost Breakdown Form is a standard template used to capture costs and overheads to inform multiple procurement competitions of varying size and scope. As a result, whilst it contains multiple green input tabs, not all will require completing, particularly for lower value or less complex procurements.

SBRI Competition – Mandatory input tabs for all Applicants

Based on project requirements, Applicants must **as a minimum**, complete the following tabs:

Labour & Overhead Costs tab

For all project team members for whom the Applicant wishes to recover costs or overheads they must complete all light blue input cells (columns C,E,G,I,O and S) following the example format provided at Row 18.

Project Quarterly Breakdown tab

At columns [H] and [I] Applicants should provide a quarterly profile for each Cost or Overhead category where £ amounts have been entered. Please note the FY22-23 totals at column [L] must equal the equivalent total on the 'Summary' tab – Thus the 'Total Labour costs' figure at cell [L10] of the Project Quarterly Breakdown tab must equal the 'Total Labour Costs, exc Overheads' figure at cell E 17 of the 'Summary' tab.

SBRI Competition – Other potential input tabs

Applicants intending to claim eligible Travel and Subsistence Costs must complete the relevant blue input fields in the **Travel & Subsistence tab**.

Applicants intending to utilise one or more Sub-Contractors must complete the relevant blue input fields in the **Sub-Contract Costs tab**.

For consortia bids, each Partner must complete the relevant light blue input cells in the **Partner Breakdown tab**.

Applicants intending to claim for other costs should complete the relevant light blue input cells in either the **Material Costs, Capital Equipment or Other Costs tab**. light blue. Given the anticipated desktop nature of work associated with production of the Feasibility Reports, this should include full justification for costs being claimed.

Appendix 4 – Accelerator Support for SMEs

Overview

The Accelerator Support for SMEs offers acceleration support to applicants that successfully progress to Phase 2: Development, and meet the definition of Small & Medium Enterprise (SME) (Table A5.1). This is highly recommended for SME SBRI awardees to help develop their business. This Acceleration Support is 100% funded by BEIS. This support will focus on helping the applicant to prepare commercial plans and actions that will increase the chance of successfully bringing the innovation to market or reduce the time to market.

Table A5.1 Categories for business size definitions - Summary

Company Category	Staff Headcount		Turnover		Balance Sheet Total
Medium	<250 people	AND	≤£45m	OR	≤£39m
Small	<50 people	AND	≤£9m	OR	≤£9m
Micro	<10 people	AND	≤£2m	OR	≤£2m

Nature of support offered

The starting point for acceleration support is to consider the current stage of commercial preparation and identify (with the applicant) critical next steps, business strengths and gaps, benchmarked for the stage of the individual business across all key Acceleration Support focus areas:

- Market engagement and proposition
- Strategy and sales
- Team and board
- Funding and investment
- Product-service design, development and launch
- Business processes and controls

Specialist advisers will be assigned by BEIS to support the company in the development of the appropriate knowledge and skills. Three types of support will be available dependant on company need:

1. Tailored support, including coaching and specialist support across the six focus areas
2. Group training and learning resources, including sector specific masterclasses and techno-market workshops
3. Access to industry and finance networks, providing companies with investor engagement opportunities, pitch training sessions, facilitated market engagement and networking opportunities.

All SME-led proposals that are awarded funding and wish to receive Acceleration Support will need to participate in an Acceleration Support Planning meeting. This planning session will be conducted by The Carbon Trust who have been appointed to deliver Acceleration Support Services on behalf of BEIS. Following the planning meeting an acceleration plan will be created outlining the task delivery plan. These plans will be bespoke and based on company needs identified.

Accelerator Support on SBRI-funded projects

BEIS have historically offered Acceleration Support to help grant recipients achieve maximum commercial impact from the grant. From the experience of the Energy Entrepreneur's Fund (EEF) scheme managed by BEIS, there is a clear distinction between projects that received Acceleration Support and those companies who were high-scoring applications but did not receive funding and Acceleration Support, through the EEF scheme.

It is highly recommended that SBRI recipients take up the offer of Acceleration Support Services and co-operate with both the Acceleration Planning Session and the Acceleration Manager, who will oversee the delivery of the acceleration support. However, unlike the EEF scheme, receiving the identified acceleration support is not a condition of the SBRI contract award.

Participants will also be asked to collaborate in monitoring and evaluation activities and to provide feedback on support provided through the programme.