



Specification

Provision of feasibility study for Renewable Energy Generation at Morriston & Ty Felin Estates Management Group

Contract Reference: PS/22/153

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1. Introduction

- 1.1 In accordance with the terms and conditions of RM3842 - Heat Networks and Electricity Generation Assets (DPS) the Driver and Vehicle Licensing Agency (DVLA) invites proposals for the following service – Feasibility Study for renewable energy generation.

2. Background to the Requirement

- 2.1 The DVLA is an Executive Agency of the Department for Transport (DfT), based in Swansea. The DVLA's primary aims are to facilitate road safety and general law enforcement by maintaining accurate registers of drivers and vehicle keepers and to collect Vehicle Excise Duty (VED).
- 2.2 Under the Greening Government Commitments, DVLA has an obligation to reduce its Carbon footprint which can potentially be achieved by a combination of using energy more efficiently and sourcing energy from green or renewable sources.
- 2.3 In addition to environmental commitments, DVLA also has an obligation to identify areas to save money. Given the rising costs in grid-supplied mains electricity and natural gas, it is necessary to investigate options for reducing or fixing energy costs for a defined period of time.
- 2.4 Due to the above environmental and cost obligations, DVLA is seeking a feasibility study (RIBA stage 2) into renewable energy generation and storage, both on-site and off-site. The study is to include the generation of both electrical energy and heat.

3. Procurement Timetable

- 3.1 The timetable for this Procurement is set out in Invitation to Tender (ITT). This timetable may be changed at any time but any changes to the dates will be made in accordance with the Regulations (where applicable).
- 3.2 Potential tenderers will be informed if changes to this timetable are necessary.

Description	Date
Launch Tender	Thursday 27 th October
Site visits	Tuesday 8 th - Wednesday 9 th November
Clarification questions deadline	Monday 14 th November
Responses Back	17:00 Friday 25 th November
Evaluate Responses	Thursday 1 st – Friday 2 nd December
Evaluation Report Sign Off	Monday 5 th December
Approval to Award	Tuesday 6 th December
Standstill Period	Wednesday 7 th – Tuesday 20 th December
Award Contract	Wednesday 21 st December

4. Scope

- 4.1 The scope of this requirement is for DVLA sites in Longview Road, Morriston, SA6 7JL and Ty Felin, Felinfach, Fforestfach, SA5 4AW, both located in Swansea. The suppliers are to consider the potential for both electrical and heat generation from renewable sources, on site and off site. The option of storage of energy generated is also within scope.
- 4.2 DVLA's other sites in Swansea are not included in the scope.

5. Implementation and Deliverables

- 5.1 The target commencement date for this contract is 21/12/2022 for a period of one year
- 5.2 A feasibility report, detailing findings, options and recommendations must be completed by 24/02/2023. This must be presented to DVLA in the form of a face-to-face presentation, backed up by a written report. The Invoice must be received by 17/03/2023.
- 5.3 To facilitate the requirement and to assist with tender responses, potential Suppliers can attend the site within 2 weeks of the tender launch as specified in section 3.
- 5.4 Prior to contract commencement, the Supplier shall provide details of each member of contract personnel who will be attending the in-scope premises to the DVLA. This must include evidence of their relevant security clearance as required in section 8.

6. Specifying Goods and / or Services

- 6.1 DVLA require a Supplier with suitable experience and knowledge to provide options and recommendations for renewable energy generation and storage.
- 6.2 Morriston site
The site covers an area of approximately 26 acres and comprises a number of office buildings ranging from single storey to 18 floors. In pre-covid times it had a peak occupancy of approximately 5,000 employees. There is a mixture of car parking and green spaces. The site is in a predominantly residential area and is connected to grid electricity and natural gas. DVLA needs a Supplier to assess the entire site for suitable options to generate energy from renewable sources. Energy storage as part of the solution(s) must also be assessed.
- 6.3 Ty Felin site
The site covers an area of approximately 5 acres and comprises one large industrial building, car parking, loading areas and some green space. The site is in an industrial/commercial area and is connected to grid electricity and natural gas. DVLA needs a Supplier to assess the entire site for suitable options to generate

energy from renewable sources. Energy storage as part of the solution(s) must also be assessed.

6.4 Off-site generation

DVLA would also like to consider the possibility of off-site generation options such as, but not limited to, a direct or indirect-wire power purchase agreement (PPA). This applies to both sites described in 6.1 & 6.2 above. The options need to be assessed for technical and financial viability.

6.5 Report scope

DVLA requires a report that gives a range of possible renewable energy generation options for the sites detailed above and Off-site generation. Each option should be evaluated with the reasons for and against listed. A rough indication of cost for each option and financial benefits/disbenefits must be included in the report as well as a recommendations.

6.6 To support DVLA's sustainability commitments, it is preferred that the report is published and sent via email. Hard copies should only be issued if necessary.

6.7 Social Value Considerations

The Social Value Act (2012) requires contracting authorities to consider social value when procuring services, by taking into account the additional social benefits that can be achieved in the delivery of its contracts. It has been identified that Procurement Policy Note 06/20 – taking account of social value in the award of central government contracts applies to this procurement.

6.8 Using policy outcomes aligned with Government's priorities, a weighting of 10% of the overall score for this requirement is dedicated to social value criteria.

6.9 The social value theme(s) for this requirement are Fighting Climate Changes and Equal Opportunity, which requires Tenderers to demonstrate how, in the delivery of this contract, they can assist the DVLA in delivering the policy outcome(s) of

Theme 3 – Fighting Climate Change

MAC 4.1: The supplier will need to evidence delivery of additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions

Theme 4 – Equal Opportunity

MAC 6.1: The supplier will need to evidence actions taken to identify and tackle inequality in employment, skills and pay in the contract workforce.

6.10 The full evaluation process is outlined in Section 1 and the required social value criteria are detailed in Annex 1.

7. Quality Assurance Requirements

Risk assessment method statements (RAMS) must be sent to DVLA, 7 days prior to commencement of any site visit for review.

8. Other Requirements

8.1 Information Assurance

Removable Media

Tenderers should note that removable media is not permitted in the delivery of this Contract. Where there is a requirement for Supplier Staff to take data off site in electronic format, the DVLA will consider if it is appropriate to supply an encrypted hard drive.

Security Clearance - Level 1

Tenderers are required to acknowledge in their response that any Supplier Staff that will have access to the DVLA site for meetings and similar (but have no access to the DVLA systems), must be supervised at all times by DVLA staff.

Information Supply Chain

Tenderers are required to confirm how DVLA Data will be securely managed at each stage of the Information Supply Chain. This applies to both Suppliers and Subcontractors. Retention schedules will need to be defined and agreed prior to award of contract.

If there is a justifiable need to provide copies or original documentation this will be by exception, all documentation is treated as confidential information under the associated contractual terms, retained for a limited period of time agreed on a case by case basis and at such a time deemed by DVLA i.e. termination of the contract, all documents are to be returned to DVLA/a nominated third party or destroyed.

Processing Personal Data

Please note that the successful tenderer as part of the contract agrees to comply with all applicable requirements of UK Data Protection Legislation (including UK GDPR) and all applicable Law about the processing of personal data and privacy.

Offshoring of Government Data

Government policy is that data it holds should be protected appropriately regardless of location. Offshoring is defined as “Any arrangement where the performance of any part of the services or a solution under a contract may occur outside the UK for domestic (UK) consumption.”

When offshoring is described, the focus is typically on the physical location where data is hosted (such as where are the data centres located). Whilst physical location of data is a critical part of the offshoring question, it is important to understand how and where data might be logically accessed. Administrators or technical support staff may be located anywhere in the world, with logical access to data.

Tenderers must indicate in their response whether any DVLA data supplied as part of the contract, would be offshored. If so, tenderers must confirm the location(s) including the location of any business continuity, disaster recovery and technical support staff.

All Central Government Departments and Agencies are required to seek approval for any proposed offshoring activity, which ensures that information held offshore is appropriately managed and that pan-government risks are identified, tracked and managed, where appropriate.

In the event that the successful tenderer proposes to offshore any DVLA Data as part of the contract, they would be required to provide details about the processing to be carried out offshore, the privacy risks and the security controls in place to protect the data. If the intention is to store the information in a cloud environment outside the UK, the successful tenderer will also need to confirm the extent to which the environment complies with the cloud security principles. This information would be used to submit the offshoring proposal for approval.

Any request to offshore must receive clearance prior to the commencement of any data processing activity.

8.2 Sustainability

The DVLA is committed to reducing any negative impacts produced by our activities, products and services. This aligns to the Government's Greening Commitment which states we must: "Continue to buy more sustainable and efficient products and services with the aim of achieving the best long-term, overall value for money for society."

DVLA is certified to ISO 14001:2015 and more information is available in our Environmental Policy at:

<https://www.gov.uk/government/publications/dvlas-environmental-policy>

[Sustainable procurement: the Government Buying Standards \(GBS\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/sustainable-procurement-the-government-buying-standards-gbs)

8.3 Health and Safety

DVLA has an Occupational Health and Safety Management System that is certificated to ISO45001. Further information on our Health & Safety Policy, is available on request from the Commercial Advisor. (See Section 14 for Points of Contact):

All Supplier Staff working in the DVLA on any of our premises must fully comply with relevant health and safety legislation, together with health, safety and welfare policy and management arrangements applied by the DVLA. If appropriate, these issues must be addressed at or before the award of the contract and may form part of the procurement process. Where requested, Suppliers will be required to provide copies of their health and safety policy statement, risk assessments and method statements, clearly identifying any safety implications that their activities may have and how these will be managed. Contract management staff are responsible for checking health and safety information provided by Suppliers, and passing relevant information to local line management and staff. Supplier's safety performance will be monitored and checked as part of normal contract management.

Tenderers should:

- Have an appointed competent person responsible for H&S, details to be made available to DVLA on request
- Have emergency arrangements and plans for their goods/product/service, and observe DVLA's arrangements whilst on site, or through the course of the business or contract
- Have adequate provision for their own first aid when on site
- Have an accident reporting and recording process for all near miss, accidents/incidents, or violent and aggressive behaviours. Any incident on DVLA site should be reported immediately to the DVLA's Health and Safety Team
- Communicate with DVLA on any health and safety matter or issue in relation to the contract/product/supply of goods or service, notifying DVLA of any Health and Safety hazard, which may arise in connection with its supply of goods, products, or services
- Indemnify DVLA in the instance where failure of the company's product/service, acts or omissions, with regards to health and safety, results in an economic penalty, time delay, issue, accident/incident or claim against the DVLA
- Have suitable and sufficient insurance cover for all business/products/services supplied/that are provided to DVLA
- Have documented, suitable and sufficient, risk assessments and method statements, covering all significant activities and deliveries of products, goods and services. Copies to be made available to DVLA on request
- Provide suitable and sufficient health and safety training, information and instruction for all its employees/contractors/subcontractors. Records to be made available on request
- Engage with DVLA's Security/Estates Management Group to arrange access to all DVLA premises/buildings
- Comply with all vehicle and driver legal requirements and DVLA policies whilst driving on premises or conducting business for DVLA

8.4 Diversity and Inclusion

The Public Sector Equality Duty (PSED) is a legal requirement under the Equality Act 2010. The Equality Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day-to-day work – in shaping policy, in delivering services, and in relation to their own employees. DVLA is committed to encouraging equality, diversity and inclusion within our workforce and against unlawful discrimination of employees, customers and the public. We promote dignity and respect for all and we will not tolerate, bullying harassment or discrimination by staff, customers or partners we work with. Everyone working for us and with us, as partners in delivering our services, has a personal responsibility for implementing and promoting these policy principles in their day-to-day transactions with customers and our staff.

A full copy of our Equality, Diversity and Inclusion Policy is available on request from the DVLA.

8.5 Use of DVLA Brands, Logos and Trademarks

The DVLA does not grant the successful Supplier licence to use any of the DVLA's brands, logos or trademarks except for use in communications or official contract documentation, which is exchanged between the DVLA and the successful Supplier as part of their fulfilment of the Contract.

Approval for any further specific use of the DVLA's brands, logos or trademarks must be requested and obtained in writing from the DVLA.

9. Management and Contract Administration

- 9.1 All communication regarding the Services shall in the first instance be via the main points of contact defined at Section 12.
- 9.2 Communication regarding escalation of any issues must utilise the relevant escalation point of contact.
- 9.3 During the contract period, the Parties shall meet to:
 - report progress against the Plan/Schedule
 - highlight any issues or blockers to delivery of the Services at the earliest opportunity
 - review any outputs delivered to the DVLA
- 9.4 DVLA is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger Suppliers to make their subcontracts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see the Gov.Uk [website](#) for further information).
- 9.5 To help us measure the volume of business we do with SMEs, our Form of Tender document asks about the size of your own organisation and those in your supply chain.
- 9.6 If you tell us you are likely to subcontract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice.

10. Arrangement for End of Contract

- 10.1 The Supplier shall fully cooperate with the DVLA to ensure a fair and transparent re-tendering process for this contract (if applicable). This may require the Contractor to demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.
- 10.2 Within 14 days of completing delivery of the task, the Supplier shall provide to the Contract Owner:
 - all copies of all data recorded, and records created while delivering the Services; and

- all copies of any data or materials that were provided to the Supplier's by the DVLA to facilitate the delivery of the Services.

11. Evaluation Criteria

11.1 Selection will be based on the Evaluation Criteria, encompassing the most economically advantageous tender, which demonstrates a high degree of overall value for money, competence, credibility and ability to deliver.

11.2 Your tender will be evaluated using the following weightings **and** the criteria weightings set out at Annex 1, to obtain the optimal balance of quality and cost.

11.3 Mandatory Requirements

Annex 1 provides details of any elements/criteria considered as critical to the requirement. These are criteria, which will be evaluated on a pass/fail basis. A fail may result in the tender being excluded from further evaluation.

11.4 Quality Criteria:

Annex 1 provides details of the quality criteria on which tenders will be evaluated. This will list the primary criteria along with the allocated percentage weighting and a description of the specific requirement. The overall percentage allocated for the Quality Criteria is outlined in the Table “Overall Weighting Allocation” and the method used to allocate scores is outlined below.

11.5 Quality Criteria Scoring Methodology:

The scoring methodology used to assess and allocate scores to each criteria are included in the table below

Points awarded	Description
100	Fully meets/evidence provided that demonstrates the requirement can be met
60	Minor concerns/issues that the requirement can be met
30	Major concerns/issues that the requirement can be met
0	Does not meet the requirement, not addressed or no evidence provided

11.6 Based on the allocated score, a percentage will be calculated against each element using on the following calculation:

$$\frac{(\text{Allocated Score})}{(\text{Maximum Score})} \times \text{Weighting}$$

11.7 For example, “Quality Element 1” can be allocated a score between 0 and 100 but carries a weighting of 10%. Supplier A is given a score of 60 for this element so receives a score of $(60/100 \times 10) = 6\%$. The scores for each element will then be added together to calculate the overall Quality Criteria score.

11.8 Financial / Price Criteria

Evaluation of the prices submitted will be performed separately by a Commercial Finance Accountant and details will not be made available to the Quality Evaluation Panel. This is to ensure fairness and avoid any subconscious influence of a lower price on the quality scoring. The overall percentage weighting allocated for the Financial/Price Criteria is outlined in the Table “Overall Weighting Allocation”.

11.9 Financial / Price Criteria Scoring Methodology:

A Percentage Scoring Methodology will be used to evaluate all proposals for this requirement. This methodology is based on the following principles:
The lowest tendered price will be awarded the maximum score available. Each subsequent bid will be baselined to this score and will be awarded a percentage of the maximum score available. The calculation used is as follows:

$$\frac{(\text{Lowest Tendered Price})}{(\text{Tender Price Submitted per Supplier})} \times \text{Maximum Score Available (i.e. Weighting)}$$

11.10 For example, if the Financial/Price weighting allocation is 40%, the maximum score available is 40. Supplier A submits the lowest price of £100,000 and Supplier B submits a price of £180,000. Based on the above calculation Supplier A and B will receive the scores shown below:

Supplier A = $100k/100k \times 40 = 40\%$

Supplier B = $100k/180k \times 40 = 22.22\%$

11.11 Overall Weighting Allocation

Evaluation Criteria	Weighting
Quality Criteria and Social Value Criteria (if applicable)	70%
Financial / Price Criteria	30%
Total	100%

11.12 Calculation of Overall Score:

The allocated score for the Quality and Social Value Criteria (where applicable) will be added to the Financial/Price Factor score to calculate the overall score for each tender (out of a max available 100%). The tender with the highest overall score will be deemed as successful.

12. Points of Contact

Commercial Advisor	Name	Helene Scott
	e-mail	Helene.Scott@dvla.gov.uk
Project Lead / Business Contact [EMG]	Name	Paul Griffiths
	e-mail	Paul.Griffiths4@dvla.gov.uk

All queries/questions should be sent to the Commercial Advisor

13. Annexes:

Annex 1 – Evaluation Criteria:

Mandatory Criteria


Mandatory Criteria Description	Pass/Fail
The Supplier confirms that the service requirement detailed in Section 4 can be achieved.	
The Supplier confirms that the timescales and deliverables requirement detailed in Section 5 can be achieved.	
The Supplier must agree to adhere to the code of conduct. (See Annex 2)	

Scored Quality Criteria

Primary Scored Criteria	Primary Scored Criteria Weighting (%)	Scored Sub-criteria Description	Individual Scored Sub - Criteria Weighting (%)
Quality	60%	<p>Bidders are required to provide one (1) example of works carried out in the past five (5) years that demonstrate that the Bidder has the relevant experience in delivering feasibility study of a comparative scale and complexity as described in the project description, including, but not limited to:</p> <ul style="list-style-type: none"> the type of work. the delivery of the works. the complexity (operating in a controlled environment). <p>Please use a maximum of 1,000 words.</p>	60
		<p>Bidders are required to provide an overview of their key personnel who will make a significant contribution to the study, including their qualifications, experience and any professional associations.</p> <p>Please use a maximum of 1,000 words.</p>	Not scored
Social Value Outcomes	10%	<p>Theme 3: Fighting Climate Change. MAC 4.1</p> <p>Using a maximum of 500 words describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria.</p> <p>Please include:</p> <ul style="list-style-type: none"> your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and a timed project plan and process, including how you will implement your commitment and by when. <p>Also, how you will monitor, measure and report on your commitments/the impact of your proposals.</p> <p>You should include but not be limited to:</p> <ul style="list-style-type: none"> timed action plan use of metrics tools/processes used to gather data reporting feedback and improvement transparency 	5

Social Value Outcomes		<p>Theme 4: Equal Opportunity. MAC 6.1</p> <p>Using a maximum of 500 words describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Award Criteria.</p> <p>Please include:</p> <ul style="list-style-type: none"> • your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and • a timed project plan and process, including how you will implement your commitment and by when. <p>Also, how you will monitor, measure and report on your commitments/the impact of your proposals.</p> <p>You should include but not be limited to:</p> <ul style="list-style-type: none"> ○ timed action plan ○ use of metrics ○ tools/processes used to gather data ○ reporting ○ feedback and improvement ○ transparency <p>How you will influence staff, suppliers, customers and communities through the delivery of the contract to support the Policy Outcome, e.g. engagement, co-design/creation, training and education, partnering/collaborating, volunteering.</p>	5
	Total = 70%		

Financial/Pricing Criteria

Primary Financial/Pricing Criteria	Financial/Pricing Weighting (%)	Description
Pricing Requirements	30%	 PS 22 153 - Feasibility Study for R
	Total = 100%	

Annex 2: Code of Conduct



Code of Conduct.pdf