

## Framework Schedule 1 (Specification)

### FRAMEWORK SCHEDULE 1 (SPECIFICATION)

[To be populated]

Title:	Energy & Net Zero Professional Services for the Department for Energy Security and Net Zero Framework
Tender Reference Number:	Prj_2623
Contract Ref (PIN):	tender_390331/1269145 CF eadb68fd-1e4b-4107-bdc9-be3f6d84ad6a
Deadline Responses:	for 30 <sup>th</sup> May 2024 2 p.m.



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## 1. Invitation

Date: 18th April 2024

Welcome to the Invitation to Tender (ITT) for this procurement. The Department for Energy Security & Net Zero (referred throughout these documents as “DESNZ” or the “Department”) wishes to bid for the provision of Energy & Net Zero Professional Services specialist suppliers through a new Framework Agreement.

Enclosed within this ITT are the following sections. These are included as separate documents and should be read in full:

Document 1: Guidance to Bidders. This includes instructions on the tendering process *[this document]*

Document 2: Requirements

Document 3: Evaluation

Document 4: Mandatory Declarations and Cover Sheet (to be submitted by the Bidder):

- Cover Sheet

- Declaration 1: Statement of non-collusion

- Declaration 2: Form of Tender

- Declaration 3: Conflict of interest

- Declaration 4: Standard Selection Questionnaire

- Declaration 5: The General Data Protection Regulation Assurance Questionnaire for Contractors

- Declaration 6: Use of AI in Tender / Bid Writing

- Declaration 7: Acceptance of the Terms and Conditions

- Declaration 8: Acceptance of the Supplier Code of Conduct

- [Declarations for view only – please complete via the Jaggaer portal]*

Document 5: Additional Information

Terms and Conditions (pack)

Annex A: Pricing Schedule

Annex B: Market Engagement Materials

Please register your interest in submitting a Bid through the Jaggaer platform <https://beisgroup.ukp.app.jaggaer.com/esop/ogc-host/public/beisgroup/web/login.jst>. This will ensure you receive immediate notification of updates to the ITT process and answers to questions raised by potential bidders.

Please read the instructions on the bidding procedures carefully since failure to comply with them may invalidate your Bid. Your Bid must be returned by the closing date clearly displayed in the Jaggaer portal.

We look forward to receiving your response.

Yours sincerely,



Energy & Net Zero Professional Services Commercial Team

## **2. 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 General Data Protection Regulation (GDPR).

### **YOUR DATA**

We will process the following personal data:

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

#### *Purpose*

We are processing your personal data for the purposes of the tender exercise described within the remainder of this Invitation to Tender, or in the event of legal challenge to such tender exercise.

Your data may also be used for the purpose of gathering feedback on the procurement exercise and gain feedback from Bidders.

#### *Legal basis of processing*

The legal basis for processing your personal data is processing is necessary for the performance of a task 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 tender exercise. 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 Bids will be retained for a period of **6 years** from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of 12 years from the date of contract expiry.

Contact details of Bidders will be retained for a period of 6 years from the date of contract expiry of the Framework.

## **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**

Your personal data will not be processed outside the UK/EEA.

## **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](mailto: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 Energy Security and Net Zero (DESNZ).

You can contact the DESNZ Data Protection Officer at:

DESNZ Data Protection Officer  
Department for Energy Security and Net Zero  
3-8 Whitehall Place  
London  
SW1A 2EG

Email: [dataprotection@energysecurity.gov.uk](mailto:dataprotection@energysecurity.gov.uk).

### 3. Terms and Definitions used in the ITT, SQ and SQPD:

**“Awarded Supplier”** means a Bidder who has been awarded a place on the Framework

**“Bidder”** means a party or parties invited to respond to the ITT.

**"Client"** means public sector entities identified in the Contract Notice who are able to access services under the Framework, with agreement of DESNZ.

**“Conflict of Interest”** means the presence of an interest or involvement of the contractor, subcontractor (or consortium member) which could affect the actual or perceived impartiality

**“Consultant”** means the entity appointed by DESNZ to enter into the Framework Agreement with DESNZ to secure the provision of specialist advice for energy and net zero that will comprise the Framework.

**“Contracts Finder”** is the UK e-notification service where notices for new procurements are required to be published in accordance with the PCR.

**“Contract Notice”** means the notice published in the Find a Tender Service, and/or Contracts Finder, for the purpose of advertising the tender process for the award of the Framework in accordance with the PCR.

**“DESNZ”** means the Department for Energy Security and Net Zero who is seeking to award a contract for a framework.

**“Find a Tender Service” or “FTS”** is the UK e-notification service where notices for new procurements are required to be published in accordance with the PCR.

**“Framework Agreement”** means the framework contract and ancillary documents to be entered into between DESNZ and the Supplier. Also referred to as “Framework”.

**“General Anti-Abuse Rule” or “GAAR”** means (a) the legislation in Part 5 of the Finance Act 2013; and (b) any future legislation introduced into parliament to counteract tax advantages arising from abusive arrangements to avoid national insurance contributions.

**“Invitation to Tender” or “ITT”** means the invitation to tender to be issued by DESNZ to shortlisted Potential Providers following the stage 1 process.

**“Key subcontractor”** means any Subcontractor:

which is relied upon to deliver any work package within the Deliverables in their entirety; and/or

which, in the opinion of the Authority performs (or would perform if appointed) a critical role in the provision of all or any part of the Deliverables; and/or

with a Sub-Contract with a contract value which at the time of appointment exceeds (or would exceed if appointed) 10% of the aggregate Charges forecast to be payable under the Call-Off Contract, and/or

which is relied upon for the Bid for appointment to the Framework;

and the Supplier shall list all such Key Subcontractors in section 19 of the Framework Award Form and in the Key Subcontractor Section in Order Form;

**“Lot”** means the sector-specific Lot to which the tender applies.

**“MEAT”** means the Most Economically Advantageous Tender.

**“PCR”** means the Public Contracts Regulations 2015

**“Potential Provider”** means any economic operator as defined by the PCR, which could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity. It also means the person or entity (or persons or entities) which has or have submitted, or will submit, a response to this SQ.

**“Required Services”** means the services to be provided under this framework as set out in Document 2. Requirements.

**“Service Deliverables”** means the deliverables that fall within each Lot that the Department seeks suppliers to fulfil. These are detailed in Document 2. Requirements.

**“SME”** means Small, Medium Enterprises in line with the EU definition of SME:

[https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

**“Supplier Relationship Management (SRM)”** means the process by which DESNZ will manage suppliers on the Framework throughout the duration of the Framework contract.

**“Sourcing Portal”** means the online tender / Bid management and contract administration system hosted by Jaggaer on behalf of the DESNZ.

**“SQ Pack”** means the documents listed in Document 4: Mandatory Declarations and Cover Sheet.

**“Stage 1 – Selection Questionnaire”** or **“SQ”** means the questionnaire for which this document provides supporting information.

**“Work Packages”** means an individual package of work which will be issued for quotation to one or more of the Suppliers in accordance with the quotation procedure under the Framework Contract.

## **Section 1**

### **Guidance to Bidders**

Invitation to Tender for: Energy and Net Zero Professional Services Framework

Tender Reference Number: Prj\_2623

Deadline for Tender Responses: **30th May 2024 2 p.m.**



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### 4. Indicative Timetable

The anticipated timetable for this competition is as follows. The Department reserves the right to vary this timetable. Any variations will be published on contracts finder or circulated to all organisations who have registered an interest in notifications, via the Jaggaer portal.

Competition Timeline	Date
Advert and full invitation to tender issued	18th April 2024
Deadline for questions relating to the tender (Clarification Questions)	15 <sup>th</sup> May 5 p.m. 2024
Responses to questions published Halfway Question Publication Date (8 <sup>th</sup> May 2024)	20 <sup>th</sup> May 2024
Deadline for receipt of tender/Bid	30th May 2024 2p.m.
Invite suppliers for bid clarification (if needed)	June 2024

All suppliers alerted of outcome (expected)	August/September 2024
Framework award on signature by both parties	August/September 2024
Framework start date	September 2024

The Department will respond to Clarification Questions in batches prior to the deadline for questions including at the Halfway Question Publication date, subject to questions having been submitted.

The framework agreement is to be for an initial period of 24 **months** unless terminated or extended by the Department in accordance with the terms of the contract. The Department reserves the right to extend the framework by an additional two **12-month** periods. Total expected framework length is **48 months** (including optional extensions).

There is no minimum commitment to spend made by the Department under this framework.

## 5. Procedure for Submitting Bids

To apply for this opportunity please register on the following website <https://beisgroup.ukp.app.jaggaer.com/>. The site can support with any registration queries.

Please upload your proposal before the deadline via the DESNZ Jaggaer procurement portal <https://beisgroup.ukp.app.jaggaer.com/>.

For questions regarding the procurement process please contact the Energy & Net Zero Framework Commercial Team via the Jaggaer portal.

Bids will be received up to the time and date stated, via the Jaggaer portal only. Please ensure that your Bid is delivered not later than the appointed time on the appointed date. The Department does not undertake to consider Bids received after that time. The Department requires Bids to remain valid for a period indicated in the specification of requirements.

## **Bid Submission Date**

Bidders are invited to submit full tenders (Bids) of no more than the specified number of pages per question – please refer to Section 3: Evaluation for full details. Title pages, diagrams and organograms are included within the page count unless specifically stated otherwise.

Bidder submissions must be size 12, Arial Font in black, normal margins, and be portrait page orientation on A4 page size. Submissions must be made in English. Bids will be evaluated by at least three DESNZ staff. Bidders are asked to ensure that no financial or price information is included within the responses to the Quality (Technical) section. Financial information must be limited to the Price Evaluation (Annex A) only. Pricing information included within the Quality section will be redacted prior to assessment.

The Department shall have the right to disqualify you from the procurement if you fail to fully complete your response, or do not return all of the fully completed documentation and declarations requested in this ITT, or do not submit by the specified deadline. The Department shall also have the right to disqualify you if it later becomes aware of any omission or misrepresentation in your response to any question within this invitation to tender.

If you require further information concerning the tender process, or the nature of the proposed contract, please contact the procurement team via the Jaggaer portal. All questions or clarifications should be submitted by 15<sup>th</sup> May 2024, 5 p.m.; questions submitted after this date may not be answered. Should questions arise during the tendering period, which in our judgement are of material significance, we will publish these questions with our formal reply by the end of 20<sup>th</sup> May 2024 and circulate – unnamed - to all organisations that have expressed an interest in bidding. These will be published via the Jaggaer portal. All contractors should then take the published reply into consideration when preparing their own bids, and DESNZ will evaluate bids on the assumption that they have done so. The Department shall have the right to amend or change the ITT or timeline as required without notice. It is the responsibility of Bidders to monitor the portal and review all information.

You will not be entitled to claim from the Department any costs or expenses that a Bidder may incur in preparing your Bid, whether or not a Bidder's Bid is successful.

## **6. Use of Artificial Intelligence (AI) Tools**

Bidders may use AI tools in preparation of their Bids. This will be at Bidder discretion. Where AI is used, Bidders should ensure that responses are accurate and complete. All Bidders must complete the Declaration (in Document 4: Mandatory Declarations and Cover Sheet) to declare if AI tools have been used in creation of the tender / Bid. This declaration is for information only and will not be considered in scoring but will inform the Department's wider data capture of AI use in bid writing.

Where AI is used, Bidders should be careful to ensure that sensitive data, material, or information, or information disclosed under NDA, is not uploaded into online AI tools.

## **7. Conflict of Interest**

The Department's Framework Terms and Conditions of contract (adapted from Cabinet Office Mid-Tier terms) include reference to conflict of interest and require contractors to declare any potential conflict of interest to the Secretary of State.

Conflict of interest is defined as the presence of an interest or involvement of the contractor, subcontractor (or consortium member) which could affect the actual or perceived impartiality.

Where there may be a potential conflict of interest, it is suggested that the consortia or organisation designs a working arrangement 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 delivery of the requirement, and how these can be structured to ensure an impartial approach to the project is maintained.

The process by which this is managed in the procurement process is as follows:

1. **During the bidding process, organisations may contact DESNZ via the Jaggaer portal to discuss whether or not their proposed arrangement is likely to yield a conflict of interest.** Any responses given to individual organisations or consortia will be published on Jaggaer (in a form which does not reveal the questioner's identity).
2. **Contractors are asked to sign and return 'Declaration 3', [included in Document 4: Mandatory Declarations and Cover Sheet], 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.
3. **When Bids 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 Bidder.

Failure to declare or avoid conflict of interest at this or a later stage may result in exclusion from the procurement competition, or in the Department exercising its right to terminate any contract awarded.

## **8. Evaluation of Responses**

The tender process will be conducted to ensure that bids are evaluated fairly and transparently, in accordance with agreed assessment criteria. Further details are provided in Document 3: Evaluation.

## **9. Terms and Conditions applying to this Invitation to Tender**

An adaptation of the Cabinet Office Mid-Tier Terms will be used for this contract. These are available to download on <https://beisgroup.ukp.app.iaggaer.com/> and are uploaded with the attachments to this tender opportunity.

## **10. Further Instructions to Contractors**

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

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 Bid is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that Bid may be rejected.

By issuing this invitation the Department is not bound in any way and does not have to accept the lowest or any Bid and reserves the right to accept a portion of any Bid unless the Bidder expressly stipulates otherwise in their Bid. The Department may choose not to award any Framework Contract(s) or individual Lot(s) as a result of this

competition. The Department may withdraw this ITT pack at any time, or re-invite bids on the same or an alternative basis.

#### **11. Checklist of Documents to be Returned via Jaggaer portal**

- Proposal (compliant to the maximum pages per question)
- Proposal Cover Sheet
- Annex A: Pricing Schedule
- Declaration 1: Statement of non-collusion
- Declaration 2: Form of Tender
- Declaration 3: Conflict of Interest
- Declaration 4: Standard Selection Questionnaire
- Declaration 5: The General Data Protection Regulation Assurance Questionnaire for Contractors
- Declaration 6: Use of AI in Tender / Bid Writing
- Declaration 7: Acceptance of the Terms and Conditions
- Declaration 8: Acceptance of the Supplier Code of Conduct

## **12. Definitions**

Please note that references to the "Department" throughout these documents (Documents 1-6 and Annexes that comprise this Tender Pack) mean The Secretary of State for Energy Security and Net Zero acting through his/her representatives in the Department for Energy Security and Net Zero.

The Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIR") apply to the Department. You should be aware of the Department's obligations and responsibilities under FOIA or EIR to disclose, on written request, recorded information held by the Department. Information provided in connection with this procurement exercise, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Department in response to such a request, unless the Department decides that one of the statutory exemptions under the FOIA or the exceptions in the EIR applies. If you wish to designate information supplied as part of this response as confidential, 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).

Additionally, the Government's transparency agenda requires that tender documents (including ITTs 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 once the procurement is complete. By submitting a Bid, you agree that your participation in this procurement may be made public. The answers you give in this response will not be published on the transparency web site (but may fall to be disclosed under FOIA or EIR (see above)). Where tender documents issued by the Department or contracts with its suppliers fall to be disclosed the Department will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.

### **13. Data security**

The successful Bidder must comply with all relevant Data Protection Legislation, as defined in the terms and conditions applying to this Invitation to Tender.

Document 4: Mandatory Declarations and Cover Sheet, 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 bidder from this procurement.

### **14. Non-Collusion**

No Bid will be considered for acceptance if the contractor has indulged or attempted to indulge in any corrupt practice or canvassed the Bid with an officer of the Department. Document 4: Mandatory Declarations and Cover Sheet, contains a "Statement of non-collusion" (Declaration 1); any breach of the undertakings covered under items 1 - 3 inclusive will invalidate your Bid. If a contractor has indulged or attempted to indulge in such practices and the Bid is accepted, then grounds shall exist for the termination of the contract and the claiming damages from the successful contractors. You must not:

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

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

### **15. 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 (GAAR) 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 GAAR 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 26<sup>th</sup> 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, 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).

## Section 2

### Requirements

Invitation to Tender for: Energy and Net Zero Professional Services Framework

Tender Reference Number: Prj\_2623

Deadline for Tender Responses: **13<sup>th</sup> June 2024 2 p.m.**



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## **1. Introduction and Summary of Requirements**

### **1.1 Department Background**

The Department for Energy Security and Net Zero (DESNZ) is a ministerial, central government department created on 7 February 2023. The Department is focused on the energy portfolio from the former Department for Business, Energy and Industrial Strategy (BEIS). The Department is responsible for:

- Delivering security of energy supply.
- Ensuring properly functioning energy markets.
- Encouraging greater energy efficiency.
- Seizing the opportunities of net zero to lead the world in new green industries.

### **1.2 Department Priorities**

From 2023, the DESNZ priorities will be to:

- Ensure security of energy supply this winter, next winter and in the longer-term – bringing down energy bills and reducing inflation.
- Ensure the UK is on track to meet its legally binding Net Zero commitments and support economic growth by significantly speeding up delivery of network infrastructure and domestic energy production.
- Improve the energy efficiency of UK homes, businesses, and public sector buildings to meet the 15% demand reduction ambition.
- Deliver current schemes to support energy consumers with their bills and develop options for long-term reform to improve how the electricity market works for families and businesses.
- Seize the economic benefits of Net Zero, including the jobs and growth created through investment in new green industries.
- Pass the Energy Bill to support the emerging CCUS and hydrogen sectors; to update the governance of the energy system; and to reduce the time taken to consent offshore wind.

To find out more about our work visit the Department's website at <https://www.gov.uk/government/organisations/department-for-energy-security-and-net-zero/about>

## **2. Timetable**

The anticipated timetable for this tender exercise is as follows. The Department

reserves the right to vary this timetable. Any variations will be published on contracts finder or circulated to all organisations who have registered an interest in notifications via the Jaggaer system.

Competition Timeline	Date
Advert and full invitation to tender issued	18th April 2024
Deadline for questions relating to the tender (Clarification Questions)	15 <sup>th</sup> May 5 p.m. 2024
Responses to questions published Halfway Question Publication Date (8 <sup>th</sup> May 2024)	24 <sup>th</sup> May 2024
Deadline for receipt of tender/Bid	13 <sup>th</sup> June 2024 2p.m.
Invite suppliers for bid clarification (if needed)	June 2024
All suppliers alerted of outcome (expected)	August/September 2024
Framework award on signature by both parties	August/September 2024
Framework start date	September 2024

The Framework agreement is to be for an initial period of 24 months unless terminated or extended by the Department in accordance with the terms of the contract. The Department reserves the right to extend the Framework by an additional two 12-month periods (48 months).

The Department will respond to Clarification Questions in batches prior to the deadline for questions including at the Halfway Question Publication date, subject to questions having been submitted.

### 3. Procurement of a New Framework

#### 3.1 Background

DESNZ has frequent requirements to procure critical energy-specific professional services, sometimes at limited notice, to achieve its crucial policy pipelines and provide technical expertise. Over the past eighteen months, external shocks to the

energy markets and resultant unexpectedly high energy bills resulted in rapidly changing and adapting business needs for the Department. DESNZ has worked rapidly to develop schemes (Energy Price Guarantee, Energy Price Cap and others) to support UK businesses and households with these challenges.

To assist the Department in preparing for the challenges that lie ahead in the energy and net zero sectors, the DESNZ Commercial Directorate are committed to building an ecosystem of high-quality specialist suppliers with the capacity and capability to deliver energy-specific professional service contracts, meeting Departmental need.

### **3.2 Invitation**

DESNZ invites suppliers to bid for the award of a place on the Energy & Net Zero Professional Services (ENZPS) Framework. Suppliers appointed to the Framework will have the opportunity to provide high quality, professionally qualified and experienced specialist technical advisory support; with the opportunity to deliver a range of departmental energy sector professional service requirements. Awarded Suppliers will support DESNZ's energy supply portfolio, energy markets oversight, net zero implementation, and other activities in support of strategic development and delivery of the Department's programmes..

The Framework will be used by the Core department, and may be used by its POs (Partner Organisations), to access approved suppliers to facilitate purchase of energy- and/or net zero-specific expertise and services.

The Framework agreement will be for an initial two years in duration with provision for two one-year extensions (to a maximum of 4 years) with provision for £500m non-committed spend (estimated £125m p/a).

DESNZ is not seeking to duplicate any services that could be procured using existing Crown Commercial Service (CCS) Frameworks - including Management Consultancy Framework 3 and Demand Management and Renewables (Framework and DPS). Each time there is an internal request to use the ENZPS Framework, the Department will internally assess its suitability, and may instead recommend using an existing CCS Framework.

The DESNZ Commercial Directorate is responsible for ensuring procurement, contract, and supplier relationship management excellence across the Department.

The Commercial Directorate is leading the procurement and ongoing management of the Framework. Governance and management details are outlined in Section 13 of this document – Working Arrangements.

Bidders should upload their Bid submission in full **before** the stated response deadline, via the Jaggaer portal. Instructions for completing the ITT are included in this document and Document 1: Instructions to Bidders.

Bidders should note that the information given will be subject to verification throughout the tendering process. If any error, omission or misrepresentation is discovered, DESNZ reserves the right to disqualify the Bidder from participation in the tendering exercise no matter what stage in the process has been reached when the error, omission or mistake is discovered.

Bidders should note that, should they be successful in being awarded place on a Framework Agreement with DESNZ, the Department reserves the right to terminate the appointment if at any time it is discovered that a Bidder has made any material misrepresentation in any stage of the procurement competition.

All cost and expenses associated with the completion and submission of this ITT shall be borne solely by the Bidder.

Appointment to the Framework is not a guarantee of business. DESNZ does not make any minimum commitment to spend through this Framework, or a specific Lot.

#### **4. Aims and Objectives**

The aim of the ENZPS Framework is to enable DESNZ to access niche energy skills and expertise in a timely manner whilst enabling Subject Matter Experts and Small and Medium Enterprises (SMEs) to have a good opportunity to qualify as a Framework supplier and provide technical expertise to the Department. The Framework will be comprised of professional services suppliers able to provide the requisite level of specialist technical advice in the relevant sector, with appropriate depth of capacity, skills, and experience. The Framework will support several of the Government's key objectives including reducing energy bills and delivering our binding carbon budget contributions and Net Zero by 2050.

- Increased visibility of the DESNZ commercial pipeline to improve supplier knowledge and preparedness ahead of tender opportunities through the Framework.
- Increased sharing of knowledge and IP through improved knowledge management processes.
- Improved collaboration between suppliers to deliver high-quality suitable outputs, aligned to DESNZ's objectives.

- Improved communications between DESNZ and suppliers through a structured Supplier Relationship Management (SRM) approach and Town Hall events.
- Enable suppliers to deliver improved value for money and outputs for DESNZ.
- Improve management of deliverables through two-way scorecards, improved departmental contract management support and DESNZ escalation point (Framework Manager).
- 

## **5. Framework Management and Scope**

### **5.1 What is a Framework?**

A Framework, with one or more suppliers, sets out terms that allow buyers to make specific purchases ('call-offs') during the life of the Framework. This competition is for a multi-supplier Framework with multiple Lots.

If you are a successful Bidder, we will use the information you have provided in your Bid, including your pricing, to personalise your Framework Contract. Each successful Bidder will have their own Framework Contract, which will be signed by you and DESNZ. The Framework will be managed by you and DESNZ.

DESNZ can then use the Framework to make Call-Off Contracts. Each Call-Off Contract will be signed and managed by you and the Department according to the specifics of the requirement.

The estimated value of Call-Off Contracts that may be placed under this Framework will vary based on the requirement, scope and duration. There may be multiple Call-Off agreements under this Framework.

Contracts are estimated to be between £100,000 and £5,000,000 in value, but may be higher or lower based the specific requirements of the Call-Off. The value of each Call-Off will be advertised at mini-competition.

DESNZ does not guarantee any business through this Framework.

## **6. Lot Structure and Framework Scope**

### **6.1 Lot Structure**

The scope of this Framework spans the following sector-specific Lots.

Lot Number:						
Lot 1 – Nuclear	Lot 2 – Renewables and Infrastructure	Lot 3 – Hydrogen for Heating	Lot 4 – Heat Networks	Lot 5 – Oil, Gas and Electricity	Lot 6 – Emerging Technologies	Lot 7 – Industrial Transformation
Supplier Spaces per Lot:						
10	15	10	10	15	15	15
<p>The following Service Deliverables will apply to each Lot. Works offered will be specific to each Lot of the Framework*.</p> <p>Service Deliverables:</p> <ol style="list-style-type: none"> <li>1. Policy and Strategy</li> <li>2. Change and Transformation</li> <li>3. Energy Design and Delivery</li> <li>4. Enterprise and Innovation</li> </ol> <p>*Bidders are not required to provide all Service Deliverables. Please refer to Section 6.3 and Document 3: Evaluation for more information.</p>						

Detail on award restrictions are outlined in this Document, within Section 9: Multiple Bids.

## 6.2 Lot Scope

This section will outline the Scope of each Lot, expected areas of expertise per Lot, and the expected number of Suppliers that the Department intends to award to each Lot. Each Lot will be used to access technical expertise and professional services within the technology / policy sector, and support DESNZ objectives.

The technical scope of each Lot aligns to categories of works or spend within the Department. Bidders should consider the best Lot for their technical capability and expertise. Bidders will be asked to evidence their capability within the Lot scope. Please refer to Document 3: Evaluation, Part A.

### Lot 1: Nuclear

This Lot will access technical expertise, advice and skills for Nuclear and Nuclear related requirements. The expected areas of expertise that may be accessed through this Lot include but are not limited to:

**Nuclear Engineering and Industry**

**Nuclear Radiation Monitoring and Protection**

**Nuclear Technologies – including modular, and emerging**

**Materials, Fuels, Waste and Decommissioning**



## **Nuclear Land, Regulations, and Siting**

### **Non-Proliferation**

There are **10** places allocated for this Lot.

## **Lot 2: Renewables and Infrastructure**

This Lot will access technical expertise, advice and skills for Renewable technologies, their infrastructure, and related requirements. The expected areas of expertise that may be accessed through this Lot include but are not limited to:

### **On-shore wind**

### **Off-shore wind**

### **Solar**

### **Bioenergy (Biogas and Biomass)**

### **Tidal**

### **Floating offshore wind**

### **Geothermal**

There are **15** places allocated for this Lot.

## **Lot 3: Hydrogen for Heating**

This Lot will access technical expertise, advice and skills for Hydrogen and related technologies, their infrastructure, and related sector requirements. The expected areas of expertise that may be accessed through this Lot include but are not limited to:

### **Hydrogen**

### **Hydrogen for Heating**

### **Hydrogen supply and demand**

### **Hydrogen conversion, roll-out, and surveys (inc. Technology and strategy)**

### **Building and Systems related engineering**

### **Infrastructure, Distribution, Networks and Storage**

There are **10** places allocated for this Lot.

#### **Lot 4: Heat Networks**

This Lot will access technical expertise, advice and skills for Heat Networks, their infrastructure, and related sector requirements – including Low Carbon Heating expertise. The expected areas of expertise that may be accessed through this Lot include but are not limited to:

**Operations and Existing Infrastructure**

**Heat Network Regulations**

**Heat Networks Technical, Engineering and Project expertise**

**Heat Network Technologies and Development**

**Low Carbon heating expertise**

There are **10** places allocated for this Lot.

#### **Lot 5: Oil, Gas and Electricity**

This Lot will access technical expertise, advice and skills for Oil, Gas, and Electricity, their infrastructure, and related sector requirements – including storage. The expected areas of expertise that may be accessed through this Lot include but are not limited to:

**Oil**

**Gas**

**Electricity**

**Infrastructure, Distribution, Networks and Storage**

There are **15** places allocated for this Lot.

#### **Lot 6: Emerging Technologies – including Net Zero Innovation**

This Lot will access technical expertise, advice and skills for new and emerging technologies, including Net Zero technologies, and developing energy related technologies. The expected areas of expertise that may be accessed through this Lot include but are not limited to:

**Emerging Technologies**

**Net Zero Innovation technologies**

**Developing Energy Technologies**

**Disruptive Energy Technologies**

There are **15** places allocated for this Lot.

### **Lot 7: Industrial Transformation**

This Lot will access technical expertise, advice and skills for industrial transformation and related sector requirements. The expected areas of expertise that may be accessed through this Lot include but are not limited to:

**Hydrogen and Industrial Carbon Capture**

**Carbon Capture, Usage and Storage**

**Greenhouse Gas Removal**

**Industrial Energy, Decarbonisation, and Fuel Switching**

There are **15** places allocated for this Lot.

The four **Service Deliverables** accessible through each Lot are listed in **6.3 Outputs Required (Service Deliverables)** below. Requirements procured through the Framework will be competed within a Lot and Service Deliverable area.

*Example:* Procurement for £75,000 for Nuclear Policy advice.

This would be competed through Lot 1 (Nuclear) – Service Deliverable 1 (Policy and Strategy).

### **6.3 Outputs Required (Service Deliverables)**

Below is an indication of services offered, and outputs required, to be delivered under Framework call-offs. These lists are not exhaustive.

The service scope of each Service Deliverable area aligns to categories of works or spend within the Department. Bidders should consider the best Service Deliverable areas for their technical capability and expertise. Bidders will be asked to evidence their capability to provide these services to the Department. Please refer to Document 3: Evaluation, Part B.

Bidders are not required to provide all four Service Deliverables within a Lot to be awarded a place on the Framework; but can only be awarded to the Service Deliverables for which the Bidder has submitted a response and passed the threshold. Please refer to Section 7 and Document 3: Evaluation, Part B, for further information. Bidders must provide a minimum of one Service Deliverable area.

#### **Service Deliverable 1 – Policy and Strategy**

Provision of strategic, objective advice relating to Energy and Net Zero strategies and policies. This may include identification of options with recommendations as well as implementation and delivery:

- Policy in relation to all energy sectors and wider HMG Energy and Net Zero policy
- Regulatory advice (non-legal)
- Social value
- Strategic advice in relation to Energy and Net Zero Sectors
- Environmental policy and advice
- Economic advice such as supply chain development and pricing models
- Analysis of appropriateness of funding models and market interventions
- Policy and/or strategy assurance
- Sector Engagement
- Business case development

## **Service Deliverable 2 - Change and Transformation**

Provision of objective advice on change and transformational aspects of the Energy and/or Net Zero sector. This may include identification of options with recommendations, as well as implementation and delivery.

- Energy System Operator Transformation
- Regulatory Change and Transformation
- Energy Consumer Research and Insight
- Energy Business Architecture
- Energy Transition pathways (national, regional, local)
- Local and Regional Area Energy Planning
- Assessments of critical conditions to meet development targets, identifying costs and trade-offs associated with change or transformation plans

## **Service Deliverable 3 - Energy Design and Delivery**

Provision of objective advice on areas of the lifecycle for the design and/or delivery of energy sector aspects. This may include identification of options with recommendations, as well as implementation and delivery.

- Evaluation, assessment and due diligence
- Economic analysis and lifecycle assessment
- Auction Theory
- Market Analysis and Supply Chain insight
- Data Modelling to support policy, strategy and implementation
- Transition planning

- Regulatory auditing
- Benchmarking – cost, technology, investment
- Sector modelling, including efficiency opportunities
- Delivery / Delivery Partner support
- Design and/or delivery assurance

#### **Service Deliverable 4 - Enterprise and Innovation**

Provision of objective advice and support in areas of innovation and enterprise, which may include research to support policy, projects and programmes. This may include identification of options with recommendations, and/or identification of critical interdependencies with associated risks and issues.

- Energy Technology Horizon Scanning
- Innovation Road mapping
- Innovation Development and Management
- Energy Systems Modelling and Simulation

An indication of specific projects under this Service Deliverable:

- Energy Infrastructure **Digitalisation**
- Smart Grid Systems Architecture
- Energy System Development

#### **6.4 General Skills (all Suppliers)**

All Suppliers awarded to the Framework are expected to have strong:

- Presentation and writing skills, which may include writing for a public audience.
- Stakeholder management skills
- Understanding of Microsoft Word, Excel and relevant work package IT products.

#### **6.5 Out of Scope**

Out of scope of the ENZPS Framework are the following:

- Professional services related to requirements outside of the Energy and Net Zero categories

- Commercial, procurement and/or Bid writing services
- Legal services and Legal advice
- DDaT services (Digital, Data and Technology) including the creation of digital products.

Procurement of this Framework is not intended to replace or compete with existing public sector Frameworks, and the Framework will not be a mandatory route to market for the Department.

## **7. Demonstrating Skills and Experience**

### **7.1 Award to the Framework**

The skills and experience of Bidders will be assessed for entry to the Framework. Bidders will be expected to demonstrate the relevant Technical skills capability and experience for the Lot, and for the Service Deliverable areas that they intend to be awarded to. Bidders should refer to Section 6 (Scope) when preparing their responses to the Evaluation questions.

Bidders may select the Service Deliverables within a Lot for which they wish to apply to and be appointed to under the Framework. Bidders are **not** expected to provide **all** Service Deliverables areas to the Department in order to be awarded a place on the Framework for their chosen Lot.

After award, successful suppliers should identify the individual(s) who will be responsible for managing Framework-related communications with the Department. Staff who will be responsible for managing call-off contracts can be identified at call-off tender stage.

Please refer to Document 3. Evaluation for further details on the evaluation process and award criteria.

### **7.2 For contract awards through the Framework once appointed (Call-Off Contracts):**

DESNZ will expect successful suppliers to demonstrate that they have the experience and capabilities to fulfil the requirement being competed for the award of a Call-Off contract. Tender responses should include a summary of how the experience, capabilities and skills required for a specific requirement can be met by each proposed team member and the organisation as a whole. Details of the specification and evaluation approach will be outlined in the Call-Off tender pack.

Suppliers should propose named members of the project team, including the tasks and responsibilities of each team member. This should be clearly linked to the work programme, indicating the grade/seniority of staff and the number of days allocated to specific tasks. Full details will be specified in Call-Off tender documents.

## **8. Consortium Bids**

In the case of a consortium Bid, only one submission covering all partners/members is required, but consortia are advised to make clear the proposed role that each partner will play in the performance of the Bid as per the requirements of the technical specification. DESNZ expect the Bidder to indicate who in the consortium will be the lead contact for the ENZPS Framework, and provide full details of the organisation and governance associated with the consortia. The consortia details are also expected to be included within the Selection Questionnaire. Please refer to the guidance on Jaggaer, and in Document 4: Mandatory Declarations and Cover Sheet, for further guidance as some sections of this Selection Questionnaire must be completed and returned by all Bid members.

Suppliers must provide details as to how they will manage any sub-contractors or consortium partners and what percentage of any tendered activity (in terms of monetary value) will be sub-contracted for works procured through the Framework.

If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in an Annex to the Declarations. However, please note the Department reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 19 of the Public Contracts Regulations 2015.

The Department recognises that arrangements in relation to consortia may (within limits) be subject to future change. Bidders should therefore respond in the light of the arrangements as currently envisaged. Bidders are reminded that any future proposed change in relation to consortia must be notified to the Department so that it can make a further assessment by applying the selection criteria to the new information provided. You must notify the Department of changes to the proposed subcontracting or consortium as soon as you know. If you do not, you may be excluded from this competition.

## **9. Submission of Multiple Bids to the Framework**

### **9.1 Submitting Multiple Bids**

If a Supplier/Bidder is connected with another Bid for DESNZ may make further enquiries.

This is to enable DESNZ to determine that your involvement does not cause:

- potential or actual conflicts of interest;
- supplier capacity problems;
- restrictions or distortions in competition.
- Breach of Award restrictions (see below)

We may require you to amend or withdraw all or part of a Bid if, in our reasonable opinion, any of the above issues have arisen or may arise. The Department may disqualify a Bid where the Bid violates the rules of submission.

## 9.2 Limitations for Multiple Awards and Submissions within a Lot

Bidders will be restricted from being awarded multiple places onto the **same Lot** within the Framework according to the following:

Position	Maximum Number of Awards / Submissions per Lot
Lead Bidder or Consortium Member	Once
or	
Key Subcontractor	Once

Bidders cannot be both a Lead Bidder / Consortium Member and a Key Subcontractor on another Bid within the same Lot. The Department does not expect Bidders to submit multiple Bids to the same Lot and asks Bidders to self-select prior to submission. Bidders should not submit, or be a Key Subcontractor on, more than one Bid per Lot.

Where a Bidder has taken part in more than one Bid on the same Lot, the Department will disqualify non-compliant Bids according to the following guidance:

Example 1:

A Bidder submits a Bid as a Lead or Consortium member (Bid 1) *and* the same Bidder is part of a second Bid (Bid 2) as a key subcontractor *within the same Lot*.

The Department will give preference to Bid 1 and will disqualify Bid 2.

Example 2:

A Bidder submits a Bid as a Lead or Consortium member on *more than 1 Bid in the same Lot*.

The Department will disqualify both Bids.

**Bidders are obliged to discuss their participation in multiple Lots or intent to be part of multiple Bids with all members of their Consortium or Key Subcontractors and comply with the limitations of this Invitation to Tender.**



## **The Department accepts no risk for non-compliance.**

A Key Subcontractor is any Subcontractor:

- a. which is relied upon to deliver any work package within the Deliverables in their entirety; and/or
- b. which, in the opinion of the Authority performs (or would perform if appointed) a critical role in the provision of all or any part of the Deliverables; and/or
- c. with a Sub-Contract with a contract value which at the time of appointment exceeds (or would exceed if appointed) 10% of the aggregate Charges forecast to be payable under the Call-Off Contract, and/or
- d. which is relied on for the Bid to join the Framework,

Bidders shall list all such Key Subcontractors in section 19 of the Framework Award Form and in the Key Subcontractor Section in Order Form

Successful Bidders appointed to the Framework are permitted to use subcontractors (Key or non key) over the Framework duration. Change of Key Subcontractors through the Framework duration must be agreed with the Department in accordance with the terms of the Framework contract (please refer to the Terms and Conditions, Joint Schedule 6).

Bids will be validated before progressing to assessment. Bidders in breach of the above restriction shall be excluded from competition. Where necessary, the Department may reach out for clarification.

### **9.3 Limitations for Award to Multiple Lots**

The Department is implementing a limit on the number of Lots that Suppliers may be awarded across the Framework. Suppliers are eligible to be awarded as a Lead Supplier or member of a consortium a place on a maximum of 4 Lots out of the 7 Lots available. This restriction does not apply where a supplier is acting as Key Subcontractor.

Bidders can therefore apply for all 7 lots but may only be awarded as a Lead or Consortium member a place on a maximum of 4 Lots.

As part of the ITT submission, Bidders should rank each Lot that they are bidding for in order of preference by completing the table included within the Cover Sheet.

No places on the Lots will be awarded until the evaluation of all Bids across all lots has been completed in accordance with Document 3: Evaluation.

Should a Bidder tender for four or fewer Lots as a Lead or Consortium member, after each Bid has been evaluated, they will be ranked in order as against all compliant Bids that have met the scoring threshold. If the Bidder's score places them within the

available spaces on the Framework Lot, the Bidder will be allocated a place on that Lot.

If the Bidder applies for 5 or more lots, once the evaluation of all Lots has been completed, the Department will rank in order all compliant Bids that have met the scoring threshold. The Department will then review the Bidder's Lot preference and starting with the first preference, it will see if the Bidder's evaluated score for that Lot places it within the number of spaces on that Lot. If it does, the Bidder will be awarded a place on that lot. The Department will then review the Bidder's Lot preference table to ascertain what the Bidder's second preference Lot was. The Department will then see whether the Bidder's evaluated score for that Lot places it within the number of spaced on that Lot. If it does, the Bidder will be awarded a place on that Lot. The process will continue until either the Bidder has been appointed to 4 lots or the Department has worked through the Bidder's Lot preference table in its entirety.

Points to note:

- To be awarded a place for a Lot, the Bidder's tender for that Lot must have been evaluated and ranked within the number of places available for that Lot. If this is not the case, a place will not be awarded and the Department will move on to the Bidder's next preference in the Lot preference table. This means that a Bidder may not be successful in being awarded places on the Lots for its top 4 preferences;
- The Department will not undertake any negotiation / discussion on chosen Lots following ITT submission.
- If not all places on a Lot have been awarded, the remaining places may be allocated to bidders above the cap of 4 where the Bidder has met the scoring and eligibility criteria for award and the Department considers that it is necessary to appoint further Bidders to the Lot to ensure a reasonable level of competition. The decision to award a place on a lot to a Bidder who has already exceeded the cap of 4 will be entirely at the discretion of the Department.
- The cap of 4 Lot spaces applies whether a Bidder is Lead Bidder or part of a Consortia – this should be factored in & considered as part of any preference decisions. This cap does not apply where a supplier is a Key Subcontractor, but the limitation of paragraph 9.1 will still apply.
- All Bidders are required to submit a preference table. Where a bBdder does not submit a preference, the Bidder will be awarded their top 4 scored Lots where they are eligible for a place. Bidders will not be able to re-submit or negotiate award allocation on the basis of preference non-submission.

## **10. Ownership and Publication**

Intellectual Property (IP) ownership will be specified on a per call-off basis using the IP ownership options outline within the Terms & Conditions. Please refer to Call-Off Schedule 12 for IP options under this Framework. These include Authority ownership of all new IP; Supplier ownership of new IP; and other licensing variations.

Publication requirements will be specified on a per call-off basis. Successful Bidders will be restricted from use of DESNZ branding without prior approval by the Department. As a default, reports, deliverables and any other sensitive (or non-sensitive) materials developed through the lifetime of the Framework should not be published without the written permission of the Department.

## **11. Quality Assurance**

If awarded to the Framework, Successful Bidders are expected to ensure that Deliverables are quality assured before submission to the Department. Where the Deliverables are not completed to the expected standard (as specified within a Call-Off contract or order form) Bidders are responsible for all amendments and rectifications to meet the specified quality standard.

The Department retains the right to require amendments should Deliverables not meet the required standards, as specified within a Call-Off contract. These will be met at the Supplier's own cost.

Quality assurance requirements, Deliverable standards, and acceptance levels will be specified in the Call-Off contract per requirement purchased through the Framework.

## **12. Challenges**

Where applicable within Call-Off contracts, applicants will need to identify and propose arrangements for initial scrutiny and on-going monitoring of ethical issues. The appropriate handling of ethical issues is part of the tender assessment exercise and proposals will be evaluated in a per Call-Off mini-competition or Direct Award basis.

## **13. Working Arrangements**

### 13.1 Point of Contact

Successful Bidders awarded a place on the Framework will be expected to identify one named point of contact through whom all enquiries can be filtered.

The named DESNZ Framework Manager will be the central point of contact for all Framework management activity. The Department shall provide a named point of contact upon appointment to the Framework.

Each (individual) Call-off Contract under the framework will be managed by named contract managers within DESNZ. These will be assigned on a project-by-project basis from the respective customer team.

Successful suppliers are required to support information gathering, report submission, and KPI submission during the Framework lifetime and for Call-Off contracts awarded. An indication of the types of reports is outlined below. Exact reporting requirements will be finalised after award.

Title	Content	Format (subject to change)	Frequency
Quarterly Performance Report	<ul style="list-style-type: none"><li>• Spend under the Framework</li><li>• Complaints Report</li></ul>	Excel	Quarterly
Annual Report	<ul style="list-style-type: none"><li>• Subcontractor information &amp; SME spend/usage on call-off contracts</li><li>• Social Value Delivery</li></ul>	Excel	Annual
Two-Way Scorecards	<ul style="list-style-type: none"><li>• Qualitative aspects of requirements, from processes to requirements.</li></ul>	Excel	Quarterly

Further management activities and touchpoints are outlined below.

#### 13.1.1 Town Halls

The Department expects to hold Town Halls with awarded Suppliers on a biannual basis. These events will be held virtually unless stated otherwise.

The purpose of these events will be to:

- Discuss upcoming DESNZ pipeline
- Discuss issues and opportunities
- Provide a forum for Supplier and Department interaction

Attendance is encouraged but is not mandatory. Further information and any upcoming dates will be shared after Framework launch and implementation.

### **13.1.2 Supplier Feedback**

The Department will collect feedback from successful Suppliers during the Framework lifetime.

This includes (but may not be limited to):

- Quarterly feedback on the Framework (all Suppliers)
- End of Call-Off Contract feedback (specific Suppliers only – Supplier for Call-Off contract)
- Post-Procurement / Post Mini-Competition Feedback on the tender and process (to be collected from Suppliers eligible for each Tender, e.g. Lot 1 Suppliers)

The Department expects that feedback will be collected using electronic means (either email, Excel, or Microsoft Forms). Further information will be shared after Framework launch and implementation.

### **13.1.3 Two-Way Scorecard**

The Department, at the end of each Call-Off contract, will provide an opportunity for the Supplier and the Contract Manager to give formal feedback to the Framework Manager.

The Call-Off Supplier will be provided the opportunity to provide feedback on the Department, any issues, any positives, and wider comments on the contract.

The Department (via the Call-Off Contract Manager) will be provided the opportunity to provide feedback on the Supplier, any issues, any positives, and wider comments on the contract.

For both parties, any issues raised in this feedback process will be fed back via the Framework Manager.

The scorecard is in draft and will be shared after Framework launch and implementation. This approach or format may be subject to change via continuous improvement.

Supplier scores are treated in confidence and will not be published to other Suppliers on the Framework. Suppliers will be able to view their own scores and discuss issues with the Framework Manager but will not be made aware of other Supplier's scores.

### **13.1.4 Pipeline**

The Department expects to share a pipeline with Suppliers of expected or upcoming opportunities through the Framework on a biannual basis. This will give an indication of upcoming contracts for competition through the Framework and their expected dates.

This is the expected timeline and may be subject to change.

## 13.2 Management – KPIs and performance management

Key Performance Indicators (KPIs) will be used to monitor Supplier performance through the lifetime of the Framework. KPIs will apply at Framework and Call-Off level. The expected KPIs are outlined below. The Department reserves the right to amend or refine these KPIs during the lifetime of the Framework.

### 13.2.1 Framework Level KPIs

At Framework level the below KPIs are expected to apply. These will monitor the performance of successful Suppliers who have been appointed to the Framework and inform the management approach.

KPIs	Description	Target / RAG	Applies	Reporting Frequency
Total SME spend (Framework Level) target  Cumulative across Framework	Percentage of Total Spend under the Framework either directly or indirectly with Small and Medium Enterprises (target)	Green – >37% Amber – 30<x<37% Red - <30%	Suppliers awarded works	Quarterly
Prompt Payment – Suppliers	Average days to pay supply chain	Green – 1<x<25 days Amber – 25<x<30 days Red - >30 days	Suppliers awarded works	Quarterly
Management information - Reporting requirements provided on time	An aggregated report of Management Information (MI) is provided for each call-off contract on a quarterly basis. This will consist of the KPI and MIs agreed at call-off level for each call-off contract.	Green – 98<x<100% Amber – 90<x<98% Red - <90%	All Framework Suppliers	Quarterly

Customer Satisfaction	Customer satisfaction (from end of Contract feedback forms) rating. Feedback collected ad-hoc as contracts end, average score updated Quarterly	<b>Green</b> – $8 < x < 10$ <b>Amber</b> – $6 < x < 8$ <b>Red</b> – $< 6$  (subject to finalisation of scoring matrix)	Suppliers awarded works	Quarterly / Rolling
Call-Off contracts delivered to agreed budget	% of Call-Off contracts delivered to agreed budget  *Excludes agreed increases, or increases that are not due to Supplier fault	<b>Green</b> – $95 < x < 100\%$ <b>Amber</b> – $90 < x < 95\%$ <b>Red</b> – $< 90\%$	Suppliers awarded works	Quarterly / Rolling
Call-Off contracts delivered to agreed timeline	% of Call-Off contracts delivered to agreed time  *Excludes agreed increases, or increases that are not due to Supplier fault	<b>Green</b> – $95 < x < 100\%$ <b>Amber</b> – $90 < x < 95\%$ <b>Red</b> – $< 90\%$	Suppliers awarded works	Quarterly / Rolling

The Framework will also have the following Performance Indicators (PIs).

Performance Indicator (PI)	PI Target	Measured by
Supplier self-audit certificate to be issued to the Authority in accordance with the Framework Contract.	100% if accurate and on time.	Confirmation of receipt and time of receipt by the Authority.
Actions identified in an Audit Report to be delivered by the dates set out in the Audit Report.	100% if no Action Plan is required. 100% if all actions since last audit have been delivered to plan. 66% if one or two actions are late. 33% if three or four actions are late. 0% if more than 4 actions are late.	Confirmation by the Authority of completion of the actions by the dates identified in the Audit Report.
Insurance certificates to be issued to the Authority in accordance with the Framework Contract.	100% if accurate and on time.	Confirmation of receipt and time of receipt by the Authority.
Report on an annual basis from the Framework Start Date all social value commitments and their benefits for all Call-Off Contracts.	100% if accurate and on time.	Confirmation of receipt and time of receipt by the Authority.

### **13.2.2 Call-Off Level KPIs (Call-Off Contract KPIs)**

The KPIs applicable to each Call-Off Contract (Call-Off KPIs) will be specified in the tender pack for the Call-Off Contract, as applicable to the contract requirements.

These KPIs will be determined by the Project Team for the Call-Off Contract and agreed with Suppliers on a per contract basis.

### **13.2.3 Strategic Supplier Relationship Management**

The Department intends to implement a strategic supplier relationship management (SRM) approach with successful Suppliers.

Suppliers who are awarded high value, strategic or high-risk contracts, or who are awarded a high market share of works through the Framework, may meet more regularly with the Framework Manager to discuss issues or room for improvement. It is anticipated that this may be in the format of a strategic quarterly meeting.

This approach will be reviewed on an ongoing basis based on awarded works and as part of continuous improvement.

Further information will be shared after Framework launch and implementation.

## **13.3 Escalation Process**

Successful Suppliers are expected to follow the below escalation levels for types of issues.

Issues related to Call-Off contracts: escalate to the Call-Off contract manager in the first instance. For major escalations, to involve the Framework Manager.

Issues related to Call-Off procurements / mini-competitions: escalate to the Procurement manager / Call-Off team in the first instance. For major escalations, to involve the Framework Manager.

Issues related to the Framework: escalate to the Framework Manager in the first instance. For major escalations, to involve the Framework Owner.

Issues related to the Framework Manager: escalate to the Framework Owner.

Further information and contact details will be shared after Framework launch and implementation. The Department intends to respond to all escalations in a timely manner.

## **13.4 Change Control**



Call-Off contract level changes should follow the processes outlined within the Call-Off contract and terms, and be referred to the point of contact for the individual Call-Off contract.

Framework level changes (change requests) should be referred to the Framework Manager. Where these changes are major these may be referred to the Framework Owner or DESNZ Framework Board.

Further information and contact details will be shared after Framework launch and implementation.

### **13.5 MI and Data Collection**

Data will be collected at various points during the Framework lifetime, as part of management, and via Call-Off requirements.

#### **13.5.1 Management Information (MI)**

The Framework Manager will collect management information from successful Suppliers throughout the Framework lifetime. This will include survey or other feedback, KPI data, data on spend and SME spend, awarded contracts, annual data requirements, and more.

The management information collected will include but is not limited to the elements outlined within this Tender pack. The Department reserves the right to change and improve its Framework Management approach and the data collected to manage Suppliers.

#### **13.5.2 Annual Data Submissions**

As well as other management information, successful Suppliers will be required to re-submit the following information annually to the Framework Manager:

- MSAT (at the start of each year)
- Cyber Essentials (at the start of each year / upon expiry if sooner)

This information will support ongoing Supplier health checks and monitoring.

### **14. Call-Off Process / Contracting through the Framework**

This section will outline the procedures for a Call-Off contract under the Framework.

#### **14.1 Mini-competition by default**

Call-Off contracts awarded through the Framework will be **competed** by default. This will take place as a mini competition between eligible Suppliers.

e.g. a Nuclear Policy requirement will be competed between Suppliers on Lot 1 who are appointed to Service Deliverable 1.

The minimum timeframe for a mini competition will be **10 working days**. The timeframe may exceed this, and the tender period will be stated within the tender pack for all competed Call-Offs.

The Department expects that Market Engagement with eligible Suppliers will be conducted prior to a mini competition. Specifics will vary depending on the needs and complexity of the Call-Off requirements and Supplier interest in the opportunity.

The Department may precede a mini-competition, or Market Engagement, with an Expression of Interest (EOI) sent to eligible Suppliers. The EOI may be used to narrow competition. This will be stated in the call for EOI for the Call-Off.

The Department will specify the award criteria and pricing approach on a per Call-Off basis and communicate this with Bidders. The Department expects that the Price per Quality point method (PQP) will be the default approach.

#### **14.2 Option to Offer Works outside of a Designated Lot or Service Deliverable Area**

Though Call-Off Contracts are expected to be contained within one Lot (and Service Deliverable area), the Department recognises that there will be occasions when it may be beneficial for it to widen the mini competition across one or more Lots (and/or Service Deliverable areas).

The Department anticipates exercising its right to widen a mini-competition to include multiple Lots (including Service Deliverable areas), where the relevant proposed Order may be cross-cutting across multiple Lots or where, having already undertaken an EOI or a mini competition in which there was low or no interest, the Department has concluded that there is no, or low, interest in the proposed Order from the Framework Suppliers on the relevant Lot. The Department will communicate with Suppliers in these circumstances.

#### **14.3 Option to make a Direct Award under the Framework**

Though Call-Off Contracts are expected to be competed, the Department recognises that there will be occasions when it may be beneficial to award directly to a Supplier.

The Department anticipates exercising its right to make a Direct Award:

1. In an emergency.
2. To mitigate delivery issues and/or to ensure continuity of interdependent works - where time delays would impact ongoing delivery of projects or programmes.

3. To facilitate transition and/or interoperability. These may be used for short term contracts, to allow for full competition.

The Department intends to use a **'Taxi Rank'** approach to Direct Awards. Within a Lot, successful Suppliers will be ranked using their Quality Assessment score – see Document 3: Evaluation for further detail on assessment. The highest ranked Supplier, eligible for the requirement, will be offered the Call-Off contract. Once appointed the Call-Off contract, that Supplier will move to the bottom of the ranking (back of the Taxi Rank). This will be the process for all Direct Awards within each Lot.

Where the highest ranked Supplier declines the offer, the Call-Off contract may be offered to the next highest ranking eligible Supplier, and so on.

Each Lot is ranked independently. The award of a Call-Off contract through one Lot will not affect a Supplier's rank in another Lot. Within the Direct Award (ranking) process, the Service Deliverable restrictions will remain. Suppliers will be eligible for a Direct Award where they are the highest in the ranking **and** also eligible to offer works within that Service Deliverable and Lot.

An example is illustrated below.

Example – Direct Award through Lot 1 Service Deliverable 1.

Lot 1 Suppliers	Rank	Service Deliverable 1	Service Deliverable 2	Service Deliverable 3	Service Deliverable 4
Supplier A	1				
Supplier B	2				
Supplier C	3				
Supplier D	4				
Supplier E	5				

For a Direct Award in Lot 1 under Service Deliverable 1, the highest-ranking eligible supplier is Supplier A. This supplier will be offered the Direct Award. If Supplier A accepts, this supplier will now move to the back of the ranking for subsequent Direct Awards.

If Supplier A declines, the next highest eligible supplier will be offered the contract. This is Supplier C. Should Supplier C decline, this process will continue until an eligible supplier accepts the offer, or the Department chooses to retract the offer. If Supplier C accepts the Direct Award, this supplier would move to the back of the ranking for subsequent Direct Awards.

If Supplier A declines the Direct Award, their ranking will remain the same and they will not move to the back of the ranking.

**Please note:** The ranking is based on overall Quality Assessment score and is not ranked per Service Deliverable area. If the next Direct Award within Lot 1 was for

Service Deliverable 2, Supplier B would be the highest ranked eligible Supplier, as Supplier A would have now moved to the back of the queue.

It should also be noted that Direct Awards are anticipated to be infrequent and may vary in size of award and duration. Direct Awards will be offered on the ranking basis outlined above and Suppliers will not be expected to attain a value level before moving to the back of the queue.

## **15. Maximum contract lengths of call-offs**

The expected maximum length of a Call-Off contract made under the Framework shall be 4 years. Call-Off contracts must be made and signed prior to the expiry of the Framework and shall survive the Framework for up to 4 years before expiry (excluding any statutory provisions that shall survive after the contract end).

## **16. Budget**

### **16.1 Framework Budget**

The maximum budget for the Framework is £500m (non-committed spend) across 4 years. The minimum length of the agreement is 2 years (expected £250m spend), with two optional 1-year extensions. The Department does not commit to any minimum value of contract award duration under this Framework, or any Lot within this Framework, over the Framework lifetime.

### **16.2 Management Charges**

There is no management charge (or levy) payable by suppliers to the Department for this Framework.

Charges to the Department will be incurred only through valid works procured through this Framework. The Department shall not be charged for out-of-contract management costs or be liable to pay costs associated with Bid submission of suppliers awarded to the Framework.

### **16.3 Framework Pricing**

Entries of Zero are not permitted. If you submit a zero rate for a grade, this will result in your tender being deemed to be non-compliant and will be excluded from further participation in this procurement.

e.g. Managing Director day rate £0

The prices submitted will be the maximum payable under this Framework Contract for the first 2 years of the term. Prices may be lowered during a further competition procedure at the Bidder's discretion. The Minimum Discount card provided will also be fixed for the first 2 years of the Framework.

At the end of year 2, successful Suppliers will be allowed to revise their rates for the remaining term by no more than the increase in the percentage change in the Services Produce Price Index (SPPI) from the same date as the date of the Framework Agreement. Revised rates will be reviewed and approved by the Department. These new rates will then be held for the remainder of the Framework.

At the end of year 2 successful Suppliers will be allowed to revise their Minimum Discount card (see Section 16.4 below). Revised Discounts will be reviewed and approved by the Department. These new Minimum Discount Rates will be held for the remainder of the Framework.

Bidders are required to submit a maximum day rate for each of the six grades.

Prices must be:

- Inclusive of all profit and overheads;
- Exclusive of value added tax (VAT);
- Entered using British Pounds Sterling;
- Based on an eight hour Working Day (Day Rate)

#### **16.4 Minimum Discount Card and Application of Discounts**

The Minimum Discount card shall be applied to all works procured through the Framework (both by mini-competition and Direct Award routes). Minimum Discounts applied will be a % of the **total price** for the contract, not a % per grade or % applied to specific grades. The Minimum Discount card has the option to provide minimum discounts per contract size band.

At the end of year 2 successful Suppliers will be allowed to revise their Minimum Discount card. Revised Discounts will be reviewed and approved by the Department. These new Minimum Discount Rates will be held for the remainder of the Framework.

#### **Application of the Minimum Discount to Mini-Competitions**

Requirements will be competed by default. For each mini-competition the Supplier will be invited to submit a price to accompany the tender for the mini-competition. Within mini-competition tenders, a Bidder's day rates shall not exceed the capped (maximum) rate submitted to the Framework and may be lower than this maximum price. Prices submitted should include (reflect) the minimum discount price for the

size band of the requirement, which will be checked by the Department. Bidders may submit prices lower than these rates where they feel that a more competitive price can be offered.

### **Application of the Minimum Discount to Direct Awards**

The grade price agreed for a Direct Award (non-competed) contract is expected to be no greater than the maximum day rate, with minimum percentage discount applied, for that piece of work. It is at the discretion of the Supplier if they are able to offer a lower rate for the specific requirement above the minimum discount submitted for the work package size.

The minimum discount will be applied as a percentage of the total cost and not by grade specifically. The percentage discount applied will be the discount for the band applicable to the total project size.

*Example 1: Direct Award for a 45-day contract:*

Band A 30-90 days

Band B 91-150 days

Band A % discount will be applied to the whole as the total project size is within Band A.

### **16.5 Payments: Call-Off Contracts**

Payments will be linked to delivery of key milestones, or as specified within the Call-Off contract and requirements. The indicative milestones and phasing of payments will be defined per Call-Off. Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

In submitting full tenders for award to the Framework, suppliers confirm in writing that the price offered will be held for a minimum of 190 calendar days from the date of submission (a period of approximately 6 months).

The Department aims to pay all correctly submitted invoices as soon as possible and within 30 days in line with the standard terms and conditions of contract.

### **16.6 Service Credits**

DESNZ reserves the right to apply Service Credits to Call-Off contracts. The Service Credits and their application, including any exemptions or caps, will be specified in the

Call-Off tender pack, and the Terms & Conditions. These will be specified per Call-Off, based on the requirements and performance or quality expectations.

Please refer to Call-Off Schedule 14 for the standard schedule to be applied. Service Credits do not apply at Framework level.

## **17. Financial Standing**

The Department is keen to ensure a diverse range of suppliers is appointed to the Framework whilst ensuring that the risk of disruption to contract delivery is minimised. As such, the Department intends to assess a supplier's financial standing before it is awarded a place on the Framework and when awarding call-off contracts, as follows:

### **17.1 Entry to the Framework**

As part of the evaluation process (see Document pack 3. Evaluation) The Department will undertake financial due diligence prior confirming that the relevant Bidder has been awarded a place on the Framework. These will include but will not be limited to:

- Dunn and Bradstreet financial checks
- Where additional information is required to support these checks or to provide assurance the Department may ask Bidders for supportive information, e.g. Management Accounts.

The Department is seeking to ensure that it has access to a wide range of Suppliers and that barriers to award for all suppliers including SMEs are reduced. In line with this approach the Department is taking a proportionate approach to financial assessment for the award of the Framework agreement that aims to encourage all suppliers including SMEs to join the Framework and reduce disproportionate barriers to entry.

Where Bidders are unable to demonstrate sufficient financial standing via the check for award to the Framework, the Department reserves the right to appoint Suppliers to the Framework where they can provide sufficient narrative to support their application and financial assessment. This is on the basis that this is a representative assessment, and that Bidders should be able to fairly demonstrate financial standing for the range of contracts that may be awarded through the Framework.

### **17.2 Financial Standing – Call-Off contracts / assessment during the Framework lifetime**

The Department retains the right to re-assess or review the financial standing of Suppliers awarded to the Framework as part of ongoing financial due diligence and health monitoring. This is in addition to the annual monitoring set out in paragraph 17.3.

Call-Off contracts awarded through the Framework will range in value and risk. If the Department decides to re-assess the financial standing of suppliers for a specific Call-Off contract, the Department will take a proportionate approach to risk in relation to the calibration of financial standing and/or required thresholds as appropriate. This may require increased financial standing assessment or required thresholds from those that applied when Bidders were appointed to the Framework.

Additional financial assurance may require that Bidders complete the Cabinet Office Financial Viability Risk Assessment tool (FVRA) to support their application. The latest version of the FVRA is available at <https://www.gov.uk/government/publications/the-sourcing-and-consultancy-playbooks> and may be updated from time to time.

Additional financial assurance, e.g. completion of an FVRA, may be required where:

- The Call-Off contract is high risk – e.g. where delivery is of strategic importance to Departmental policy or aims, or where contract disruption will have significant impact on the Department
- The annual Call-Off contract value exceeds £5m value
- The Call-Off contract requires the handling of sensitive or personal data
- The contract is tiered as 'Gold' in accordance with any of the above.

The Department will assess the need for additional due diligence on a contract by contract basis.

As a minimum for all Call-Off contracts procured through the Framework, the Department expects that Suppliers will be able to evidence an annual turnover of one and a half to two (1.5-2) times the annual contract value for the Call-Off in order to provide assurance of sufficient financial standing. Full details for each Call-Off will be provided in order to ensure fair and transparent assessment.

### **17.3 Annual Submission and Health Checks**

The Department reserves the right to conduct additional financial checks to support Framework Management. This may include ongoing financial monitoring and health checks or re-running Dun and Bradstreet checks on an annual basis.

### **17.4 Insurance Levels**

The Department will specify the type and level of insurance that is required to be held on a per Call-Off basis. This may vary based on the requirements, risk, and size of the Call-Off contract. For entry to the Framework, Bidders are expected to hold the insurance levels as stated within the Selection Questionnaire (see Document 4: Mandatory Declarations and Cover Sheet, and the Jaggaer portal).

## **18. Terms and Conditions**



Bidders should note that the Terms of the Framework are non-negotiable, and the Department will not enter into exclusive discussions regarding the requirements of this Procurement with Bidders. Bidders must complete the Acceptance of the Terms and Conditions Declaration as part of their response (See Document 4: Mandatory Declaration and Cover Sheet).

## **19. Modern Slavery**

DESNZ is committed to tackling Modern Slavery in its supply chains. Tackling Modern Slavery in Government Supply Chains (PPN 02/23) will be fully embedded within the agreement. Suppliers will be required to complete the MSAT on an annual basis, detailing the risk profile and steps taken to prevent modern slavery and human trafficking in its supply chain to the Department. Where applicable the Department may provide guidance on steps to address these concerns.

Successful Bidders are expected to comply with Modern Slavery legislation and, if successful for award to the Framework, complete the MSAT (Modern Slavery Assessment Tool) within three (3) months of appointment to the Framework, and inform the Framework Manager of the results. Where Modern Slavery issues are raised, the Framework Manager may request a meeting or steps for improvement.

Successful Bidders will also be required to re-complete the Modern Slavery Assessment Tool annually and inform the Framework Manager.

A link to the MSAT is here: <https://supplierregistration.cabinetoffice.gov.uk/msat>

## **20. Tender Validity Period**

A Tender must remain valid and capable of acceptance by DESNZ for a period of 195 days after the Tender Submission Deadline for award to the Framework.

The tender validity period for any Call-Offs shall be specified within the Tender documents for that contract but is not expected to exceed 195 days.

## **21. Transparency and Freedom of Information**

All Central Government Departments are subject to controls and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For this purpose, DESNZ may disclose within Government any of the Bidder's documentation/information (including any that the Bidder considers to be confidential and/or commercially

sensitive such as specific Bid information) submitted to DESNZ during this Framework procurement process. The information will not be disclosed outside of Government. Government Departments may share Bid and contract information for the purposes of good procurement practice and value for money. Bidders taking part in this procurement competition consent to these terms as part of the Framework procurement process.

The Freedom of Information Act 2000 (the "FOIA") provides a general right of access to all information held by public authorities. DESNZ is a public authority to which the FOIA applies. The general right of access to information is then limited by a number of exemptions. When a request is received for information under FOIA, DESNZ must normally release that information unless one of the exemptions in the FOIA applies. This is also the case if the data is environmental information covered by the Environmental Information Regulations 2004 ("EIR").

In submitting a response to this ITT, Bidders are invited to identify which parts, if any, of their response are provided to DESNZ in confidence or are commercially sensitive, such that they may be exempt from disclosure under FOIA and/or EIR. Bidders should note that, even where information is identified as commercially sensitive or confidential, DESNZ may be required to disclose such information in accordance with the FOIA and/or EIR. DESNZ is required to form an independent judgment concerning whether the information is exempt from disclosure under the FOIA and/or EIR at the time of request.

Bidders should be aware of the Code of Practice issued by the Cabinet Office in July 2018 under section 45 of the FOIA, which limits the circumstances under which a public authority should agree to hold information in confidence. It could be the case, therefore, notwithstanding notification by Bidders that part of a Tender has been provided in confidence or is commercially sensitive, that DESNZ will be obliged to disclose those parts.

## **22. National Audit Office**

Bidders should be aware that the National Audit Office (NAO) and Government Internal Audit Authority (GIAA) has a legal right to see any information which is held by DESNZ for the purposes of audit or review.

## **23. Personnel Security**

Supplier Staff shall be subject to pre-employment checks that include, as a minimum: identity, unspent criminal convictions and right to work.

The Supplier shall agree on a case-by-case basis Supplier Staff roles which require specific government clearances (such as 'SC') including system administrators with privileged access to IT systems which store or process Government Data.

The Supplier shall prevent Supplier Staff who are unable to obtain the required security clearances from accessing systems which store, process, or are used to manage Government Data except where agreed with the Authority in writing.

All Supplier Staff that have the ability to access Government Data or systems holding Government Data shall undergo regular training on secure information management principles. Unless otherwise agreed with the Authority in writing, this training must be undertaken annually.

Please refer to Call-Off Schedule 9 and the Core Terms for further information.

Requirements for obtaining additional security clearance will be specified within the Tender documents of any relevant Call-Off contract.

For further information please refer to the Cabinet Office Security Guidance <https://www.gov.uk/government/publications/hmg-personnel-security-controls/hmg-personnel-security-controls-html>

## **24. Cyber Security**

If awarded to the Framework, successful Suppliers will be expected to evidence Cyber Essentials certification. This will be checked annually as part of Supplier Health Checks. Evidence of the Cyber Essentials certification will be required within 3 months of Framework award or prior to the start of any Call-Off contract, whichever is sooner.

During the lifetime of the Framework, successful Suppliers may be required to obtain Cyber Essentials Plus Certification. This will be specified on a per Call-Off basis and will need to be evidenced where a Supplier has won the Call-Off contract.

Cyber Essentials Plus may be required where a Call-Off:

- Involves the processing, handling or storage of sensitive data – including storage outside of the UK/EC
- Involves the processing, handling or storage of personal data - including storage outside of the UK/EC
- Has an increased risk of cyber attack or threat

This list is indicative.

## **25. Data Protection**

The Contractor will be compliant with the Data Protection Legislation, as defined in the terms and conditions applying to this Invitation to Tender. A guide to The General Data Protection Regulation published by the Information Commissioner's Office can be found [here](#).

Please refer to Joint Schedule 10 for further information on data processing under the Framework.



## Section 3

### Evaluation

Invitation to Tender for: Energy and Net Zero Professional Services Framework

Tender Reference Number: Prj\_2623

Deadline for Tender Responses: **13<sup>th</sup> June 2024, 2 p.m.**

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## 1. Evaluation of Bids

Bidders are invited to submit full Bids of no more than the specified number of pages per question. This is excluding declarations and CVs. Title pages, diagrams, annexes and organograms are included within the page count. Bidder submissions must be size 12, Arial Font in black, normal margins, and be portrait page orientation on A4 page size. Submissions must be made in English. Bids will be evaluated by at least three DESNZ staff.

All responses should be returned, in full, by the specified submission deadline via the Jaggaer portal. Late, or incomplete, submissions will not be accepted.

When submitting a Bid, it is the responsibility of Bidders to ensure that all necessary materials are included and are correct.

Bidders may use AI tools in preparation of their bids. This will be at Bidder discretion. Where AI is used, Bidders should ensure that responses are accurate and complete. All Bidders must complete the Declaration to declare if AI tools have been used in the creation of the Bid. This declaration is for information only and will not be considered in scoring but will inform the Department's wider data capture of AI use in bid writing.

Where AI is used, Bidders should be careful to ensure that sensitive data, material, or information, or information disclosed under NDA is not uploaded into online AI tools.

DESNZ will select the bidders who pass all mandatory Pass/Fail declarations and score the lowest Price Per Quality point (PQP) score, up to the maximum Lot size. Bidders will be assessed against the below listed criteria:

- **PQP Assessment – (Price/Quality)**
- **Declaration 1: Declaration of non-collusion:** pass/fail
- **Declaration 2: Form of Tender:** pass/fail.
- **Declaration 3: Conflict of interest:** pass/fail.
- **Declaration 4: Selection Questionnaire:** pass/fail.
- **Declaration 5: GDPR:** pass/fail
- **Declaration 6: Use of AI in Tender Writing:** Information only
- **Declaration 7: Terms and Conditions:** pass/fail
- **Declaration 8: Code of Conduct:** pass/fail.

Further information is outlined within this Document **3. Evaluation**. No places on the Framework will be awarded until the evaluation of all bids has been concluded.

## **1.1 Evaluation Approach**

All Bids will be assessed by a minimum of three (3) Assessors. Evaluation of Bids will be conducted independently by assessors. Assessors will submit their individual scores prior to a moderation meeting to reach a consensus score. Moderation will be conducted in the presence of a Commercial moderator/chair.

Bids submitted across multiple Lots may or may not be marked by the same assessors, depending on the use of the General Submission option for Part B.

Bids by the same Supplier will be marked independently; where a Bidder has submitted Bids to multiple Lots these will be marked independently in line with the criteria for that Lot.

Technical / Quality Assessors shall not have sight of the Price (Annex A). Commercial assessment (See Part D – Price Assessment) shall be conducted independently once Quality assessment has concluded. Bidders are reminded not to include price information within their Quality Assessment submission.

## **1.2 Bid Clarification**

After reviewing and evaluating the written proposals, DESNZ may decide to hold bid clarifications with suppliers. Bidders will be contacted via the Jaggaer system if the Department has a clarification to make.

## **1.3 Feedback**

Detailed feedback will be given in the outcome letters sent once evaluation has concluded. Evaluation of each Lot may be staggered; if you have submitted bids to multiple Lots then you may receive feedback on different dates should Lots be awarded / outcome letters be sent in a staggered approach.

# **2. Evaluation Criteria and Scoring Methodology**

## **2.1 Responses**

Bidders are required to refer to the Specification of Requirements (**Document 2: Requirements**) for details on the scope and technical requirements of each Lot and Service Deliverable area, and any published clarification responses accompanying these tender documents.



Bidders are required to submit a response to their chosen Lot in accordance with the guidance provided and the requirements of the question(s).

Evaluation responses to each Lot shall comprise of five parts:

- Part A: Technical Capability
- Part B: Service Deliverable Capability (Option 1 or 2)
- Part C: Ways of Working and Social Value
- Part D: Price (Annex A)
- Part E: Mandatory Declarations and Cover Sheet (see Document 4)

Parts A, B and C comprise the Quality Assessment. Part A is mandatory. Bidders should respond to the specific questions for their chosen lot. Part B has optional and mandatory elements – please refer to the guidance. Part C is mandatory.

Part D is the Price Assessment. Part D is mandatory.

Part E is the Declarations Assessment. Part E is mandatory.

**A response to each Part, and all mandatory questions, must be completed for a full Bid submission.**

## 2.2 Lot structure (reminder)

The scope of this framework spans the following Lots and Service Deliverable areas. Further information is outlined in Document 2: Requirements, Section 6 – Scope.

This table is included as a reference only.

Lot	Lot Description	Service Deliverables
Lot 1	Nuclear	The following Service Deliverables will be on offer under each Lot of the framework.
Lot 2	Renewables and Infrastructure	
Lot 3	Hydrogen for Heating	
Lot 4	Heat Networks	
Lot 5	Oil, Gas and Electricity	
Lot 6	Emerging Technologies	Service Deliverables:  1. Policy and Strategy 2. Change and Transformation 3. Energy Design and Delivery 4. Enterprise and Innovation
Lot 7	Industrial Transformation	

## 3. Quality Assessment Instructions and Marking

This section contains the instructions and marking approach for the Quality Assessment – Parts A, B and C.

### 3.1 Part A – Technical Capability

Technical Capability questions are specific to the Lot scope. These questions will be clearly differentiated. **Bidders should complete and submit only the questions for their chosen Lot(s).** Bidders should **not** complete all Part A questions unless they wish to apply to all Lots.

Example:

A supplier wishing to submit a response to Lot 1 must ensure that they complete and submit the Part A question for Lot 1. They do not need to complete any other Part A questions.

A minimum quality threshold is applied to Part A, and is applied to each sub-question within Part A. **The minimum quality threshold for each Part A sub-question is 60.** Bidders who fail to meet this minimum quality threshold will not be assessed further and will not be awarded a place on the Framework.

Where Bidders wish to submit a response to multiple Lots, the Part A – Technical Capability questions for each Lot must be submitted per response.

*e.g. Bidder X*

*Technical sub-question 1 score – 80*

*Technical sub-question 2 score – 60*

*Bidder Y*

*Technical sub-question 1 score – 20*

*Technical sub-question 2 score – 60*

Both sub-questions score above the minimum quality threshold. Bidder X shall continue to further assessment for the Lots to which they have applied. Bidder Y has not met the minimum quality threshold for sub-question 1. Bidder Y will not be assessed further and shall not be eligible for a place on the framework.

Bidders should refer to **Document 2: Section 6 (Scope)** when preparing their responses. =

### 3.2 Part B – Service Deliverable Capability

#### Part B Options:

**Two Options are included for responses to Part B. Bidders should choose one option; they do not need to complete both Options.**

- Option 1: Lot-Specific Response
- Option 2: General Response.

Two options have been included so that Bidders have the choice of to allow their organisation to submit a strong response.

**Option 1: Lot-Specific Response** should be selected where a Bidder is making a submission to **only one Lot**, or wishes to make **multiple Lot-Specific Responses** when applying for multiple Lots. These responses will be marked independently, with the scores applied to the individual applications for each Lot.

**Option 2: General Response** should be selected only where a Bidder is making a submission to **multiple** Lots and wishes to submit the **same response** across their Bid responses. The Bidder in effect answers the question only once. In this instance the response is scored **once**, and the score applied across all Bidder submissions.

**Both Options will be assessed fairly and there is no preference by the**

**Department, or additional marks awarded, to either Option chosen. Bidders should select the approach that best suits their organisation. The Department expects that Bidders submitting to only one Lot should select Option 1.**

### **Sub-Questions**

Each Part B option is divided into 4 sub-questions: these correspond to the four (4) Service Deliverable areas to which a Bidder can be awarded within a Lot. The Service Deliverable Capability sub-questions are required for each Service Deliverable area to which the Bidder is seeking to be awarded on the Framework. Bidders **must** submit a response to each Service Deliverable to which they wish to be awarded.

Bidders are not required to submit responses to all four (4) sub-questions in either Option. Bidders are required to submit sub-question responses only to the Service Deliverable areas to which they are seeking appointment. A **minimum submission of one (1) sub-question** (one Service Deliverable area) is required per application in order to be considered for award.

A minimum quality threshold is applied to Part B, and is applied to each sub-question within this Part B. **The minimum quality threshold for each Part B sub-question is 60.**

Bidders who fail to meet this minimum quality threshold will not be assessed further and will not be awarded a place on the Framework.

Bidders are scored for each sub-question and will be awarded only the sub-questions for which a response is submitted and the minimum quality threshold is passed.

The assessed score for Part B is the **highest score** achieved by the Bidder for a sub-question (for that specific Lot).

*e.g. Bidder X*

*Service Deliverable Q1 – 80*

*Service Deliverable Q2 – N/A*

*Service Deliverable Q3 – 40*

*Service Deliverable Q4 – 60*

The highest score achieved by Bidder X is 80; this is the assessed score for Part B. This score exceeds the minimum quality threshold. Bidder X shall continue to further assessment.

If Bidder X is successful in being awarded to the Framework, they will be awarded to Service Deliverable 1 and 4 only. A response to Service Deliverable 2 was not provided; a response to Service Deliverable 3 did not pass the threshold.

Bidders should refer to **Document 2: Section 6 (Scope)** when preparing their responses.

### 3.3 Part C – Ways of Working and Social Value

Part C questions assess the Bidder's processes and ways of working, and responses to the framework Social Value questions. Social Value is included at 10% weighting in line with PPN 06/20. The Department will include specific Social Value requirements within the Call-Off contracts from this Framework, as relate to the contract.

**There is a minimum quality threshold applied to Part C questions of 20.** Bidders are required to complete and submit **all** Part C questions.

Where Bidders are seeking to make applications to more than one Lot, Bidders may submit Part C once per Lot, or once for all Bids where their response would be the same, and elect to have the scores applied to all submissions. Bidders should indicate their choice in the submission, via the Cover Sheet.

### 3.4 Scoring Method / Scoring Matrix

Bids will be scored against each of the criteria above, according to the extent to which they meet the requirements of the question. The meaning of each score from 0 - 100 is outlined in the table below.

The total quality score will be calculated by applying the weighting set against each criterion, as outlined above; the maximum number of marks possible will be 100. Should any Bidder achieve a score of 20 or below in **any** of the criteria, they will be excluded from the competition.

Score	Score Description
0 – <b>Not Satisfactory/Not provided</b>	<u>No response provided.</u> <u>Or:</u> Substantially unacceptable and does not meet the expectations in multiple significant areas, including failure to respond to multiple key elements of the question. No confidence that the Bidder would be able to deliver the requirement. No confidence, or considerable reservations of the Bidder's relevant ability, understanding, experience, skills, resources and/or quality to provide the service required.
20 – <b>Partially Satisfactory</b>	Weak response that does not fully meet the requirements and low confidence that the Bidder would be able to deliver the requirement. Response may be minimal with little, or no detail or evidence given to support and demonstrate sufficiency or compliance. Response

	addresses some but does not all elements of the question, with more than one significant gaps. The response gives limited confidence and / or some reservations as to the Bidder's ability, understanding, experience, skills and resources to provide the service required.
40 - <b>Satisfactory</b>	Satisfactory response that inspires a moderate level of confidence in the Bidder's ability to deliver the requirement. All elements in the question are addressed to some extent but there are some remaining minor gaps and/or there is a patchy or brief response to elements of the question. Some evidence is given to support the answers that inspires some confidence in the Bidder's ability to deliver the requirement, but there are some reservations and/or a lack of clarity around aspects of the response.
60 - <b>Good</b>	Good response that inspires a good level of confidence in the Bidder's ability to deliver the requirement. All elements of the question are addressed and good evidence is provided to support the answers demonstrating sufficiency, compliance and either actual experience or a cogent methodology. Some minor points of further detail or clarity might still be required.
80 – <b>Very Good</b>	Very Good response that inspires a high level of confidence in the Bidder's ability to deliver the requirement. All elements of the question are addressed and very good evidence is provided, with limited room for improvement, to support the answers. The response presents a very well evidenced demonstration of skills, understanding and knowledge which gives full confidence in the Bidder's ability to provide the service required.
100 - <b>Excellent</b>	Excellent response that inspires total confidence in the Bidder's ability to deliver the requirement. All elements of the question are fully addressed and in relation to some elements, are exceptional. Excellent evidence is provided to robustly and clearly demonstrate the Bidder's ability to provide the required service. Comprehensive evidence of the Bidder's skills, understanding and knowledge is provided. No additional clarity and/or information is required to support the response.

### 3.5 Quality Assessment Overview Table

Quality Assessment Part:	Scoring	% Weighting
Part A	Minimum of 60 marks per Question 0,20,40,60,80,100	50%
Part B (Select Option 1 <u>or</u> Option 2)	Minimum of 60 marks per Question 0,20,40,60,80,100 Highest Score used	30%
Part C	Minimum of 20 marks per Question	20%

	0,20,40,60,80,100	
<b>Total</b>		<b>100%</b>

Please refer to the end of this document for a full breakdown of scoring.

### 3.6 Total Quality Score: Per Bid (e.g. Bid to Lot 1)

Total Quality Score will be the Sum of the scores for Parts A, B and C.

Question	Weighting	Score
A1	25% (Minimum of 60)	(Score) * 0.25
A2	25% (Minimum of 60)	(Score) * 0.25
B1	30% - Highest Score  Minimum of 60	(Score) * 0.30
B2		
B3		
B4		
C1	10% (Minimum of 20)	(Score) * 0.10
C2	5% (Minimum of 20)	(Score) * 0.05
C3	5% (Minimum of 20)	(Score) * 0.05
<b>Total Quality Score</b>		<b>Sum of Above</b>

The Price approach is outlined in Section 7 (Part D – Price Assessment).

## 4 Part A – Technical Capability Questions

Bidders should refer to **Document 2: Section 6 (Scope)** when preparing their responses.

Bidders should complete only the Technical Questions for the Lot(s) being applied for.

### Lot 1 Technical Evaluation Questions

**Bidders should not answer these Questions if they are not bidding for Lot 1. Both questions should be answered.**

<b>PART A – LOT 1 Nuclear</b>		
A1-L1 Team and Organisation Structure	<p>Bidders are required to describe the team / organisations being relied upon for submission of this bid and explain their applicability to the Nuclear Lot.</p> <p>Bidders are expected to include:</p> <ul style="list-style-type: none"> <li>- A named organogram of their key staff (1 page)</li> <li>- Details on the organisation / organisation's structure and description of roles.</li> <li>- The benefits to the Department and how the team will resource fulfil its Nuclear needs.</li> <li>- Detail on resource management and specialist sourcing: where sub-contractors or third parties are relied upon, Bidders are expected to detail their approach to sourcing and management of external technical expertise, and the certainty and speed of response of those sub-contractors of third parties.</li> </ul> <p><b>Page Limit: 3 pages + 1 page organogram</b></p>	25% (Minimum of 60)
A2-L1 Skills and Technical Capability	<p>Bidders are required to demonstrate that they have sufficient Nuclear skills capability and experience, and describe why they are qualified in this sector, to support the Department.</p> <p>Bidders are expected to:</p> <ul style="list-style-type: none"> <li>- Describe and provide detail on the skills of the organisation / consortium within the Nuclear sector including examples where relevant.</li> <li>- Describe and give detail on the experience of the organisation / consortium within the Nuclear sector including examples where relevant.</li> </ul>	25% (Minimum of 60)



	<ul style="list-style-type: none"> <li>- Describe the approach to skills development, sourcing and retention of staff in this sector. Provide detail on how the organisation remains up to date on new developments and discoveries.</li> <li>- CVs for their key technical staff that are relied upon for this Bid. CVs should be maximum 1 page each. No more than 6 CVs should be submitted.</li> </ul> <p><b>Page Limit: 4 pages + (up to) 6 CVs. Each CV must not exceed 1 page.</b></p>	
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## Lot 2 Technical Evaluation Questions

**Bidders should not answer these Questions if they are not bidding for Lot 2.**

**Both questions should be answered.**

<b>PART A – LOT 2 Renewables and Infrastructure</b>		
A1-L2 Team and Organisation Structure	<p>Bidders are required to describe the team / organisations being relied upon for submission of this bid and explain their applicability to the Renewables and Infrastructure Lot.</p> <p>Bidders are expected to include:</p> <ul style="list-style-type: none"> <li>- A named organogram of their key staff (1 page)</li> <li>- Details on the organisation / organisation's structure and description of roles.</li> <li>- The benefits to the Department and how the team will resource to fulfil its Renewables needs.</li> <li>- Detail on resource management and specialist sourcing: where sub-contractors or third parties are relied upon, Bidders are expected to detail their approach to sourcing and management of external technical expertise, and the certainty and speed of response of those sub-contractors of third parties.</li> </ul> <p><b>Page Limit: 3 pages + 1 page organogram</b></p>	25% (Minimum of 60)
A2-L2 Skills and Technical Capability	Bidders are required to demonstrate that they have sufficient Renewables and Infrastructure skills capability and experience, and describe why they are qualified in this sector, to support the Department.	25% (Minimum of 60)

	<p>Bidders are expected to:</p> <ul style="list-style-type: none"> <li>- Describe and provide detail on the skills of the organisation / consortium within the Renewables sector including examples where relevant.</li> <li>- Describe and give detail on the experience of the organisation / consortium within the Renewables sector including examples where relevant.</li> <li>- Describe the approach to skills development, sourcing and retention of staff in this sector. Provide detail on how the organisation remains up to date on new developments and discoveries.</li> <li>- CVs for their key technical staff that are relied upon for this Bid. CVs should be maximum 1 page each. No more than 6 CVs should be submitted.</li> </ul> <p><b>Page Limit: 4 pages + (up to) 6 CVs. Each CV must not exceed 1 page.</b></p>	
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### Lot 3 Technical Evaluation Questions

**Bidders should not answer these Questions if they are not bidding for Lot 3. Both questions should be answered.**

PART A – LOT 3– Hydrogen for Heating		
A1-L3 Team and Organisation Structure	<p>Bidders are required to describe the team / organisations being relied upon for submission of this bid and explain their applicability to the Hydrogen for Heating Lot.</p> <p>Bidders are expected to include:</p> <ul style="list-style-type: none"> <li>- A named organogram of their key staff (1 page)</li> <li>- Details on the organisation / organisation's structure and description of roles.</li> <li>- The benefits to the Department and how the team will resource <b>to</b> fulfil its Hydrogen for Heating needs.</li> </ul>	25% (Minimum of 60)

	<ul style="list-style-type: none"> <li>- Detail on resource management and specialist sourcing: where sub-contractors or third parties are relied upon, Bidders are expected to detail their approach to sourcing and management of external technical expertise, and the certainty and speed of response of those sub-contractors of third parties.</li> </ul> <p><b>Page Limit: 3 pages + 1 page organogram</b></p>	
A2-L3 Skills and Technical Capability	<p>Bidders are required to demonstrate that they have sufficient Hydrogen for Heating skills capability and experience, and describe why they are qualified in this sector, to support the Department.</p> <p>Bidders are expected to:</p> <ul style="list-style-type: none"> <li>- Describe and provide detail on the skills of the organisation / consortium within the Hydrogen for Heating sector including examples where relevant.</li> <li>- Describe and give detail on the experience of the organisation / consortium within the Hydrogen for Heating sector including examples where relevant.</li> <li>- Describe the approach to skills development, sourcing and retention of staff in this sector. Provide detail on how the organisation remains up to date on new developments and discoveries.</li> <li>- CVs for their key technical staff that are relied upon for this Bid. CVs should be maximum 1 page each. No more than 6 CVs should be submitted.</li> </ul> <p><b>Page Limit: 4 pages + (up to) 6 CVs. Each CV must not exceed 1 page.</b></p>	25% (Minimum of 60)

#### Lot 4 Technical Evaluation Questions

Bidders should not answer these Questions if they are not bidding for Lot 4.  
Both questions should be answered.

#### PART A – LOT 4 Heat Networks

<p>A1-L4 Team and Organisation Structure</p>	<p>Bidders are required to describe the team / organisations being relied upon for submission of this bid and explain their applicability to the Heat Networks Lot.</p> <p>Bidders are expected to include:</p> <ul style="list-style-type: none"> <li>- A named organogram of their key staff (1 page)</li> <li>- Details on the organisation / organisation's structure and description of roles.</li> <li>- The benefits to the Department and how the team will resource to fulfil its Heat Networks needs.</li> <li>- Detail on resource management and specialist sourcing: where sub-contractors or third parties are relied upon, Bidders are expected to detail their approach to sourcing and management of external technical expertise, and the certainty and speed of response of those sub-contractors of third parties.</li> </ul> <p><b>Page Limit: 3 pages + 1 page organogram</b></p>	<p>25% (Minimum of 60)</p>
<p>A2-L4 Skills and Technical Capability</p>	<p>Bidders are required to demonstrate that they have sufficient Heat Networks skills capability and experience, and describe why they are qualified in this sector, to support the Department.</p> <p>Bidders are expected to:</p> <ul style="list-style-type: none"> <li>- Describe and provide detail on the skills of the organisation / consortium within the Heat Networks sector including examples where relevant.</li> <li>- Describe and give detail on the experience of the organisation / consortium within the Heat Networks sector including examples where relevant.</li> <li>- Describe the approach to skills development, sourcing and retention of staff in this sector. Provide detail on how the organisation remains up to date on new developments and discoveries.</li> <li>- CVs for their key technical staff that are relied upon for this Bid. CVs should be maximum 1 page each. No more than 6 CVs should be submitted.</li> </ul>	<p>25% (Minimum of 60)</p>

	<b>Page Limit: 4 pages + (up to) 6 CVs. Each CV must not exceed 1 page.</b>	
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### Lot 5 Technical Evaluation Questions

**Bidders should not answer these Questions if they are not bidding for Lot 5.**

**Both questions should be answered.**

<b>PART A – LOT 5 Oil, Gas and Electricity</b>		
A1-L5 Team and Organisation Structure	<p>Bidders are required to describe the team / organisations being relied upon for submission of this bid and explain their applicability to the Oil, Gas, and Electricity Lot.</p> <p>Bidders are expected to include:</p> <ul style="list-style-type: none"> <li>- A named organogram of their key staff (1 page)</li> <li>- Details on the organisation / organisation's structure and description of roles.</li> <li>- The benefits to the Department and how the team will resource to fulfil its Oil, Gas, and Electricity needs.</li> <li>- Detail on resource management and specialist sourcing: where sub-contractors or third parties are relied upon, Bidders are expected to detail their approach to sourcing and management of external technical expertise, and the certainty and speed of response of those sub-contractors of third parties.</li> </ul> <p><b>Page Limit: 3 pages + 1 page organogram</b></p>	25% (Minimum of 60)
A2-L5 Skills and Technical Capability	<p>Bidders are required to demonstrate that they have sufficient Oil, Gas, and Electricity skills capability and experience, and describe why they are qualified in this sector, to support the Department.</p> <p>Bidders are expected to:</p> <ul style="list-style-type: none"> <li>- Describe and provide detail on the skills of the organisation / consortium within the Oil, Gas, and Electricity sector including examples where relevant.</li> <li>- Describe and give detail on the experience of the organisation / consortium within the Oil,</li> </ul>	25% (Minimum of 60)

	<p>Gas, and Electricity sector including examples where relevant.</p> <ul style="list-style-type: none"> <li>- Describe the approach to skills development, sourcing and retention of staff in this sector. Provide detail on how the organisation remains up to date on new developments and discoveries.</li> <li>- CVs for their key technical staff that are relied upon for this Bid. CVs should be maximum 1 page each. No more than 6 CVs should be submitted.</li> </ul> <p><b>Page Limit: 4 pages + (up to) 6 CVs. Each CV must not exceed 1 page.</b></p>	
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#### Lot 6 Technical Evaluation Questions

**Bidders should not answer these Questions if they are not bidding for Lot 6.**

**Both questions should be answered.**

<b>PART A – LOT 6 – Emerging Technologies – including Net Zero Innovation</b>		
A1-L6 Team and Organisation Structure	<p>Bidders are required to describe the team / organisations being relied upon for submission of this bid and explain their applicability to the Emerging Technologies Lot.</p> <p>Bidders are expected to include:</p> <ul style="list-style-type: none"> <li>- A named organogram of their key staff (1 page)</li> <li>- Details on the organisation / organisation's structure and description of roles.</li> <li>- The benefits to the Department and how the team will resource <b>to</b> fulfil its Emerging Technologies needs.</li> <li>- Detail on resource management and specialist sourcing: where sub-contractors or third parties are relied upon, Bidders are expected to detail their approach to sourcing and management of external technical expertise, and the certainty and speed of response of those sub-contractors of third parties.</li> </ul> <p><b>Page Limit: 3 pages + 1 page organogram</b></p>	25% (Minimum of 60)

A2-L6 Skills and Technical Capability	<p>Bidders are required to demonstrate that they have sufficient Emerging Technologies skills capability and experience, and describe why they are qualified in this sector, to support the Department.</p> <p>Bidders are expected to:</p> <ul style="list-style-type: none"> <li>- Describe and provide detail on the skills of the organisation / consortium within the Emerging Technologies sector including examples where relevant.</li> <li>- Describe and give detail on the experience of the organisation / consortium within the Emerging Technologies sector including examples where relevant.</li> <li>- Describe the approach to skills development, sourcing and retention of staff in this sector. Provide detail on how the organisation remains up to date on new developments and discoveries.</li> <li>- CVs for their key technical staff that are relied upon for this Bid. CVs should be maximum 1 page each. No more than 6 CVs should be submitted.</li> </ul> <p><b>Page Limit: 4 pages + (up to) 6 CVs. Each CV must not exceed 1 page.</b></p>	25% (Minimum of 60)
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### Lot 7 Technical Evaluation Questions

**Bidders should not answer these Questions if they are not bidding for Lot 7. Both questions should be answered.**

PART A – LOT 7 - Industrial Transformation		
A1-L7 Team and Organisation Structure	<p>Bidders are required to describe the team / organisations being relied upon for submission of this bid and explain their applicability to the Industrial Transformation Lot.</p> <p>Bidders are expected to include:</p> <ul style="list-style-type: none"> <li>- A named organogram of their key staff (1 page)</li> <li>- Details on the organisation / organisation's structure and description of roles.</li> </ul>	25% (Minimum of 60)

	<ul style="list-style-type: none"> <li>- The benefits to the Department and how the team will resource <b>to</b> fulfil its Industrial Transformation needs.</li> <li>- Detail on resource management and specialist sourcing: where sub-contractors or third parties are relied upon, Bidders are expected to detail their approach to sourcing and management of external technical expertise, and the certainty and speed of response of those sub-contractors of third parties.</li> </ul> <p><b>Page Limit: 3 pages + 1 page organogram</b></p>	
A2-L7 Skills and Technical Capability	<p>Bidders are required to demonstrate that they have sufficient Industrial Transformation skills capability and experience, and describe why they are qualified in this sector, to support the Department.</p> <p>Bidders are expected to:</p> <ul style="list-style-type: none"> <li>- Describe and provide detail on the skills of the organisation / consortium within the Industrial Transformation sector including examples where relevant.</li> <li>- Describe and give detail on the experience of the organisation / consortium within the Industrial Transformation sector including examples where relevant.</li> <li>- Describe the approach to skills development, sourcing and retention of staff in this sector. Provide detail on how the organisation remains up to date on new developments and discoveries.</li> <li>- CVs for their key technical staff that are relied upon for this Bid. CVs should be maximum 1 page each. No more than 6 CVs should be submitted.</li> </ul> <p><b>Page Limit: 4 pages + (up to) 6 CVs. Each CV must not exceed 1 page.</b></p>	25% (Minimum of 60)



## 5 Part B – Service Deliverable Capability Questions

Bidders are reminded to select Option 1 or 2 and are not required to provide responses to both, or to Service Deliverable sub-questions for which they do not intend to be appointed to deliver.

### 5.1 Part B Option 1: Lot-Specific Service Deliverables Capability Questions 1-4

Responses to this Question should be tailored to the Lot and to experience delivering the Service Deliverables within this sector.

Bidders are recommended to read the marking scheme carefully and bear it in mind when responding to this question.

This is the Lot-Specific Service Deliverable Question. Bidders are advised to consider the applicability of their example(s) to the question and the Lot to which it is being applied.

In all Questions, Bidders are asked to 'Describe or Demonstrate', noting that it is a Bidder's capability to deliver that is being assessed, rather than past experience.

Bidders should refer to Document 2: Section 6 (Scope) when preparing their responses.

BO 1.1 – Lot Specific Service Deliverable 1 – Policy and Strategy	<p>Describe or demonstrate your experience and capability to provide strategic and objective advice relation to Energy Strategy and Policy. Your response must focus on experience to support the interpretation and implementation of policy within the applicable Lot, and your approach to engagement with senior stakeholders.</p> <p>Bidders' responses must:</p> <p>a. Describe or demonstrate how you would contribute to the development of new policies, demonstrating how you would use your knowledge and expertise to ensure policy recommendations are purposeful and necessary.</p> <p>b. Describe or demonstrate how you would support business case development and strategic advice in relation to Energy Sectors, including how you would draw upon experience gained from other projects.</p>	<p>30% Highest Score used (Minimum of 60)</p> <p>Maximum 3 pages per Service Deliverable question.</p>
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	<p>c. Describe or demonstrate how you would engage with key DESNZ stakeholders in relation to policy reform, demonstrating how you would make recommendations, ensure stakeholders understand the impact of the change, and actions they may need to take.</p> <p>d. Describe or demonstrate how you would take account of relevant environmental and government policy when providing advice or assurance.</p> <p>Bidders are recommended to read the marking scheme carefully and bear it in mind when responding to this question.</p> <p>.</p> <p><b>This is the Lot-Specific Service Deliverable Question.</b> Bidders are advised to consider the applicability of their examples to the question and the Lot to which it is being applied.</p>	
BO 1.2 - Lot Specific Service Deliverable 2 – Change and Transformation	<p>Describe or demonstrate your experience and capability to provide advice on Change and Transformational aspects of the energy sector. Bidders' responses should demonstrate their ability to deliver complex and transformational consultancy services within the Lot sector.</p> <p>Bidders' responses must:</p> <p>a. Describe or demonstrate how you would engage with key stakeholders in relation to Regulatory Change and Transformation, demonstrating how you would make recommendations, ensuring stakeholders understand the impact of the change, and actions they may need to take.</p> <p>b. Describe or demonstrate how you will assess the critical conditions to meet development targets. Outline your approach to identify trade-offs, understand stakeholder priorities, and make recommendations for implementation and delivery.</p> <p>c. Describe or demonstrate your approach or experience gathering consumer insight within the Energy sector or with Energy specialists or groups.</p>	

	<p>d. Describe or demonstrate how you will communicate identified opportunities, manage senior stakeholders, and develop strategies for implementation.</p> <p>Bidders are recommended to read the marking scheme carefully and bear it in mind when responding to this question.</p> <p><b>This is the Lot Specific Service Deliverable Question.</b> Bidders are advised to consider the applicability of their examples to the question and the Lot to which it is being applied.</p>	
BO1.3 - Lot Specific Service Deliverable 3 – Energy Design and Delivery	<p>Describe or demonstrate your experience and capability to provide advice on Energy Design and Delivery for the applicable Lot. Bidders' responses should demonstrate their ability to provide objective advice on areas of the design and delivery lifecycle.</p> <p>Bidders' responses must:</p> <p>a. Describe or demonstrate how you would engage with key stakeholders in relation to Energy Design and Delivery, demonstrating how you would make recommendations, ensuring stakeholders understand the impact of the change, and actions they may need to take.</p> <p>b. Describe or demonstrate your approach to sector modelling, demonstrating how you would resource and facilitate this approach, and identify opportunities for efficiency.</p> <p>c. Describe or demonstrate your capability to support the delivery of government schemes or programmes, including your capability to provide delivery partner support or support the design of project delivery.</p> <p>d. Describe or demonstrate your capability to undertake economic analysis, market analysis or data modelling. Provide detail on your approach to use of data to support strategy and implementation.</p> <p>Bidders are recommended to read the marking scheme carefully and bear it in mind when responding to this question.</p>	

	<p><b>This is the Lot Specific Service Deliverable Question.</b> Bidders are advised to consider the applicability of their examples to the question and the Lot to which it is being applied.</p>	
BO1.4 - Lot Specific Service Deliverable 4 – Enterprise and Innovation	<p>Describe or demonstrate your experience and capability to provide advice and support on Energy Enterprise and Innovation within the Lot sector. Bidders' responses should demonstrate their ability to provide objective advice, identify critical interdependences, and identify associated risks and issues.</p> <p>Bidders' responses must:</p> <ul style="list-style-type: none"> <li>a. Describe or demonstrate how you would engage with key DESNZ stakeholders in relation to innovation and enterprise, demonstrating how you would make recommendations, ensure stakeholders understand the impact of the change, and actions they may need to take.</li> <li>b. Describe or demonstrate how you would research or obtain relevant expertise into an innovation sector and develop a roadmap for future innovation.</li> <li>c. Describe or demonstrate your capability to support energy infrastructure digitisation projects, or smart grid systems architecture, or energy systems development.</li> <li>d. Describe or demonstrate your capability to support energy systems modelling and simulation, including how you would identify critical interdependencies and or issues.</li> </ul> <p>Bidders are recommended to read the marking scheme carefully and bear it in mind when responding to this question.</p> <p><b>This is the Lot-Specific Service Deliverable Question.</b> Bidders are advised to consider the applicability of their examples to the question and the Lot to which it is being applied.</p>	

## b.2 Part B Option 2 – General Service Deliverables Capability Questions 1-4

Responses to this Question are recommended to be ‘generalist’ in nature and reflect general experience in delivering the Service Deliverables.

Bidders are recommended to read the marking scheme carefully and bear it in mind when responding to this question.

This is the General Service Deliverable Question. Bidders are advised to consider the applicability of their examples to the question asked. The Department recommends that examples are suitable for a general response.

In all Questions Bidders are asked to ‘Describe or Demonstrate’, noting that capability to deliver is what is being assessed, not past experience.

Bidders should refer to Document 2: Section 6 (Scope) when preparing their responses.

BO2.1 – General Service Deliverable 1 – Policy and Strategy	<p>Describe or demonstrate your experience and capability to provide strategic and objective advice relation to Energy Strategy and Policy. Your response must focus on experience to support the interpretation and implementation of policy, and your approach to engagement with senior stakeholders.</p> <p>Bidders’ responses must:</p> <ul style="list-style-type: none"> <li>a. Describe or demonstrate how you would contribute to the development of new policies, demonstrating how you would use your knowledge and expertise to ensure policy recommendations are purposeful and necessary.</li> <li>b. Describe or demonstrate how you would support business case development and strategic advice in relation to Energy Sectors, including how you would draw upon experience gained from other projects.</li> <li>c. Describe or demonstrate how you would engage with key DESNZ stakeholders in relation to policy reform, demonstrating how you would make recommendations, ensure stakeholders understand the impact of the change, and actions they may need to take.</li> <li>D. Describe or demonstrate how you would take account of relevant environmental and government policy when providing advice or assurance.</li> </ul>	<p>30% Highest Score used (Minimum of 60)</p> <p>Maximum 3 pages per Service Deliverable question</p>
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	<p>Bidders are recommended to read the marking scheme carefully and bear it in mind when responding to this question.</p> <p><b>This is the General Service Deliverable Question.</b> Bidders are advised to consider the applicability of their examples to the question.</p>	
BO2.2 - General Service Deliverable 2 – Change and Transformation	<p>Describe or demonstrate your experience and capability to provide advice on Change and Transformational aspects of the energy sector. Bidders' responses should demonstrate their ability to deliver complex and transformational consultancy services.</p> <p>Bidders' responses must:</p> <ul style="list-style-type: none"> <li>a. Describe or demonstrate how you would engage with key stakeholders in relation to Regulatory Change and Transformation, demonstrating how you would make recommendations, ensuring stakeholders understand the impact of the change, and actions they may need to take.</li> <li>b. Describe or demonstrate how you will assess the critical conditions to meet development targets. Outline your approach to identify trade-offs, understand stakeholder priorities, and make recommendations for implementation and delivery.</li> <li>c. Describe or demonstrate your approach or experience gathering consumer insight within the Energy sector or with Energy specialists or groups.</li> <li>d. Describe or demonstrate how you will communicate identified opportunities, manage senior stakeholders, and develop strategies for implementation.</li> </ul> <p>Bidders are recommended to read the marking scheme carefully and bear it in mind when responding to this question.</p>	

	<p><b>This is the General Service Deliverable Question.</b> Bidders are advised to consider the applicability of their examples to the question.</p>	
<p>BO2.3 - General Service Deliverable 3 – Energy Design and Delivery</p>	<p>Describe or demonstrate your experience and capability to provide advice on Energy Design and Delivery. Bidders’ responses should demonstrate their ability to provide objective advice on areas of the design and delivery lifecycle.</p> <p>Bidders’ responses must:</p> <ul style="list-style-type: none"> <li>a. Describe or demonstrate how you would engage with key stakeholders in relation to energy design and delivery, demonstrating how you would make recommendations, ensure they understand the impact of the change, and actions they may need to take.</li> <li>b. Describe or demonstrate your approach to sector modelling, demonstrating how you would resource and facilitate this approach, and identify opportunities for efficiency.</li> <li>c. Describe or demonstrate your capability to support the delivery of government schemes or programmes, including your capability to provide delivery partner support or support the design of project delivery.</li> <li>d. Describe or demonstrate your capability to undertake economic analysis, market analysis or data modelling. Provide detail on your approach to use of data to support strategy and implementation.</li> </ul> <p>Bidders are recommended to read the marking scheme carefully and bear it in mind when responding to this question.</p> <p><b>This is the General Service Deliverable Question.</b> Bidders are advised to consider the applicability of their examples to the question.</p>	
<p>BO2.4 - General Service Deliverable 4 –</p>	<p>Describe or demonstrate your experience and capability to provide advice and support on Energy Enterprise and Innovation. Bidders’ responses should demonstrate their ability to provide objective advice,</p>	

Enterprise and Innovation	<p>identify critical interdependences, and identify associated risks and issues.</p> <p>Bidders' responses must:</p> <ul style="list-style-type: none"> <li>a. Describe or demonstrate how you would engage with key DESNZ stakeholders in relation to Enterprise and Innovation, demonstrating how you would make recommendations, ensure they understand the impact of the change, and actions they may need to take.</li> <li>b. Describe or demonstrate how you would research or obtain relevant expertise into an innovation sector, and develop a roadmap for future innovation.</li> <li>c. Describe or demonstrate your capability to support energy infrastructure digitisation projects, or smart grid systems architecture, or energy systems development.</li> <li>d. Describe or demonstrate your capability to support energy systems modelling and simulation, including how you would identify critical interdependencies and or issues.</li> </ul> <p>Bidders are recommended to read the marking scheme carefully and bear it in mind when responding to this question.</p> <p><b>This is the General Service Deliverable Question.</b> Bidders are advised to consider the applicability of their examples to the question.</p>	
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## 6 Part C – Ways of Working and Social Value Questions

<b>Part C – Ways of Working and Social Value</b> Mandatory for all Lots. Scoring 0,20,40,60,80,100		
<b>C1</b> Framework Management and Ways of Working	<p>DESNZ is committed to ensuring that public spending is well managed and is not susceptible to fraud, bribery, or corruption.</p> <p>Bidders are expected to detail how they will work to manage DESNZ requirements and build a working relationship with the Department, as well as manage risks.</p> <p>Bidders should include in their response:</p> <p>A) Details on how you would proactively integrate staff with the appropriate skills and experience to ensure strong knowledge transfer to the Department, in a Call-Off contract.</p> <p>B) Describe how your organisation identifies and deploys appropriately experienced Framework management resources to ensure that sustainable relationships and Framework level benefits realisation are constantly maintained</p> <p>C) Describe and give examples of how your organisation will prevent, detect and manage conflict of interest and risk (including fraud, bribery and corruption) in works under this framework. Examples may include policy, training, and risk assessment processes. Bidders should include discussion of their supply chain.</p>	10% (Minimum of 20)  3 pages maximum
<b>C2 Social Value – Environment</b>	<p><b>Fighting Climate Change</b>  Avoiding adverse environmental impact and maximising lasting environmental benefits through technical advice received.</p> <p>DESNZ is committed to designing energy infrastructure in ways that avoid or reduce environmental impacts, whilst maximising opportunities to realise lasting positive environmental benefits. This is underpinned by published environmental principles and strategies -</p>	5% (Minimum of 20)  2 pages maximum

	<p>see below footnotes. The advice received from professional service firms is integral to ensure that environmental sustainability is core to energy infrastructure design, support, decisions, approaches and outcomes.</p> <p>With the above in mind, please demonstrate or describe how your organisation will align to robust environmental principles through the advice it issues through this Framework. This may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• How your organisation adopts whole lifecycle design principles, underpinned by 'do no harm', and through using risk and opportunity-based approaches</li> <li>• How your organisation consistently assures the advice it gives, to ensure the realisation of sustainable outcomes, for instance through ensuring: <ul style="list-style-type: none"> <li>-avoided or low embodied carbon</li> <li>-climate adaptation and resilience</li> <li>-sustainable resource use (water, energy, materials)</li> <li>-biodiversity, nature protection and recovery, habitat creation, etc.</li> </ul> </li> <li>• How the core team will continually upskill in terms of environmental sustainability expertise, and which knowledge transfer outcomes would be provided to the Department if awarded.</li> </ul> <p><b>Footnotes</b></p> <p>You are encouraged to reference the published environmental principles for policy-makers to support your answer, including but not limited to the below:</p> <p>Environmental principles policy statement  <a href="https://www.gov.uk/government/publications/environmental-principles-policy-statement/environmental-principles-policy-statement">https://www.gov.uk/government/publications/environmental-principles-policy-statement/environmental-principles-policy-statement</a></p> <p>Other relevant government strategies including the Environmental Improvement Plan 2023:  <a href="https://www.gov.uk/government/publications/environmental-improvement-plan">https://www.gov.uk/government/publications/environmental-improvement-plan</a></p>	
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<p>C3 – Social Value - Tackling Economic Inequality</p>	<p><b>Tackling Economic Inequality</b></p> <p>Creating opportunities for new, small, or existing business and organisational growth, supporting economic growth, and supporting entrepreneurship.</p> <p>DESNZ is committed to supporting economic growth and business development of businesses of all size. The Department has an ambition that for every £3 spent, £1 is spent by SMEs. This is underpinned by published ambitions on engagement and use of SMEs:  <a href="https://www.gov.uk/government/publications/cabinet-office-small-and-medium-enterprises-smes-action-plan/cabinet-office-small-and-medium-enterprises-smes-action-plan">https://www.gov.uk/government/publications/cabinet-office-small-and-medium-enterprises-smes-action-plan/cabinet-office-small-and-medium-enterprises-smes-action-plan</a>.</p> <p>Opportunities for business growth and development is integral to supporting these commitments.</p> <p>With the above in mind, please demonstrate or describe how your organisation will align to supporting the creation of business growth and opportunities for small business in contracts awarded through the Framework. This may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• How your organisation creates opportunities for business growth</li> <li>• How your organisation helps and supports the growth of small businesses, or encourages entrepreneurship</li> </ul> <p>You are encouraged to reflect on the organisational structure (or consortium mix) being put forward within your bid and how you will promote business and economic growth through the delivery of works performed under the Framework.</p>	<p>5% (Minimum of 20)</p> <p>2 pages maximum</p>
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## 7 Part D – Price Assessment

### 7.1 Overview

Bidders are required to complete **Annex A** with details of their price submission.

Bidders are required to complete the Lot Rate Card and input the Day Rates against the listed Staff Grades within Annex A for each Lot to which the supplier is bidding.

Bidders are required to submit a maximum day rate for each of the six grades. This rate will be capped for the first two (2) years of the Framework, but may be lowered during Mini Competitions.

Prices must be:

- Inclusive of all profit and overheads;
- Exclusive of value added tax (VAT);
- Entered using British Pounds Sterling;
- Based on an eight (8) hour Working Day (Day Rate)

Rates for each Grade are not expected to exceed a 10-50% price variation to the grade directly above or below. This will result in the bidder's Bid being deemed non-compliant, and will be excluded from further participation in this procurement.

Zero bids/zero returns are not permitted for the Lot Rate Card. If a zero return is submitted, this will result in the bidder's Bid being deemed non-compliant, and will be excluded from further participation in this procurement.

e.g. Managing Director day rate £0

Where multiple applications are made, Bidders are not required to submit the same prices for all Lots. Prices will be assessed per Lot. A space is provided for Bidders to provide a price for each lot submitted.

Bidders are required to complete the Minimum Discount Card with the minimum discounts offered for each size of work package. The Minimum Discount Card will be the same across all Lots.

### 7.2 Rate Card: (See Annex A to input)

Role	Weighting	Price Score
Partner	5%	(Day Rate)*0.05
Managing Consultant / Director	10%	(Day Rate)*0.10

Principal Consultant / Associate Director	15%	(Day Rate)*0.15
Senior Consultant / Engagement Manager / Project Lead	35%	(Day Rate)*0.35
Consultant	25%	(Day Rate)*0.25
Junior Consultant / Analyst	10%	(Day Rate)*0.15
<b>Assessed Price</b>		Sum of the Above

### 7.3 Minimum Discount Card Bands (not assessed) (see Annex A):

Minimum Discount Card Band	Number of Project Days
A	30-90
B	91-150
C	151-250
D	251-350
E	351+

Bidders are required to input the minimum discount per Minimum Discount Card Band. Bidders are not required to offer a discount per Band. Where a discount is not offered **0** must be marked in the sheet.

Bidders are not required to offer the same minimum discount for each Minimum Discount Card Band.

Discounts will not be assessed for award to the Framework but shall be used for the pricing of Call-Off contracts and included in the contract.

### **7.4 Scoring for Pricing Evaluation**

The **Assessed Price** will be used as the score for Part D.

## 8. Award to the Framework

Bidders will be awarded to the Framework based on their ranked Total Bid Score (see 8.1 below) calculated using the PQP method. The **lower** the score (lower Price Per Quality Point), the higher a Bidder will be ranked.

### 8.1 The Total Bid Score

The Total Bid Score will be calculated using the PQP (Price per Quality Point) method. The PQP is established by dividing each Bidder's Assessment Price by its Total Quality Score. This provides a calculation of what the Department will pay between per quality point.

$$\text{Total Bid Score} = \frac{\text{Assessment price}}{\text{Total Quality Score}}$$

The **lowest** PQP will have the highest rank and be seen as the best 'value' proposal.

**The Total Bid Score will be calculated to 2 Decimal Places (2 D.P.)**

*Example: Assume there is 1 place on the Framework (e.g. Rank 1 is the Awarded Bidder), and that PQP scores are calculated to 2 decimal places (2 D.P.)*

Bidder	Total Quality Score	Assessment Price	PQP Score	Rank
Bidder A	85	550	$(550/85) = 6.47$	1
Bidder B	75	675	$(675/75) = 9.00$	4
Bidder C	82	580	$(580/82) = 7.07$	3
Bidder D	95	620	$(620/95) = 6.53$	2

*In this example Bidder A is the Awarded Bidder.*

*If there were 2 places on the Framework, then Bidder A and Bidder D would be awarded places.*

### 8.2 Use of Tie-Breaks

There may be instances where Bidders achieve the same score.

*Example: Assume there is 1 place on the Framework (e.g. Rank 1 is the Awarded Bidder), and that PQP scores are calculated to 2 decimal places (2 D.P.)*

Bidder	Total Quality Score	Assessment Price	PQP Score	Rank
Bidder E	85	550	$(550/85) = 6.50$	1

Bidder F	75	675	$(675/75)=9.00$	4
Bidder G	82	580	$(580/82)=7.00$	3
Bidder H	92	600	$(620/95)=6.50$	2

Within this example Bidder E and Bidder H both have the same PQP Score – the score is tied.

In this example a Tie-Breaker will need to be used to determine the Awarded Bidder.

### 8.2.1 Framework Tie-Breaks

The below are the Tie-Breakers that shall be used for Award to this Framework, within each Lot, should there be a tied score between Bidders, at the cut off point of Award to the Lot.

Tie Break	Winner
Tie Break 1: Technical Evaluation Question 2	<ul style="list-style-type: none"> <li>• The Bidder with the highest score in Question A2-Lx will be awarded to the Lot of the Framework.</li> <li>• This tie break will be used where the Bidder score at the Lot size cut off is the same as the next ranked Bidder(s).</li> <li>• The A2-Lx score will be compared and the Bidder(s) with the higher score will be awarded the final place on the relevant Framework Lot.</li> <li>• After applying this tie break, where there is more than one Bidder that has the same score for A2-Lx, and there is still a tie, Tie Break 3 will be used in relation to those Bidders only. The remaining Bidders will not be awarded a place on the relevant Lot.</li> </ul>
Tie Break 2: Technical Evaluation Question 1	<ul style="list-style-type: none"> <li>• Bidder with the highest score in Question A1-Lx will be awarded to the Lot of the Framework.</li> <li>• The A1-Lx score will be compared and the Bidder with the higher score will be awarded a place.</li> <li>• This tie break will be used where Tie Break 1 has been applied and there is more than one Bidder that scored the same in Question A2-Lx (there is still a tie).</li> <li>• After applying this tie break, where there is more than one Bidder that has been awarded the same score for Question A1-Lx, Tie Break 3 will be applied to those Bidders. The remaining Bidders will not be awarded a place on the relevant Lot.</li> </ul>
Tie Break 3: Part B highest score	<ul style="list-style-type: none"> <li>• Bidder with the highest score for Part B will be awarded to the Lot of the Framework. E.g.</li> </ul>

	<p>Bidder 15 – 80, 60, 60, 20  Bidder 16 – 60, 60, 60, 40  The first highest scores are compared (80 vs 60) and the higher score wins.  Bidder 15 is appointed</p> <ul style="list-style-type: none"> <li>• This tie break will be used where Tie Break 2 has been applied and there is more than one Bidder that scored the same in Question A1-Lx (there is still a tie).</li> <li>• After applying this tie break, where the Bidders have the same score, the next tie break will be used.</li> </ul>
Tie Break 4: Extend allowance	<ul style="list-style-type: none"> <li>• When Tie-Break 3 has been applied and Bidders still obtain the same score, this Tie-Break shall be applied. The Department will award places to each same scoring Bidder as long as the additional places on the relevant Lot do not exceed five (5) additional Bidder places above the original Lot size limit.</li> <li>• This tie break will only be used after application of previous Tie-Breaks, where no highest scoring Bidder has been determined.</li> <li>• Where the number of tied Bidders with the same score eligible to be awarded to the Lot would exceed five (5) places the Department may decide to further extend the number of Bidders awarded.</li> <li>• <b>Worked example:</b></li> <li>• <i>The Lot size is 10; Bidders 10,11,12,13,14,15 are all give the same score and score the same in all previous tie-breaks. In this instance, the addition of all six (6) Bidders can be accommodated, as this is within five (5) places above the Lot size limit and therefore all six (6) will be awarded a place on the relevant Framework Lot.</i></li> </ul>

### 8.3 Award

Bidders will be ranked using their Total Bid Score. The highest ranked Bidders within the Lot will be awarded to the Framework, up to the maximum Lot Size\*.

As outlined in Document 2: Requirements, Section 6.1, the Lot allocation is as follows:

Lot	1 Nuclear	2 Renew- ables	3 Hydrogen for Heating	4 Heat Networks	5 Oil, Gas, and Electricity	6 Emerging Technologies	Lot 7 Industrial Transformation
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Supplier Places	10	15	10	10	15	15	15
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\*Exception to this: use of Tie-Breaks.

## 9. Part E – Mandatory Declarations

Please refer to Document 4. Mandatory Declarations and Cover Sheet, for the Declarations for Return These should be sent with your Bid and must be completed.

E1	Acceptance of T&Cs	Pass/Fail
E2	Supplier Code of Conduct	Pass/Fail
E3	Mandatory Bidder Declarations (see Document 4) <ul style="list-style-type: none"> <li>- Declaration of Non-Collusion</li> <li>- Selection Questionnaire (SQ)</li> <li>- Conflict of Interest</li> <li>- GDPR</li> <li>- Form of Tender</li> </ul>	Pass/Fail
E4	AI Declaration	Information Only / Not Assessed

The SQ is attached within Document 4 as a hard copy. This is for reference. A digital version is included within the Jaggaer portal for completion. Question 8 of the SQ does not apply and does not need to be answered.

Please allow sufficient time to complete this declaration in Jaggaer.

## 10. Due Diligence

### Financial Credit Checks

DESNZ use Dun & Bradstreet to assist them with their financial due diligence and will

request Dun and Bradstreet to provide comprehensive reports on the preferred bidder/s where the opportunity being tendered for exceeds £1M (excluding VAT).

These reports will be requested for assessment of entry to the Framework, and these, or other checks may be conducted during the Framework lifetime as outlined in Document 2: Requirements.-Expected financial thresholds for Call-Off contracts are included in Document 2: Requirements.

DESNZ will review the Dun and Bradstreet report prior to notifying bidders of the result of the competition and may need to check [with bidders] that the information within the report is correct. DSIT/DESNZ may also request the latest accounts and financial information from the preferred bidder/s.

Suppliers assessed with a high financial risk status may not be awarded a contract at this stage we will revert to the bidder to discuss further.

Where applicable, the Department may request a Parent Company Guarantee.

## Annex: Full Quality Assessment Overview

Question		Weighting %							Mark Scheme
		Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6	Lot 7	
Part A		Technical Capability Minimum Quality Threshold – 60 per Question							
A1-L1	A1 Lot 1 - Team, Resourcing and Key Staff	25%							0/20/4 0/60/8 0/100
A2-L1	A2 Lot 1 – Skills and Expertise	25%							0/20/4 0/60/8 0/100
A1-L2	A1 Lot 2 - Team, Resourcing and Key Staff		25%						0/20/4 0/60/8 0/100
A2-L2	A2 Lot 2 – Skills and Expertise		25%						0/20/4 0/60/8 0/100
A1-L3	A1 Lot 3 - Team, Resourcing and Key Staff			25%					0/20/4 0/60/8 0/100
A2-L3	A2 Lot 3 – Skills and Expertise			25%					0/20/4 0/60/8 0/100
A1-L4	A1 Lot 4 - Team, Resourcing and Key Staff				25%				0/20/4 0/60/8 0/100
A2-L4	A2 Lot 4 – Skills and				25%				0/20/4 0/60/8 0/100

	Expertis e								
A1-L5	A1 Lot 5 - Team, Resourcing and Key Staff					25%			0/20/4 0/60/8 0/100
A2-L5	A2 Lot 5 – Skills and Expertis e					25%			0/20/4 0/60/8 0/100
A1-L6	A1 Lot 6 - Team, Resourcing and Key Staff						25%		0/20/4 0/60/8 0/100
A2-L6	A2 Lot 6 – Skills and Expertis e						25%		0/20/4 0/60/8 0/100
A1-L7	A1 Lot 7 - Team, Resourcing and Key Staff							25%	0/20/4 0/60/8 0/100
A2-L7	A2 Lot 7 – Skills and Expertis e							25%	0/20/4 0/60/8 0/100
Part B – Option 1 or Option 2 Minimum Quality Score – 60									
Part B – Option 1		Service Deliverables Specific Response							
BO1.1	SD1 – Policy and Strategy	30%	30%	30%	30%	30%	30%	30%	0/20/4 0/60/8 0/100
BO1.2	SD2 – Change and Transformation	Highe st Score applie d Min of 1	Highe st Score applie d Min of 1	Highe st Score applie d Min of 1	Highe st Score applie d Min of 1	Highe st Score applie d Min of 1	Highe st Score applie d Min of 1	Highe st Score applie d Min of 1	
BO1.3	SD3 – Energy	Quest ion	Quest ion	Quest ion	Quest ion	Quest ion	Quest ion	Quest ion	

	Design and Delivery	submitted	submitted	submitted	submitted	submitted	submitted	submitted	
BO1.4	SD4 – Enterprise and Innovation								
Part B – Option 2		Service Deliverables General Response							
BO2.1	SD1 – Policy and Strategy	30% Highest Score applied	30% Highest Score applied	30% Highest Score applied	30% Highest Score applied	30% Highest Score applied	30% Highest Score applied	30% Highest Score applied	0/20/40/60/80/100
BO2.2	SD2 – Change and Transformation	Min of 1	Min of 1	Min of 1	Min of 1	Min of 1	Min of 1	Min of 1	
BO2.3	SD3 – Energy Design and Delivery	Question submitted	Question submitted	Question submitted	Question submitted	Question submitted	Question submitted	Question submitted	
BO2.4	SD4 – Enterprise and Innovation								
Part C		Ways of Working and Social Value Minimum Quality Score - 20							
C1	Ways of Working	10%							0/20/40/60/80/100
C2	Social Value -	5%							0/20/40/60/80/100
C3	Social Value -	5%							0/20/40/60/80/100

## Section 4

# Mandatory Declarations and Cover Sheet

## [Evaluation Part E]

Invitation to Tender for: Energy and Net Zero Professional Services Framework

Tender Reference Number: Prj\_2623

Deadline for Tender Responses: **30<sup>th</sup> May 2024 2 p.m.**

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**PLEASE NOTE:** The below are hard copies of the Standard Declarations required. These are included for reference. Bidders should refer to the Jaggaer portal for completion of these documents via the Jaggaer system.....6

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**Proposal Cover Sheet – to be completed via Jaggaer (see Qualification envelope)**

This cover sheet is to indicate that this organisation is submitting a response to the following Lots.

Please mark the boxes – indicating which Lots your organisation is responding to.

<b>Lot Number</b>	<b>Submission to this Lot? Y / N</b>
<b>1 Nuclear</b>	
<b>2 Renewables and Infrastructure</b>	
<b>3 Hydrogen for Heating</b>	
<b>4 Heat Networks</b>	
<b>5 Oil, Gas, Electricity</b>	
<b>6 Emerging technologies</b>	
<b>7 Industrial Transformation</b>	

**Part B – Use of General Response (Option 2)**

My organisation has chosen to complete Part B using Option 2 (General Service Deliverable Response) for some or all Lot responses.

I understand that where I select that I have completed Part B Option 2 (General Service Deliverable Response), these will be marked once and the scores will be applied to all Lots to which I have applied. This is unless a Part B Option 1 (Specific Service Deliverables Response) has been completed for a Lot instead.

Yes ☐ No ☐

If yes – use of Part B Option 2 applies to submissions to the following Lots only:

<b>Lot Number</b>	<b>Submission to this Lot? Y / N</b>
<b>1 Nuclear</b>	
<b>2 Renewables and Infrastructure</b>	
<b>3 Hydrogen for Heating</b>	
<b>4 Heat Networks</b>	
<b>5 Oil, Gas, Electricity</b>	



<b>6 Emerging technologies</b>	
<b>7 Industrial Transformation</b>	

### **Submission to more than 4 Lots:**

Please submit a preference list where your organisation is submitting a Bid(s) to more than 4 Lots, ranking each Lot from First Preference (1st) to Last Preference (e.g. 7th). This will be used to make Lot awards where a Bidder has submitted more than 4 bids as a Lead or Consortium member, and is successful in more than 4 Lots.

Final award decisions are made in line with the evaluation criteria. The Department cannot guarantee alignment with preferences where a Bidder has not been successful in being eligible for a place in a Lot.

<b>First Preference:</b>	
<b>Second Preference:</b>	
<b>Third Preference:</b>	
<b>Fourth Preference:</b>	
<b>Fifth Preference:</b>	
<b>Sixth Preference:</b>	
<b>Seventh Preference:</b>	



**PLEASE NOTE: The below are hard copies of the Standard Declarations required. These are included for reference Bidders should refer to the Jaggaer portal for completion of these documents via the Jaggaer system.**

### **Declaration 1: Statement of non-collusion**

To: The Department for Energy Security & Net Zero

1. We recognise that the essence of competitive tendering is that the Department will receive a bona fide competitive tender from all persons tendering. We therefore certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.

2. We also certify that we have not done and undertake not to do at any time before the hour and date specified for the return of this tender any of the following acts:

- (a) communicate to any person other than the Department the amount or approximate amount of our proposed tender, except where the disclosure, in confidence, of the approximate amount is necessary to obtain any insurance premium quotation required for the preparation of the tender;
- (b) enter into any agreement or arrangement with any other person that he shall refrain for submitting a tender or as to the amount included in the tender;
- (c) offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person doing or having done or causing or having caused to be done, in relation to any other actual or proposed tender for the contract any act, omission or thing of the kind described above.

3. In this certificate, the word “person” shall include any person, body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such information, formal or informal, whether legally binding or not.

.....  
Signature (duly authorised on behalf of the tenderer)

.....  
Print name

.....  
On behalf of (organisation name)

.....  
Date

## Declaration 2: Form of Tender

To: The Department for Energy Security & Net Zero

1. Having considered the invitation to tender and all accompanying documents (including without limitation, the terms and conditions of contract and the Specification) we confirm that we are fully satisfied as to our experience and ability to deliver the goods/services in all respects in accordance with the requirements of this invitation to tender.
2. We hereby tender and undertake to provide and complete all the services required to be performed in accordance with the terms and conditions of contract and the Specification for the amount set out in the Pricing Schedule.
3. We agree that any insertion by us of any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender.
4. We agree that this tender shall remain open to be accepted by the Department for at least until the number of days specified in the tender.
5. We understand that if we are a subsidiary (within the meaning of section 1159 of (and schedule 6 to) the Companies Act 2006) if requested by the Department we may be required to secure a Deed of Guarantee in favour of the Department from our holding company or ultimate holding company, as determined by the Department in their discretion.
6. We understand that the Department is not bound to accept the lowest or any tender it may receive.
7. We certify that this is a bona fide tender.

.....

Signature (duly authorised on behalf of the tenderer)

.....

Print name

.....

On behalf of (organisation name)

.....

Date

### Declaration 3: Conflict of Interest

I have nothing to declare with respect to any current or potential interest or conflict in relation to this tender (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this tender, or to indicate a professional or personal interest in the outcomes from this tender.

Signed .....

Name .....

Position .....

**OR**

I wish to declare the following with respect to personal or professional interests related to relevant organisations\*;

- **X**
- **X**

*Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.*

- **X**
- **X**

Signed .....

Name .....

Position .....

Please complete this form and return this with your tender response documentation - Nil returns **are** required. Documents should be uploaded to Jaggaer with your tender response.

\* These may include (but are not restricted to):

- A professional or personal interest in the outcome of this research
- For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation
- Current or past employment with relevant organisations
- Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (Including consulting or advisory fees)
- Gifts or entertainment received from relevant organisations
- Shareholdings (excluding those within unit trusts, pension funds etc) in relevant organisations
- Close personal relationship or friendships with individuals employed by or otherwise closely associated with relevant organisations

***All of the above apply both to the individual signing this form and their close family / friends / partners etc.***

If your situation changes during the project in terms of interests or conflicts, you must notify the Department straight away.

A DECLARATION OF INTEREST WILL NOT NECESSARILY MEAN THE INDIVIDUAL OR ORGANISATION CANNOT WORK ON THE PROJECT; BUT IT IS VITAL THAT ANY INTEREST OR CONFLICT IS DECLARED SO IT CAN BE CONSIDERED OPENLY.



## Declaration 4: Standard Selection Questionnaire

### **Financial Credit Checks:**

*DESNZ use Dun & Bradstreet to assist them with their financial due diligence and will request Dun and Bradstreet to provide comprehensive reports on the preferred bidder/s where the opportunity being tendered for exceeds £1M (excluding VAT).*

*DESNZ will review the Dun and Bradstreet report prior to notifying bidders of the result of the competition and may need to check [with bidders] that the information within the report is correct. DESNZ may also request the latest accounts and financial information from the preferred bidder/s.*

*Suppliers assessed with a high financial risk status may not be awarded a contract at this stage we will revert to the bidder to discuss further.*

## **Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that none of the grounds for exclusion apply<sup>1</sup>. If any of the grounds for exclusion do apply, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

We require all the organisations that form part of your bidding group/consortium and each subcontractor that you are relying on to meet the selection criteria, to provide a completed Part 1 and Part 2. This means that where you are joining a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Subcontractors that you rely on to meet the selection criteria must also complete a self-declaration (although subcontractors that are not relied upon do not need to complete the self-declaration). A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds.

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

## **Supplier Selection Questions: Part 3**

The procurement documents will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group/consortium or intend to use subcontractors, you should complete all the selection questions on behalf of the group/consortium and/or any subcontractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, we reserve the right to exclude you from the procurement process, including where an award decision has already been notified, and award to another compliant bidder.

## **Consequences of misrepresentation**

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<sup>1</sup> For the list of exclusion please see [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into, you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

# Energy and Net Zero Professional Services Framework

PRJ\_2623

## OPEN PROCEDURE

### Notes for completion

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in Section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of subcontractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. The authority may decline to consider bids (or otherwise exclude from participating in the procurement) from suppliers who are constituted or organised under the law of Russia or Belarus, or whose ‘Persons of Significant Control’ information states Russia or Belarus as the place of residency, unless the supplier (or any member of their supply chain they rely on to deliver the contract):
  - Is registered in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement; and/or
  - Has significant business operations in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement.
6. For Part 1 and Part 2 every member of your bidding group/consortium, and any subcontractor that is being relied on to meet the selection criteria, must complete and submit the self-declaration.
7. For the mandatory exclusion grounds only (Q2.1(a)), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:
  - members of your administrative, management or supervisory board;
  - entities and persons who have powers of representation, decision or control.

You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.

The second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers of representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn't necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

8. All Key subcontractors are required to complete their own Part 1 and Part 2<sup>2</sup>.
9. For answers to Part 3 - If you are bidding on behalf of a group/consortium, and/or any subcontractors, you should complete all of the questions on behalf of the group/consortium and/or any subcontractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

10. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in Schedule 1 of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, read the terms and email [publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk) or phone 0345 010 3503.

## **Part 1: Your Information and the Bidding Model**

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<sup>2</sup> See PCR 2015 regulations 71 (8)-(9)

You must answer all questions in Part 1 and Part 2, and ensure that every organisation on which you will rely to meet the selection criteria, completes and submits their own answers and declaration for Part 1 and Part 2.

You must also answer all questions in Part 3 listed in Jaggaer

Section 1	Your Information	
Question number	Question	Response
1.1(a)	Name (if registered, please give the registered name)	
1.1(b) – (i)	Registered address (if applicable) or head office address	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) - public limited company b) - private limited company c) - limited liability partnership d) - other partnership e) - sole trader f) - third sector g) - other (please specify your trading status)	
1.1(d)	Date of registration (if applicable) or date of formation	
1.1(e)	Registration number: company, partnership, charity etc. (if applicable)	
1.1(f)	Registered VAT number (if applicable)	
1.1(g) - (i)	Are you registered with the appropriate professional or trade register(s) specified for this procurement, in the country where your organisation is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

1.1(g) - (ii)	<p>If you responded yes to 1.1(g) - (i), please provide the relevant details, including the name of the register and registration number(s) and, if evidence of registration is available electronically, please provide:</p> <ul style="list-style-type: none"> <li>- the website address;</li> <li>- issuing body;</li> <li>- reference number.</li> </ul>	
1.1(h) - (i)	<p>For procurement of <b>services only</b>, is it a legal requirement, in the country where you are established, for you to:</p> <p>a) possess a particular authorisation; or</p> <p>b) be a member of a particular organisation,</p> <p>to provide the requirements specified in this procurement?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
1.1(h) - (ii)	<p>If you responded yes to 1.1(h) - (i), please provide the relevant details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please provide:</p> <ul style="list-style-type: none"> <li>- the website address;</li> <li>- issuing body;</li> <li>- reference number.</li> </ul>	
1.1(i)	<p>State whether you fall within one of these classifications and if so, which one:</p> <ul style="list-style-type: none"> <li>a) Voluntary Community Social Enterprise (VCSE)</li> <li>b) Sheltered Workshop</li> <li>c) Public Service Mutual</li> </ul>	
1.1(j)	<p>Are you a Small, Medium or Micro Enterprise (SME)<sup>3</sup>?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

<sup>3</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

1.1(k)	<p>Details of Persons with Significant Control (PSC), where appropriate: <sup>4</sup></p> <ul style="list-style-type: none"> <li>- Name;</li> <li>- Date of birth;</li> <li>- Nationality;</li> <li>- Country, EU state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>- The date they became a PSC in relation to the company;</li> <li>- Which conditions for being a PSC are met: <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%;</li> <li>- More than 50% and less than 75%;</li> <li>- 75% or more. <sup>5</sup></li> </ul> </li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(l)	<p>Details of your immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company;</li> <li>- Registered or head office address;</li> <li>- Registration number;</li> <li>- VAT number.</li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(m)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company;</li> <li>- Registered or head office address;</li> <li>- Registration number;</li> </ul>	

<sup>4</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

<sup>5</sup> Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

	<p>- VAT number.</p> <p>(Please enter N/A if not applicable)</p>	
<p>Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and all relevant persons and entities (as described above).</p>		



Please provide the following information about your approach to this procurement:

Section 1 continued	Bidding Model	
Question number	Question	Response
1.2	Indicate if you are bidding as a single supplier, or as part of a group or consortium	Single Supplier <input type="checkbox"/> Group / Consortium <input type="checkbox"/>
1.2	If you are bidding as a single supplier, go to Q1.3. If you are part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:	
1.2(a)	Name of group or consortium	
1.2(b)	Proposed structure of the group or consortium, including legal structure where applicable	
1.2(c)	Name of lead member of group or consortium	
1.2(d)	Your role in the group or consortium (eg lead, consortium member, subcontractor)	
1.2(e)	If you are the lead of the group or consortium: are you relying on other members to meet the selection criteria (ie for economic and technical standing and/or technical and professional ability)? If so, which criteria are you relying on them for?	Yes <input type="checkbox"/> No <input type="checkbox"/> Criteria:
1.3	Are you (or the group or consortium) proposing to use sub-contractors or a supply chain?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you responded yes to 1.3, please provide the details for all sub-contractors and supply chain members that are known at this stage as follows:		

1.3(a)	<ul style="list-style-type: none"> <li>- Full name;</li> <li>- Registration number;</li> <li>- Registered or head office address;</li> <li>- Trading status: <ul style="list-style-type: none"> <li>(a) – Public limited company;</li> <li>(b) – Private limited company;</li> <li>(c) – Limited liability partnership;</li> <li>(d) – Other partnership;</li> <li>(e) – Sole trader;</li> <li>(f) – Third sector;</li> <li>(g) – Other (please specify).</li> </ul> </li> <li>- Registered VAT number;</li> <li>- SME (Yes/No);</li> <li>- The role each subcontractor will take in providing the deliverables;</li> <li>- The approximate % of contractual obligations assigned to each subcontractor;</li> <li>- Where the subcontractor is being relied on to meet the selection criteria, which criteria are you relying on them for?</li> </ul>	
1.4	<b>Lots</b> Where applicable, please tell us which lot(s) you wish to bid for?	

## Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on to meet the selection criteria (including subcontractors) must complete and submit responses to Part 1 and the declarations in Part 2.

Section 2	Grounds for Mandatory Exclusion	
Question number	Question	Declaration
2.1(a)	<p>Within the past five years, anywhere in the world, have you or any person who:</p> <ul style="list-style-type: none"> <li>• is a member of the supplier's administrative, management or supervisory body; or</li> <li>• has powers of representation, decision or control in the supplier<sup>6</sup>;</li> </ul> <p>been convicted of any of the offences given in the summary below, and listed in full at the end of Part 2?</p>	
	Participation in a criminal organisation	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	Corruption	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	Terrorist offences or offences linked to terrorist activities	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	Money laundering or terrorist financing	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	Child labour and other forms of trafficking in human beings	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction <u>outside</u> England, Wales or Northern Ireland	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

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<sup>6</sup> see Notes for Completion

	Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.1(b)	If you have answered YES to any part of question 2.1(a), please provide further details: <ul style="list-style-type: none"> <li>• Date of conviction and the jurisdiction;</li> <li>• Specify which of the grounds listed the conviction was for;</li> <li>• Give the reasons for conviction;</li> <li>• Identify who has been convicted;</li> </ul> If the relevant documentation is available electronically please provide: <ul style="list-style-type: none"> <li>• the web address;</li> <li>• issuing authority;</li> <li>• precise reference of the documents;</li> </ul>	
2.1(c)	If you have answered YES to any part of question 2.1(a) above, please explain what measures have been taken to demonstrate your reliability, despite the existence of relevant grounds for exclusion? (Self Cleaning)	

<b>Section 3</b>	<b>Mandatory and Discretionary Grounds for Exclusion Relating to the Payment of Taxes and Social Security Contributions</b>	
The detailed grounds for mandatory and discretionary exclusion of a supplier, for non-payment of taxes and social security contributions, are set out at the end of Part 2 below, and should be referred to before completing these questions.		
<b>Question number</b>	<b>Question</b>	<b>Declaration</b>
3.1(a)	Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established, and in the UK.  If documentation is available electronically please provide:	Yes <input type="checkbox"/> No <input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• the web address;</li> <li>• issuing authority;</li> <li>• precise reference of the documents;</li> </ul>	
3.1(b)	<p>If you have answered NO to 3.1(a) please provide further details including the following:</p> <ul style="list-style-type: none"> <li>• the Country concerned;</li> <li>• the Amount concerned;</li> <li>• how the breach was established, i.e. through a judicial or administrative decision, or by other means;</li> <li>• the Date of the decision, if the breach has been established through a judicial or administrative decision;</li> <li>• if the breach has been established by other means, please specify the means.</li> </ul>	
3.2	<p>Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions.</p>		

Section 4		Grounds for Discretionary Exclusion
The detailed grounds for discretionary exclusion of an organisation are set out at the end of Part 2 below and should be referred to before completing these questions.		
Question Number	Question	Declaration
4.1	Within the past three years, anywhere in the world, have any of the situations summarised below (and listed in full at the end of Part 2) applied to you?	
4.1(a)	Breach of environmental obligations? (Note this includes Health & Safety obligations)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1 (b)	Breach of social law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(d)	Bankruptcy or subject of insolvency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(f)	Distortion of competition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(g)	Conflict of interest?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(i)	Prior performance issues?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j)	Do any of the following statements apply to you?	
4.1(j) – (i)	You have been guilty of serious misrepresentation in supplying the	Yes <input type="checkbox"/>

	information required for the verification of the absence of grounds for exclusion, or the fulfilment of the selection criteria.	No <input type="checkbox"/>
4.1(j) – (ii)	You have withheld such information	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j) – (iii)	You are not able, without delay, to submit supporting documents when required under Regulation 59 of the Public Contracts Regulations 2015	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j) – (iv)	You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	<p>You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business, in the UK supplying goods or services and you have an annual turnover of at least £36 million.</p> <p>If you are a relevant commercial organisation, please:</p>	
4.2(a) – (i)	Confirm whether you have published a statement as required by Section 54 of the Modern Slavery Act:	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2(a) – (ii)	Confirm whether the statement complies with the requirements of Section 54:	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.3	<p>If you have answered YES to any part of questions 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self cleaning)</p>	

# Public Procurement Exclusion Grounds

## Mandatory Exclusion Grounds

Listed in Public Contract Regulations 2015 (as amended) R57(1), (2) and (3) and the 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.

### **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 1, 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 (GAAR) 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 GAAR 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 26<sup>th</sup> February 2015 in England, Wales or Northern Ireland.

### **Discretionary Exclusions Grounds**

Listed in Public Contract Regulations 2015 (as amended) R57(8) and the Public Contract Directives 2014/24/EU Article 57(4).

#### **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, 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, but not limited to, the following:-
  - In the last 3 years, 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 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 the organisation has been convicted of a breach of the Health and Safety legislation.
- 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.**

- Advised the contracting authority or contracting entity or otherwise 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 negligently provided misleading information that may have a material influence on

decisions concerning exclusion, selection or award, or withheld such information or is not able to submit supporting documents required under regulation 59.

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

- The contracting authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

**Additional grounds**

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).

## Part 3: Selection Questions

Section 5		Economic and Financial Standing
Question Number	Question	Response
5.1	<p>If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:</p> <ul style="list-style-type: none"> <li>• the web address</li> <li>• issuing authority</li> <li>• precise reference of the documents</li> </ul>	
5.2(a)	If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).	
5.2(b)	Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).	
5.3	If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives:	
5.3(a)	A statement of your annual Turnover, Profit and Loss Account/Income statement; Balance Sheet/Statement of Financial Position; and Statement of Cash Flow; for the most recent year(s) of trading plus a Bank Letter outlining the current cash and credit facility position.	
5.3(b)	Alternative information to evidence economic and financial standing (e.g. Forecast Financial Statements and a Statement of Funding provided by the owners and/or the bank, Charity Accruals accounts or an alternative means of demonstrating financial status).	

5.4	Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify whether you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.5	Where you are relying on another member of your bidding group/consortium, or any subcontractors, or any other security, in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability
Question number	Question
6.1	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents. This can be in any combination from either the public or private sectors or VCSE's that are relevant to our requirement. VCSEs may include examples of grant-funded work. Where this procurement is for goods or services, the examples must be from the past three years. Where this procurement is for construction works, the examples may be from the past five years. The named contact given should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>For consortium bids, or where you have indicated that you are relying on a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium / particular member / subcontractor have delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the Special Purpose Vehicle or subcontractors. (Three examples are not required from each member).</p> <p>Where the supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the goods or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.</p>

	<b>For each contract please provide the following information:</b>
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	<b>Contract 1</b>	<b>Contract 2</b>	<b>Contract 3</b>
<b>Name of customer organisation who signed the contract</b>			
<b>Name of supplier who signed the contract</b>			
<b>Point of contact in the customer's organisation</b>			
<b>Position in the customer's organisation</b>			
<b>E-mail address</b>			
<b>Description of contract</b>			
<b>Contract start date</b>			
<b>Contract completion date</b>			
<b>Estimated contract value</b>			

6.2	If you cannot provide at least one example for question 6.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability (e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.)
6.3	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s).</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under equivalent schemes in other countries).</p>

Section 7	Additional Questions including Project Specific Questions	
7.1	Insurance Levels	
	<p>Please confirm whether you already have, or can commit to obtain prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>7.1(a) Employer's (Compulsory) Liability Insurance<sup>1</sup> = £5 million</p> <p>7.1(b) Public Liability Insurance = £1 million</p> <p>7.1(c) Professional Indemnity Insurance = £1 million</p> <p>7.1(d) Product Liability Insurance = £ N/A</p> <p><i>1. There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information:</i></p> <ul style="list-style-type: none"> <li><i><a href="http://www.hse.gov.uk/pubns/hse39.pdf">http://www.hse.gov.uk/pubns/hse39.pdf</a></i></li> </ul>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
7.2	Data Protection	
7.2(a)	<p>Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to ensure compliance with the UK General Data Protection Regulations and to ensure the protection of the rights of data subjects in performing the contract.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>



7.2(b)	<p>Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the UK General Data Protection Regulations and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:</p> <ul style="list-style-type: none"> <li>• to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>• to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>• to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>• to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> <li>• to maintain records of personal data processing activities; and</li> <li>• to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul>	
<b>7.3</b>	<b>Payment Terms</b>	
7.3(a)	<p>Please confirm that you will comply with Regulation 113 of the Public Contract Regulations 2015, by having systems in place to include (as a minimum) 30 day payment terms in all of your supply chain contracts, and require that such terms are passed down through your supply chain.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>PASS/FAIL</p>
<b>7.4</b>	<b>Suppliers' Past Performance</b>	
7.4(a)	<p>Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
7.4(b)	<p>On request can you provide a certificate from those customers on the list?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
7.4(c)	<p>If you cannot obtain a certificate from a customer can you explain the reasons why?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

7.4(d)	If the certificate states that goods and/or services supplied were not satisfactory are you able to supply information which shows why this will not recur in this contract if you are awarded it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.4(e)	Can you supply the information in questions a. to d. above for any subcontractors [or consortium members] who you are relying upon to perform this contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.5	<b>Tackling Modern Slavery in Supply Chains</b>	
7.5(a)	<p>If you are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015, and if your latest statement is available electronically please provide:</p> <ul style="list-style-type: none"> <li>• the web address,</li> <li>• precise reference of the documents</li> </ul> <p><i>(For more details see Procurement Policy Note PPN 02/23)</i></p>	
7.5(b)	If your latest statement is not available electronically, please provide a copy.	
7.5(c)	If you are not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 (for example if your turnover is less than £36 million or you do not carry on your business, or part of your business, in the UK), please provide the above information in relation to any published statements on modern slavery or other relevant documents containing information of a similar type/level.	
7.5(d)	<p>Any modern slavery statement or other statement or document should contain at least the following information:</p> <p>a. the organisation's structure, its business and its supply chains;</p> <p>b. its policies in relation to slavery and human trafficking;</p>	

	<p>c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains;</p> <p>d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;</p> <p>e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;</p> <p>f. the training and capacity building about slavery and human trafficking available to its staff; or</p> <p>If all of this information is not included in your modern slavery statement or other statement or documents, please provide an explanation as to why not and/or assurances that it will be included before contract award.</p>	
<b>7.6</b>	<b>Health &amp; Safety</b>	
7.6(a)	Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). Please use no more than [500] words.	

<b>Section 8</b>	<b>Additional Questions for Major Contracts</b>	
<b>8.1</b>	<b>Supply Chain Payments (contracts above £5 million per annum)</b>	
8.1(a)	Do you intend to use a supply chain for this contract? (i.e. where subcontractors provide goods or services that are used wholly (or substantially) for the purpose of performing the whole, or part, of the contract)	Yes <input type="checkbox"/> No <input type="checkbox"/> NOT SCORED

	<p>If you answered <b>YES</b> to 8.1(a) you must demonstrate you have effective systems in place to ensure its reliability through your payment systems.</p> <p><i>(For more details see Procurement Policy Note PPN 08/21)</i></p> <p>If you answer <b>NO</b> to 8.1(a) you do not need to complete the rest of this question, otherwise:</p>	
8.1(b)	Please confirm that you have systems in place to pay those in your supply chain promptly and effectively, i.e. within your agreed contractual terms.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>PASS/FAIL</p>
8.1(c)	<p>Please confirm you have procedures for resolving disputed invoices with those in your supply chain promptly and effectively.</p> <p>This should include all situations where payments are due - not all payments involve an invoice<sup>7</sup>.</p> <p>You should explain how you achieve this in the tender documents.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>PASS/FAIL</p>
8.1(d)	<p>Please <b>provide the percentage of invoices</b><sup>8</sup> paid by you, to those in your immediate supply chain, on all public and private sector contracts, for each of the two previous six-month reporting periods<sup>9</sup>. This should include the percentage of invoices paid within each of the following categories:</p> <ol style="list-style-type: none"> <li>1. within 30 days</li> <li>2. in 31 to 60 days</li> <li>3. in 61 days or more</li> <li>4. due, but not paid by the last date for payment under agreed contractual terms.</li> </ol>	

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<sup>7</sup> See PPN 08/21 FAQs.

<sup>8</sup> This should include all situations where payments are due; not all payments involve an invoice (see FAQs). You should explain this in the tender documents

<sup>9</sup> You should explain in the tender documents what a reporting period is by referring to the BEIS Guidance:  
<https://www.gov.uk/government/publications/business-payment-practices-and-performance-reporting-requirements>

	<p>Please <b>provide the average number of days</b> taken by you to pay an invoice to those in your immediate supply chain on all contracts for each of the two previous six-month reporting periods.</p> <p>It is acceptable to cross refer to information that has previously been submitted to Government or other bodies, or is publicly available (provided it covers the required reporting periods), including data published in accordance with the Reporting on Payment Practices and Performance Regulations 2017.</p>	
8.1(e)	<p>If you are unable to demonstrate that all invoices have been paid within the agreed contractual terms, please explain why. Note: if you are required to submit an action plan, this action plan must also set out steps to address your payment within agreed terms.</p>	
8.1(f)	<p>If you are unable to demonstrate that &gt;95% of invoices, payable to your supply chain on all contracts, have been paid within 60 days of the receipt of the invoice in at least one of the last two 6-month reporting periods, please provide an action plan for improvement.</p> <p>This action plan must include the following:</p> <ul style="list-style-type: none"> <li>• Identification of the primary causes of failure to pay: <ul style="list-style-type: none"> <li>○ 95% of all supply chain invoices within 60 days; and</li> <li>○ if relevant under question 8.1(d), all invoices within agreed terms.</li> </ul> </li> <li>• Steps to address each of these causes and to ensure payment within agreed terms;</li> <li>• A mechanism for and commitment to regular reporting on progress to the bidder's audit committee (or equivalent);</li> <li>• Be signed off by your director;</li> <li>• Be published on your website (this can be a summary plan);</li> </ul> <p>If you have an existing action plan, prepared for a different purpose, you can attach this, but it should contain all the above features;</p>	
8.2	<p><b>Carbon Reduction Plans (contracts above £5 million per annum)</b></p>	
8.2(a)	<p>Please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the required reporting standard.</p> <p><i>(For more details see Procurement Policy Note PPN 06/21)</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>PASS/FAIL</p>

8.2(b)	Provide a URL web link to your most recently published Carbon Reduction Plan here:	
8.2(c)	Please confirm that your organisation is taking steps to reduce your GHG Emissions over time and is publicly committed to achieving Net Zero by 2050	<div>Yes <input type="checkbox"/></div> <div>No <input type="checkbox"/></div> <div>PASS/FAIL</div>
8.2(d)	Please provide your current Net Zero Target Date, (eg 2050):	
8.2(e)	Supplier Emissions Declaration	
8.2(e) – (i)	Baseline Year:	
8.2(e) – (ii)	Scope 1 emissions:	
8.2(e) – (iii)	Scope 2 emissions:	
8.2(e) – (iv)	Scope 3 emissions:	
8.2(f) – (i)	Most Recent Reported Year:	
8.2(f) – (ii)	Scope 1 emissions:	
8.2(f) – (iii)	Scope 2 emissions:	
8.2(f) – (iv)	Scope 3 emissions:	
<b>8.3</b>	<b>Skills and Apprenticeships (contracts above £10 million total)</b>	
8.3(a)	Please state whether you will be supporting apprenticeships and skills development through this contract.	<div>Yes <input type="checkbox"/></div> <div>No <input type="checkbox"/></div>
8.3(b)	If <b>YES</b> please set out how you will develop and maintain skills to build a more skilled and productive workforce. Please also provide details of the process in place to ensure that your supply chain supports skills, development and apprenticeships.	

	<i>(For more details see Procurement Policy Note PPN 14/15)</i>
<b>8.4</b>	<b>Steel in Major Projects (contracts above £10 million total)</b>
8.4(a)	<p>For contracts involving major projects where steel is a component, please describe the supply chain management systems, policies, standards and procedures you have in place to ensure robust supply chain management.</p> <p><i>(For more details see Procurement Policy Note PPN 04/23)</i></p>
8.4(b)	<p>Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing all supply chain members involved in steel supply or production to ensure a sustainable and resilient supply of steel.</p>
8.4(c)	<p>Please provide all the relevant details of previous breaches of Health &amp; Safety legislation in the last 5 years, applicable to the country in which you operate on comparable projects, for both:</p> <ul style="list-style-type: none"> <li>• your organisation;</li> <li>• all your supply chain members;</li> </ul> <p>that are involved in the production or supply of steel.</p>

## Contact details and declaration

I declare that to the best of my knowledge, the answers submitted and information contained in this document are correct and accurate, including Parts 1, 2 and 3.

I declare that, upon request and without delay, I will provide the certificates and/or documentary evidence referred to in this document. The exception is where this documentation can be accessed by the contracting authority via a national database free of charge, or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement.

I understand that the authority may reject this submission in its entirety, if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Signature:

(electronic is acceptable)

Date:

Contact details of those making the declaration	
Item	Response
Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	



**Declaration 5: The General Data Protection Regulation Assurance  
Questionnaire for Contractors**

## **Declaration 6: Use of AI in Tender / Bid Writing**

### **Disclosure Question: For Information Only (Not Scored)**

Have you used AI or machine learning tools, including large language models, to assist in any part of your tender submission? This may include using these tools to support the drafting of responses to Award questions.

Yes ☐      No ☐

If yes, please provide details: .....

If yes, please confirm that you have read the submission and that this tender is true and accurate for your organisation.

I confirm ☐

I do not confirm ☐

Signature:

(electronic is acceptable)

Date:

## **Declaration 7: Acceptance of the Terms and Conditions**

### **Declaration**

I declare acceptance of the Terms and Conditions in full and without variation.

I understand that the authority may reject this submission in its entirety if this is not the case.

I am aware of the consequences of serious misrepresentation.

Signature:

(electronic is acceptable)

Date:

## Declaration 8: Acceptance of the Supplier Code of Conduct

*Please refer to the Jaggaer portal for copies of the Code of Conduct for Supplier.*

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## Section 5

### Additional Information

Invitation to Tender for: Energy and Net Zero Professional Services Framework

Tender Reference Number: Prj\_2623

Deadline for Tender Responses: **30th May 2024 2 p.m.**

Disclaimer .....	2
Other Routes to Market .....	3
Demand Management and Renewables .....	3



**Disclaimer**

The contents of this document are for additional information only. This document is not additional guidance on the tender process or this competition.

Bidders are not required to read this document. This document is not intended to be relied upon for drafting of a tender response to this competition but may be used for information related to wider opportunities for government frameworks.

### **Other Routes to Market**

The Energy and Net Zero Professional Services Framework will be one of multiple routes to market used by the Department.

After the launch of the Framework, the Department will continue to make decisions about the best route to market based on the requirements, and will not use the Framework by default where another route is more viable.

Other opportunities to join a Central Government Framework or Dynamic Purchasing System are currently live within this sector.

### **Demand Management and Renewables**

The Demand Management and Renewables (DMR) Dynamic Purchasing System (DPS) RM6313 is one of several existing routes to market within this sector. This is a route facilitated by the Crown Commercial Service (CCS) for use by Government and other qualified bodies. The DPS will run until November 2026. Suppliers can join the DPS at any time until its expiry.

This DPS uses a filter system to help Buyers find local suppliers that can provide the services they need.

Some of the industry areas available include:

- Solar photovoltaic
- L.E.D Lighting
- Hydrogen for heat
- Heat Network delivery
- Heat Pumps
- Energy Bureau Services
- Metering services

The above list is not exhaustive and interested Suppliers are recommended to seek further information on the scope and eligibility via the link below.

**The Department recommends that Suppliers wishing to provide Government contracts explore all opportunities as applicable and consider being available via multiple routes.** Suppliers are able to join the DMR DPS throughout its lifetime and be eligible for works competed through this route.

For further information on the scope of the DPS and how to join please visit this page: <https://www.crowncommercial.gov.uk/agreements/RM6313>

Please note that registration on the DPS is encouraged but is not mandatory, not a requisite and not linked to this tender exercise, nor shall it be monitored by DESNZ through the application process to this Framework Tender opportunity. Registration to the DPS is voluntary only.

Where Suppliers are unsuccessful in obtaining a place on the Energy and Net Zero Professional Services Framework, they may wish to consider appointment to the DMR DPS.



## **Annex A Guidance**

### **General Guidance**

Bidders will be assessed as stated in Document 3: Evaluation. For further guidance Bidders should refer to the Evaluation Document.

Bidders should complete the **RED** cells only.

### **Instructions for Completion of Annex A**

#### **Lot Rate Cards**

Bidders are required to complete Annex A (this document) with details of their price for each lot.

Bidders are required to complete the Lot Rate Card and input the Day Rates against the lots.

Bidders are required to submit a maximum day rate for each of the six grades. This rate will be used for the evaluation of the bids. This rate will be used for the evaluation of the bids. This rate will be used for the evaluation of the bids. Competitions.

Prices must be:

- Inclusive of all profit and overheads;
- Exclusive of value added tax (VAT);
- Entered using British Pounds Sterling;
- Based on an eight (8) hour Working Day (Day Rate)

Rates for each Grade are not expected to exceed a 10-50% price variation to the grade.

Zero bids/zero returns are not permitted for the Lot Rate Card. If a zero return is submitted, the bidder will be disqualified from further participation in this procurement.

e.g. Managing Director day rate £0

Where multiple applications are made, Bidders are not required to submit the same price for each lot submitted.

### Minimum Discount Card

Bidders are required to complete the Minimum Discount Card with the minimum discount for all Lots.

Bidders are not required to offer a discount per Band. Where a discount is not offered, the discount shall be 0%.

Bidders are not required to offer the same minimum discount for each Minimum Discount Band.

Discounts will not be assessed for award to the Framework but shall be used for the purpose of calculating the Bid Score.

### How the Price Schedule will be evaluated

The Assessed Price will be evaluated individually for each Lot. The Assessed Price will be calculated using the Price Quality Point (PQP) method. Please refer to Document 3: Evaluation for further detail.

Total Bid Score = (Assessment price) / (Total Quality Score) calculated to 2 Decimal Places.

The Assessed Price for each Lot / per Lot will be calculated as the Sum of the Day Rates for each Band.

This will be automatically calculated by the sheet and will be visible to the Bidder when the Bid is submitted.

The Day Rate cell will remain Red if a Bidder enters a Price of 0, or a Price that is not in line with the guidance and shall not be accepted.

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dders should refer to this document and any clarification questions published by the Department.

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submission.

he listed Staff Grades within Annex A for each Lot to which the supplier is bidding.

ite will be capped for the first two (2) years of the Framework, but may be lowered during Mini

le directly above or below.

mitted, this will result in the bidder's Bid being deemed non-compliant, and will be excluded from

prices for all Lots. Prices will be assessed per Lot. A space is provided for Bidders to provide a price

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counts offered for each size of work package. The Minimum Discount Card will be the same across

d 0 must be marked in the sheet.

count Card Band.

pricing of Call-Off contracts and included in the contract.

be used, with the Total Quality Score, to calculate the Total Bid Score using the Pricer per Quality

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es multiplied by the weighting for that Grade.

en completing the sheet.

compliant with the 10-50% Grade Price difference. This means that the Price is not compliant with











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Band	Call Off Length (Number of Days) - Total
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A	30-90
B	91-150
C	151-250
D	251-350
E	351+

ED cells

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### Minimum Discount Card

0%
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## ENZPS Framework Minimum Discount Card

<p><b>Applies to All</b></p>
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Minimum Discount %

Lot 1

Lot 2

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Lot 4

Lot 5

Lot 6

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Job Title
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Partner
Director / Managing Consultant
Principal Consultant / Associate Director
Senior Consultant / Engagement Manager / Project Lead

Consultant
Junior Consultant / Analyst
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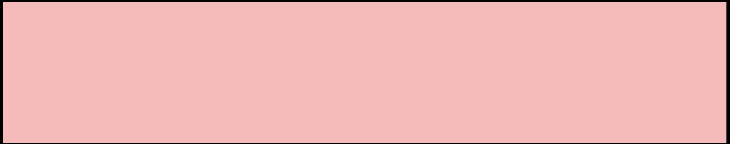
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Analysts / Junior Consultants are expected to be responsible for a specific component of a project and have good analytical and communication skills.



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Senior Consultant / Engagement Manager / Project Lead

Consultant
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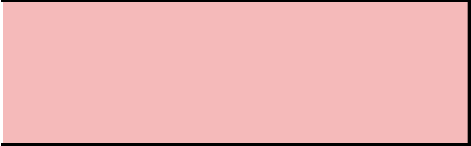
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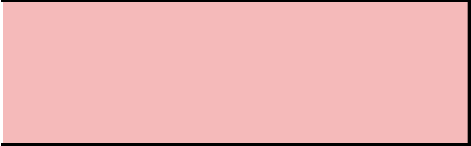
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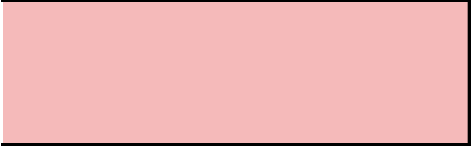
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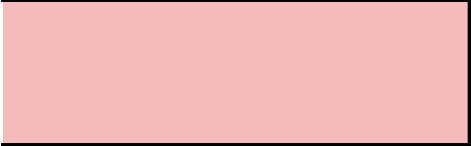
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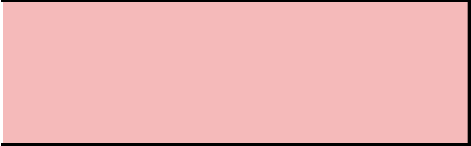
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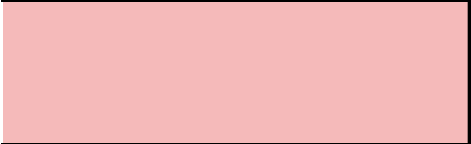
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Department for  
Energy Security  
& Net Zero

# Energy and Net Zero Framework

## Market engagement

### January 2024



# Agenda

- Background and rationale (recap)
- Feedback - update
- Lot structure
- Evaluation approach
- Pricing
- Contracting approach & key requirements
- Social value
- Feedback

**Department for Energy Security and Net Zero team**

**Darren Cartwright** Head of Commercial, Nuclear Energy

**Mark Walkem** Associate Commercial Lead, Energy & Net Zero Framework

**Matilda Smith-Cornwall** Commercial Lead, Nuclear Energy



# Energy and Net Zero Professional Services Framework

- Specific Energy & Net Zero Professional Services framework agreement to meet requirements across DESNZ
- A framework to meet our future demands and that drives better outcomes including how DESNZ delivers policy through to project and programmes outcomes
- Energy and Net Zero specific suppliers
- Sector-specific Lots to meet the differing scope of requirements across the department
- Up to 4 years duration – 3 + 1
- Value of up to £500m (£125m per annum)
- Wider energy landscape / Net Zero ambitions and targets





## Rationale: why do we need another framework?

- BEIS/DESNZ have spent over £210m over the past 24 months on Energy / Net Zero related Professional Services
- Access to energy industry subject matter experts for Professional Services is inconsistent due to limitations of the current frameworks – Management Consultancy Framework 3 (MCF3), Demand and Renewables Framework and DPS (successor to HELGA). New framework will be energy-focused.
- Limitations to competition: we don't have the number of subject matter experts on the frameworks or the specialist skills within the current available framework Lots.
- This was identified as a **challenge area & lesson learned** following Energy Crisis (Winter 2022-23)
- DESNZ SLT / DG support for our aims



# Benefits

- **Framework Management** enables better view of work completed across the Department, enabling aggregation of spend and avoiding any duplication of effort and unnecessary spend.
- Building stronger relationships with suppliers on the framework through **quarterly SRM activity**, newsletter and 'Town Hall' events, enabling the Department to strengthen its market knowledge and understanding.
- Improve processes such as 360 feedback on performance which is two-way
- Improved knowledge management and IP processes
- Outcome-focused. Encourage suppliers to collaborate and share where realistic and beneficial as well as reuse
- Streamlined route to market for Energy-related tenders: easier for suppliers to monitor and bid
- Open competition to all that can meet the criteria
- Framework terms will be an adaptation of Cabinet Office Mid-Tier terms
- Standard approach will be mini competitions (Direct Award also possible)
- Framework manager = triage point



# Feedback received to date is being built into our Commercial Strategy

- **Supplier numbers** Lotting strategy being defined: c.12-15 suppliers to Lot. Total number dependent on final lotting
- **Consortia bidding** will be allowed. Annual requirements for suppliers (and compliance with procurement policies) – DESNZ keen for proportionate approach
- **How tenders will be evaluated** draft approach being shared today & next week
- **Supplier information event** prior to ITT publication: planned
- **6-week bidding window** included in the timelines – appreciate given
- Considering **IP clauses** to enable effective **IP sharing**. Approach taken will depend on call-off, but a range of options will be available to encourage collaboration
- **Mini competition evaluation process** being considered
- **Terms and conditions** based on Cabinet Office Mid-Tier Terms
- **Working with policy teams** to understand requirements and pipelines, drive opportunities for aggregation and use of framework
- **Framework Management:** managing a pipeline of requirements, manage SRM and tracking of MI, social value commitments, feedback collation and reporting
- Regular programme of **Town Hall forums and knowledge transfer sessions** intended to improve dialogue between suppliers and Dept



# Lotting strategy

The number of suppliers per Lot is still to be determined but is not expected to exceed 12-15. Some overlap of suppliers between the Lots is also anticipated. The total number of suppliers overall is TBC. There will be a cap on suppliers able to qualify for each Lot to ensure the Department is able to manage the Framework in a practicable way.

Sector Lot	Sub-sectors	Service delivery (across all Lots)
Lot 1 Nuclear		Strategy and Policy
Lot 2 Renewables	On-shore wind Off-shore wind Solar Bioenergy (Biogas and Biomass)	
Lot 3 Hydrogen for Heating		Change and Transformation
Lot 4 Heat Networks		
Lot 5 Oil, Gas and Electricity	Oil Gas Electricity	Energy Design and Delivery
Lot 6 Emerging technologies	Net Zero	
Lot 7 Industrial Transformation	Hydrogen Industrial Carbon Capture Carbon Capture, Usage and Storage Greenhouse Gas Removal	Enterprise and Innovation



# Service deliverables (not exhaustive)

## Policy and Strategy

- Provision of strategic objective advice relating to Energy strategies and policies. This may include identification of options with recommendations as well as implementation and delivery:
- Business case development
- Policy in relation to all energy sectors and wider HMG Energy policy
- Regulatory advice
- Social value
- Strategic advice in relation to Energy Sectors
- Environmental policy and advice
- Economic advice such as supply chain development and pricing models
- Analysis of appropriateness of funding models and market interventions

## Change and Transformation

- Provision of objective advice on change and transformational aspects of the energy sector. This may include identification of options with recommendations, as well as implementation and delivery.
- Energy System Operator Transformation
- Regulatory Change and Transformation
- Energy Consumer Research and Insight
- Energy Business Architecture
- Energy Transition pathways (national, regional, local)
- Local and Regional Area Energy Planning
- Assessments of critical conditions to meet development targets, identifying costs and trade-offs associated with change or transformation plans

## Energy Design and Delivery

Provision of objective advice on areas of the lifecycle for the design and/or delivery of energy sector aspects. This may include identification of options with recommendations, as well as implementation and delivery.

Evaluation, assessment and due diligence

Economic analysis and lifecycle assessment

Market Analysis and Supply Chain assessment, evaluation and due diligence

Data Modelling to support policy, strategy and implementation

Transition planning

Regulatory auditing

Benchmarking – cost, technology, investment

Sector modelling and efficiency opportunities

Delivery / Delivery Partner to support

## Enterprise and Innovation

Provision of objective advice and support in areas of innovation and enterprise, which may include research to support policy, projects and programmes. This may include identification of options with recommendations, implementation and delivery options with recommendations and/or identification of critical interdependencies with associated risks and issues.

Energy Technology Horizon Scanning

Innovation Road mapping

Innovation Development and Management

Energy Systems Modelling and Simulation

Energy Infrastructure Digitisation

Smart Grid Systems Architecture

Energy System Development



# Evaluation Approach - subject to change / finalisation

Set of questions per Lot – including evaluation of Lot specific skills and bidder team/expertise

Option to submit Work Package questions once for submission to multiple Lots (Bidder choice)

Work Package Questions are generic and align to Lot filters. Bidders are not required to submit a response for a filter that they do not want to compete for work under

## Evaluation Questions (TBC)

- Conflict of Interest Management + Framework Management
- Ways of Working
- Work Package 1 – Policy and Strategy
- Work Package 2 – Change and Transformation
- Work Package 3 – Energy Design and Delivery
- Work Package 4 – Enterprise and Innovation
- Team and Skills\*
- Social Value (10%)
- T&Cs (Pass/Fail)

## Pricing Annex – Weighted Rate Card

## Pricing Method – PQP (Price per Quality Point)

**[Work package restrictions - awarded on passing quality threshold for work package questions]**

\*to be split into more than 1 Question

# Evaluation Matrix (TBC)

- Indicative questions set **per Lot** (example)
- **There is a minimum pass threshold for the Team and Skills, and Work Package questions**
- General Work Package (WP) Questions – option to submit **once** if you wish to submit multiple bids. Will be marked once and score applied across your Lot submissions **or** Bidders may submit Lot specific responses to WP Questions
- Work Package Questions align to work packages within the Lot. Bidders are **not** required to submit a response to all 4 Work Package areas – but will only be eligible to the area **passed** if awarded to the framework. This Department reserves the right to lift this restriction during the lifetime of the framework.
- **Team and Skills** – the skills requirements will be specified per Lot. Bidders are expected to demonstrate how their organisation meets the skills requirements and required expertise. **This question will have the highest weighting.**

*\*To be split into more than 1 question*

Question	Min Tech Threshold	Weighting (TBC)	Scoring	Single / Multi-Submission for Multiple Lots
COI + Framework Management	N/A	10%	/100	Single / Multi (Required)
Ways of Working	N/A	10%	/100	Single / Multi (Required)
WP 1 – Policy and Strategy	Yes	30%	Highest Score /100 [Min Quality of 50]	Single / Multi (Optional)
WP 2 – Change and Transformation				Single / Multi (Optional)
WP 3 – Energy Design and Delivery				Single / Multi (Optional)
WP 4 – Enterprise and Innovation				Single / Multi (Optional)
Team and Skills*	Yes	40%	/100	Multi - Required
Social Value	N/A	10%	/100	Single / Multi (Required)
T&Cs	N/A	Not Weighted	Pass/Fail	Single / Multi (Required)

# Commercial Assessment (Pricing)

Rate card submitted per Lot. Option to submit one card, or one per Lot applied for.

**Price to be assessed** - blended rate calculated as Sum of day rate x weighting for each role.

Day rate to be capped at 'maximum rate' for initial 2 years duration. Option to reduce rate in mini-competitions on framework.

Role	Price / Day Rate (8 hours)	Weighting - TBC
Partner	£	%
Managing Consultant / Director	£	%
Principal Consultant / Associate Director	£	%
Senior Consultant	£	%
Consultant	£	%
Junior Consultant / Analyst	£	%
Assessment Price = SUM( Day rate x Weighting)		



# Commercial Annex (Pricing Discount)

Minimum discount submitted per 'Band' of total package size – based on number of days

**Discounts will be valid for the first 2 years of the Framework agreement**

Discounts are not expected to be marked in the pricing assessment, but will form part of the contract if you are awarded onto the Framework

Band	Call-Off Resource Days (Total)	Minimum Discount Rate
A	30 Resource Days or less	%
B	31-50 Resource Days	%
C	51-100 Resource Days	%
D	101-250 Resource Days	%
E	251-1000 Resource Days	%
F	Over 1001 Resource Days	%
[Example only]		

# Price per Quality Point

$$\text{PQP Score} = \text{Price} / \text{Technical Quality Score}$$

Price per Quality point (PQP) method to be used for assessment

Suppliers will be ranked with **lowest** PQP in position 1

Suppliers 1 to X will be awarded to the Lot (subject to available spaces per Lot)

Tie breaks, where PQP scores are the same, will be utilised. These will be clearly listed in the ITT.

**e.g. Team and Skills** - if 2 Bidders with the same score, then the bidder with the higher quality score on this Q will be selected



# Annual requirements for suppliers

- Cyber Security - Suppliers required to have and maintain a cyber essentials certificate.
- Insurances - Suppliers required to have and maintain Professional Indemnity, Public, Liability and Employer Liability insurance to specific values.
- Financial Stability – In line with the Sourcing Playbook, bidders may be required to complete a gold standard FVRA (Financial Viability Risk Assessment) prior to award to the framework. This will be reviewed annually. Proportionate financial checks are under review internally.
- Social Value - PPN 06/20 - Suppliers across all lots will be required to complete and submit an annual social value return.
- Self Audit Certificate - Suppliers must prepare and submit an annual self audit and assurance certificate.



# Social value and reporting - to be monitored by Framework Manager

- Supporting innovative SMEs in Energy sector & supplier diversity
- **Social Value** Theme 2 (Tackling Economic Inequality) and Theme 3 (Fighting Climate Change)
- MAC 2.1 (Entrepreneurship, growth and business creation)
- MAC 3.3 (Modernising delivery and increasing productivity)
- MAC 4.1 (Additional environmental benefits)
- **Modern Slavery** – Suppliers must provide an annual report stating the steps taken to prevent modern slavery and human trafficking in its supply chain (PPN 02/23).
- **Prompt Payment** – applies to central government contracts over £5m (CG: invoices paid within 30 days / supplier: 95% of supply chain invoices paid within 60 days).
- **Carbon Reduction** – require suppliers to maintain and submit a carbon reduction plan annually if annual contract value exceeds £5m (PPN 06/21).



# Timelines

Stage	Dates
ITT period (6 weeks)	Mid March – April 2024
Evaluate Bidder Proposals	Late April – May 2024
Final Approvals	June 2024
Contract Award	July 2024
Framework Start	August 2024
Framework End	July 2026/2028

Please note - All dates are subject to change

## Feedback & close

Live questions and feedback:

**Slido.com** with the code **#3719009**

We will also take away feedback and questions from this session and provide a write-round. Please feel free to send further feedback to:

[enzps@energysecurity.gov.uk](mailto:enzps@energysecurity.gov.uk)





## How to register for Jaggaer

- To register your interest in submitting a tender for this opportunity, and to view the full suite of ITT documents, you must sign up to our internal e-procurement platform, Jaggaer.
- The Jaggaer platform allows for all ITT documents to be viewed and downloaded, bids to be submitted, and clarification questions to be asked and responded to. Please use the following link to register on the platform: <https://beisgroup.ukp.app.jaggaer.com/> .
- Please use the 'Helpdesk' function within Jaggaer for any registration issues in the first instance, and then the Energy & Net Zero Framework Commercial Team at [enzps@energysecurity.gov.uk](mailto:enzps@energysecurity.gov.uk) if your query has not been resolved.

