

## **Supplier Day 24<sup>th</sup> October 2019**

### **Questions and Answers**

#### **Introduction to the Catalyst - No questions**

#### **Lot 1**

**Q:** Lot 1 is very similar to Lot 2, what is the difference?

Lot 1 is looking at supporting the commercialisation of individual organisations who are in receipt of an Energy Catalyst Grants. Lot 2 is supporting the acceleration of innovation within the Energy Access sector, allowing for knowledge transfer between Energy Catalyst projects and the broader Energy Access community.

**Q:** How long are Energy Catalyst Projects?

This depends on whether they are Early, Mid or Late stage, each has a different eligibility associated to them. Further details are provided in the slide pack. Please note that if there is a delay to the project it may be requests and granted an extension which takes it beyond the quoted eligibility criteria.

**Q:** Maturity of the business you are attracting to apply help to the business need

The maturity of the businesses varies from established well-known companies to very early stage start-ups. While the technology maturity is dependent on if it is an Early, Mid or Late stage project, this does not always reflect the maturity of the businesses who may be developing an additional technology.

**Q:** Who are the in country partners?

In country partners are the overseas partners which the project has included in their grant application.

**Q:** What is the purpose of the front loaded spend profile?

The front loaded spend profile is due to the requirement for the supplier to develop the materials for the programme, in addition to running the accelerator programme for Energy Catalyst Round 7 & 8 starting in 2020/21 & 2021/22.

**Q:** Is it expected that each stream (early/mid/late) have their own 'end of year event'?

No, this would be similar to an 'annual conference' for Energy Catalyst Projects where they come together and share their experiences of the programme.

**Q:** Do the companies receive this support as de minimis aid?

Yes

**Q:** How bespoke to the companies is the support expected?

The 1:1 business coaching should be bespoke to each company and be provided throughout their project duration. Group learning through workshops will primarily be delivered during the 1<sup>st</sup> year of each round.

**Q:** Travel and subsistence should be included in the suppliers bid, who is this to cover?

This is to cover all travel and subsistence (UK and overseas) for grant recipients to take part in the Energy Catalyst Accelerator Programme, in addition to the suppliers employees/subcontracts etc. This is to make the ECAP an inclusive programme, offering the same support independent of location. It is not to cover travel associated with the projects delivering their grant proposal.

**Q:** Will you be considering multiple suppliers per lot?

No, we are looking for a single supplier/consortium of suppliers per Lot. Suppliers/consortia are welcome to bid for multiple lots, however each Lot will be reported separately to Innovate UK.

**Q:** What do you mean by technical experts?

By technical experts we mean specific experts, such as Lawyers, who are business coaches and can be brought in to provide the 1:1 support the projects need.

**Q:** Are there any KPI's for the programme?

The KPI's in relation to the grant delivery will be handled by internal IUK monitoring officers. There will be KPI's in relation to ECAP and these are in the process of being finalised and will be included in the final tender documentation.

**Q:** What are the reporting requirements?

We currently expect monthly report and meetings where things like spend, engagement and planning will be reported against and discussed. Further details will be provided in the tender documentation.

**Q:** What are the other programme running as part of Transforming Energy Access (TEA)?

More details can be [found here https://www.carbontrust.com/tea/](https://www.carbontrust.com/tea/)

**Q:** How does the investment element in Lot 1 relate to that in Lot 3?

Lot 1 investment is predominately associated to the supporting investment in the individual projects, whereas Lot 3 is associated with supporting investment in the Energy Catalyst Programme.

**Q:** How many companies do you expect to receive Energy Catalyst Round 7 & 8 grants?  
How many international partners will there be?

We cannot confirm the number of companies and their overseas partners which will be supported by the Lot 1 provider until after the contract has been awarded. In the slides we provided the history of grant-application-projects for previous rounds as a reference. Please note from round 7 there has been a requirement for mid and late stage projects to have a partner with an entity in country. This is likely to increase the number of international partners in compared to previous rounds.

## **Lot 2**

**Q:** What is the ideal duration of the 'learning from overseas' events?

This is for the supplier to determine.

**Q:** Are the events open to all SME's and Partners overseas?

Yes, the events should be open to all Energy Catalyst Project teams, including their overseas partners. In addition, these events should also include members of the Energy Access community, both overseas and in the UK. Where these events are oversubscribed, the supplier will be responsible for an application process to ensure the correct audience.

**Q:** What interaction between Lot 1 and Lot 2 provider do you expect?

It is expected that suppliers across all Lots interact with one another in order to produce a seamless Energy Catalyst Acceleration Programme.

**Q:** What are the reporting requirements of Lot 2?

Complete details will be included in the tender documentation. KPI's which we are currently considering are the likes of number of event attendees, demographic of attendees etc.

**Q:** Do you expect suppliers of Lot 1 to attend Lot 2's events?

Where necessary and appropriate yes, however the cost of them attending should be covered by the Lot 2 supplier.

**Q:** The two events a year, can they be tailored specifically?

Yes, where these are tailored to specific countries or sectors, we expect a detailed rationale to be provided to justify the plan and the audience it is being tailored to.

### **Lot 3**

**Q:** Can Social Media be used?

Yes, Innovate UK are very active on social media, we would look to create content for this. However, the majority of the content should be held on the gov.uk website.

**Q:** Can the gov.uk website be used to hold programme specific material?

The gov.uk website is only suitable for content such as case studies and videos. For any programme specific material (i.e. not for public viewing), the supplier would be required to find an alternative location to host this.

**Q:** Most of the content will be generated via the Lot 1 supplier. How will that be budgeted?

The Lot 3 provided will be responsible for producing 'templates' as part of the 'look and feel' work package – this would be budgeted in the Lot 3 costing. The Lot 1 and Lot 2 providers are expected to use these templates to create consistency across the programme, however the population of content into these templates should be costed in the Lot 1 and Lot 2 providers costings.

**Q:** What difference between Lot 3's publicising the program and Lot 2's dissemination?

Lot 2 is associated with disseminating very specific and quite technical elements of the projects and programme, whereas Lot 3 is associated with publicising the outcomes of the projects and their impact.

**Q:** Where will the travel and subsistence fall for the Lot 3 provider?

Travel and subsistence required to attend events hosts by the Lot 1 and 2 provides should be included in the Lot 3 costings.

**Q:** What is the objective of the publicity?

The objective is to showcase the programme across a broad range of stakeholders. It is expected that the Lot 3 provide support with the identification of these stakeholders and the relevant messaging required.

**Q:** Why is there a front loaded spend profile?

We have identified a lot of up-front work for the Lot 3 supplier such as produce a 'look and feel' for the programme including dissemination strategy, in addition to attending the collaboration building Missions in order to gather content.

### **Costs**

**Q:** How is the costing going to work on this?

As this requirement is being advertised as a framework agreement there is no commitment to spend on any of the lots. Ongoing costs will be used under your submitted price schedule (AW5.5)

**Q:** What is defined as a conflict of interest?

Please see conflict of interest definition under the public procurement regulations 2015

### **Conflicts of interest**

**24.—**(1) Contracting authorities shall take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators.

(2) For the purposes of paragraph (1), the concept of conflicts of interest shall at least cover any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

(3) In paragraph (2)—

“relevant staff members” means staff members of the contracting authority, or of a procurement service provider acting on behalf of the contracting authority, who are involved in the conduct of the procurement procedure or may influence the outcome of that procedure; and

“procurement service provider” means a public or private body which offers ancillary purchasing activities on the market.