

Call-Off Schedule 20 (Call-Off Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

Purpose

1. The Buyer, the Ministry of Defence (MOD) in this Call-Off Specification is outlining its specifications for the Deliverables and Outputs expected from the Supplier of Biomass Fuels, which are Wood Chip and Wood Pellet for use in Boilers to provide heating on MOD Sites in the UK except for Northern Ireland.

Scope

2. A summary is provided in Table 01 of current operational Biomass Boilers, on MOD Sites, complete with an Annual Quantity based on FY21/22 delivery records. The volumes provided are estimates only based on historical use. The Buyer does not provide any guaranteed volumes or minimum quantities. Further details on sites can be found in Annex A: Site Addition Template 010623.

Establishments	Postcode	Fuel Type	AQ Tonnes
[REDACTED]	[REDACTED]	Wood Pellet	10.00
[REDACTED]	[REDACTED]	Wood Chip	122.13
[REDACTED]	[REDACTED]	Wood Pellet	150.24
[REDACTED]	[REDACTED]	Wood Pellet	26.90
[REDACTED]	[REDACTED]	Wood Pellet	96.32
[REDACTED]	[REDACTED]	Wood Pellet	88.90
[REDACTED]	[REDACTED]	Wood Pellet	41.46
[REDACTED]	[REDACTED]	Wood Chip	13.24
[REDACTED]	[REDACTED]	Wood Pellet	69.90

Table 01 – Operational Assets

3. A summary provided in Table 02 of non-operational Biomass Boilers, on MOD Sites. Supplier to note that Biomass Boilers installed that are offline which then become back on-line. Deliveries will commence with immediate effect and the Contract Site Additions Schedule amended accordingly.

Establishment	Postcode	Fuel Type
[REDACTED]	[REDACTED]	Wood Pellet
[REDACTED]	[REDACTED]	Wood Chip
[REDACTED]	[REDACTED]	Wood Pellet/Wood Chip

		Wood Chip
		Wood Pellet
		Wood Pellet
		Wood Chip
		Wood Chip

Table 02 – Non-operational Assets

Requirements

4.

- a) The Supplier shall be subject to Service Levels and Service Level Credits as outlined in Call-Off Schedule 14 Service Levels
- b) The Supplier will receive payment from the supply and delivery of Biomass Fuels by MOD's Payment Authority, Defence Business Services (DBS).
- c) The Buyer requires all billing, receipted through an electronic procurement tool - Contracting, Purchasing & Finance (CP&F) for payment. The Supplier is mandated to register with Exostar, a Managed Access Gateway (MAG) used to enable MOD ePurchasing Supplier's access to a Supply Chain Platform (SCP). (Ref: Paras 11, 12 and 13).
- d) Payment and invoices are to be carried out in line with Call-Off Schedule 17, DEFCON 522
- e) Three months after Contract Award, the Supplier must produce an Exit Management Plan (EMP) agreed by MOD. Although, the EMP final details may not be available until exit arrangements are initiated, when the Contract is due to expire, there should be sufficient information identifying MOD and the Supplier's responsibilities, timescales for certain actions taken; Deliverables of the Contract and define, how the Supplier is to co-operate with any subsequent provider of the Contract capability. (Ref: Para 16).
- f) The Supplier three months after Contract Award, provides to the Buyer a Business Continuity and Disaster Recovery Plan (BCDR) as outlined in Call-Off Schedule 8. The Plan will detail the processes and arrangements that the Supplier should follow to ensure continuity following any failure or disruption of any element of the Deliverables in the Contract. The BCDR should be sufficiently flexible to support any changes to the Deliverables and business operations supported by the provision of the Deliverables.
- g) The Supplier's Employees and Sub-Contractors are subject to MOD mandated security checks. The security checking processes and protocols should be initiated after Contract Award and before Call-Off Start Date. (Ref: Para 9).
- h) The Supplier's Employees and Sub-Contractors visiting MOD Sites must comply with the 4C System – Management of Visiting Workers and Contractors. This also includes the Supplier providing where appropriate, risk assessments and method statements relative to the delivery of Biomass Fuels; co-operating and co-ordinating with MOD Sites on their protocols for

visiting with health and safety inductions. Details can be found by visiting the following link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/929777/20201013_JSP375_Vol1_Chapter_34_V1.pdf

- i) After Call-Off Start Date, the Supplier will provide a nominated Point of Contact (POC) to attend Contract Mobilisation Meetings with MOD.
 - j) The POC will be responsible for all billing and credit control queries to enable the Supplier to trade directly with CP&F, with charges, billing and credits raised against the Contract, are all processed electronically. (Ref: Para 14).
 - k) The POC from the Call-Off Start Date will be responsible for providing Management Information (MI) on the number of deliveries to each MOD Site; with product types, quantities delivered and the value of deliveries for the duration of the Contract.
 - l) The Buyer shall provide generic delivery access working hours of MOD Sites, to allow the Supplier to provide a timely and consistent delivery of specified Biomass Fuels, within the scope of the Contract. Thus, allowing the Supplier to mitigate any disruption by ensuring resolution on delivery failures within agreed timeframes. (Ref: Para 10).
 - m) The Supplier to provide quality Biomass Fuels as set by Industry Standards tied into The British Standards Institute (BSI) BS EN 17225-1-2021 Solid Biofuels. Fuel Specification and Classes – General.
5. A commitment, by the Supplier, that any changes in the supply chain of Wood Chip and Wood Pellet, during the execution of the Contract, will not adversely affect compliance, with the requirement to provide Biomass Fuels to MOD Sites for fuelling Boilers to provide heating.

Security

6.

- a) After Contract Award and before the Call-Off Start Date, the Supplier's Employees, including Sub-Contractors are subject to mandatory Baseline Personnel Security Standard (BPSS) checks. These checks verify an Employee's and Sub-Contractor's identity, nationality, and immigration status, employment history and criminal record (Unspent Convictions only).
- b) BPSS is an assurance that allows UK Nationals to access most MOD Sites unescorted. It is also a pre-requisite for further security clearance activities.
- c) Defence Infrastructure Organisation (DIO) provides no cost training to the Supplier for those Employees engaged in supervising the checking process. Thus, allowing the Supplier to conduct and maintain BPSS records for all Employees and Sub-Contractors, employed on the Contract.
- d) The Supplier pre-contract commencement must ensure a plan to confirm all BPSS checks completed and visible to MOD. As Supplier required to capture all BPSS checks.

- e) The Supplier to retain records of the checking process, including those current Employees and Sub-Contractors given requisite security clearance levels with expiry dates, as well as their personal details. These records requested at any time by MOD for auditing purposes.
- f) The provision of a BPSS Certificate and any associated costs will be at a cost to the Supplier.
- g) At the discretion of a Head of Establishment (HOE) for a MOD Site. The Supplier may find the Site mandates for further security checks which include Counter-Terrorist Checks (CTC) and Security Clearance (SC) for relevant Employees and Sub-Contractors. This discussed at Contract Mobilisation Planning.
- h) Further details of Contractor vetting requirements can be found at Annex B.

Deliveries

- 7. Deliveries will be restricted to between the hours of 08.00 Hrs and 16.00 Hrs, although access will vary dependent on MOD Sites. The Supplier shall endeavour to schedule deliveries to meet MOD Sites specific requirements, including, weekend provision if requested. The Supplier shall ensure notification of deliveries is communicated to MOD Sites in advance of arrival, mitigating the risk of failed access and non-deliveries.

Payment

- 8. The Buyer requires all billing, receipted through an electronic procurement tool - Contracting, Purchasing & Finance (CP&F) managed by the Payment Authority, Defence Business Services (DBS). or a replacement payment tools as specified by the Buyer.
 - a) Guidance can be found at the following MOD gov.uk website:
<https://www.gov.uk/government/publications/mod-contracting-purchasing-and-finance-e-procurement-system/cpf-guidance-for-Contractors>
 - b) Payments must be made in line with Call-Off Schedule 17, DEFCON 522.
 - c) Exostar is a Managed Access Gateway (MAG) used by MOD for e-purchasing and for Suppliers, access to a Supply Chain Platform (SCP). Exostar's SCP for MOD (SCP-MOD) enables Suppliers to respond to orders, billing, and payment electronically, including a proviso for Credit Notes raised.
- 9. All costs associated with the registration and use of the Exostar Platform are to be met by the Supplier.

10. To enable the Supplier to trade directly with CP&F, the Supplier must provide a Point of Contact (POC) for all billing, charges and credit control queries raised against the Contract; all processed electronically.
- a) After the Call-Off Start Date, the Supplier will arrange for submission of preceding weekly billing. Each individual bill issued in PDF Format against supply deliveries made to MOD Sites.
 - b) The Supplier to bill and receive payment for Biomass Fuels delivered to MOD Sites, will be in receipt of unique account numbers, assigned against each MOD Site named in the Contract, given at Contract Mobilisation Planning.

Contract Management

11. The POC nominated by the Supplier, will consult with DIO RD Utilities Delivered Fuels Team who oversee the day-to-day management of the Contract on behalf of MOD.
12. A Management Information (MI) Report, required from the Supplier in Microsoft Excel Format, thus allowing MOD to meet its reporting obligations on the Supply and Delivery of Biomass Fuels to MOD Sites.
- a) The Supplier will submit before the preceding eighteenth day of each month a 'Rolling' MI Report for the full Contract Term.
 - b) The 'Rolling' MI Report shall show Wood Chip and Wood Pellet supply deliveries against each MOD Site. The quantity of deliveries and value of the deliveries assigned against the issued MOD unique account numbers for each MOD Site.
 - c) If there is a NIL Return for a preceding month in the 'Rolling' MI Report, then MOD requires notification, by e-mail.

End of Contract

13. The Supplier will implement the agreed Exit Management Plan after the Contract Expiry Date to bring about the formal closure of the Contract, as being at an end.
- a) **Final Billing** – the Supplier after the Contract Expiry Date in the preceding month will provide final billing, capturing all outstanding payments payable and any credit notes.
 - b) **Management information** – The Supplier's 'Rolling' MI Report at the final preceding month will report on a total spend and the quantity delivered over the full term of the Contract.
 - c) **Security** – All MOD issued security passes held by the Supplier's Employees and Sub-Contractors returned according to security procedures and protocols.

- d) It should be noted that on expiry of the Contract, the Supplier if continuing to hold any MOD Identifiable Information relating to the Contract is still subject to Cyber security Instructions - DESTAN 05 -13.

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Call-Off Ref:
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Annexes

Annex A: Site Addition Template 010623

Annex B: Contractor Vetting Requirements