



Department for
Business, Energy
& Industrial Strategy

Biomass Feedstock Innovation Programme: Phase 1

An SBRI Competition: **4887/02/2021**

Competition Guidance Notes

[Updates as of 19 March 2021 in red]



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Competition Context & Overview

This Competition is funded by the BEIS Net Zero Innovation Portfolio. The aim of this portfolio is to reduce the UK's greenhouse gas emissions and the cost of decarbonisation by accelerating the commercialisation of innovative mitigation technologies and processes into the mid-2020s and 2030s.

The UK has a strong track-record of decarbonisation, with emissions up to 2019 having fallen by 44% since 1990¹. The challenge is now to build on this, accelerating our path to net zero and addressing the most difficult sectors of the economy to decarbonise. Our goal is to achieve this while growing the UK economy and embarking on a Green Industrial Revolution, which creates jobs, tackles climate change and results in a cleaner and more sustainable future².

Biomass and bioenergy will play a key role in helping to achieve net zero and achieving it in a cost-effective manner. This conclusion is supported by a wide range of analysis³ and the Climate Change Committee (CCC) have taken a clear stance on the importance of biomass to net zero. In their Sixth Carbon Budget advice, the CCC concluded that “sustainable bioenergy is essential for reaching net zero.”

Currently the UK's biomass supply is comprised of a variety of domestic and imported sources, ranging from landfill gas, to waste and wood⁴. The CCC conclude that an increased supply of primary energy from biomass will be required to meet net zero and note that “domestic bioenergy comprises the large majority of our supply estimates.” It is therefore clear that a significant scale up of domestic biomass supply is required. This is clearly illustrated by CCC assumptions on the area of energy crops in the UK, which rise from around 10,000 hectares in 2020 to 720,000 hectares in 2050. To meet this anticipated future demand, a transformative change in biomass production in the UK is required. This will help support our transition to net zero and provide economic benefits across the UK.

The Competition funding will be awarded using the Small Business Research Initiative (SBRI) approach. SBRI is a well-established pre-commercial procurement process that enables the development of innovative products and services in response to specific challenges faced by government departments and public sector bodies. Successful applicants receive finance to develop their innovative ideas, generating new business opportunities and routes to market and retaining the Intellectual Property associated with their idea. SBRI is aimed at organisations working on research and development (R&D) of an innovative process, material, device, product or service prior to commercialisation.

¹ <https://www.gov.uk/government/statistics/final-uk-greenhouse-gas-emissions-national-statistics-1990-to-2019>

² <https://www.gov.uk/government/publications/the-ten-point-plan-for-a-green-industrial-revolution>

³ See, for example, <https://es.catapult.org.uk/reports/innovating-to-net-zero/> and <https://www.nature.com/articles/nenergy201724>

⁴ <https://www.gov.uk/government/statistics/digest-of-uk-energy-statistics-dukes-2020>

Programme Overview

The Biomass Feedstocks Innovation (BFI) Programme has been launched to support the development of innovations that address current barriers to large-scale domestic biomass supply in the UK. The Programme aims to provide funding for projects over the next 4 years, split between two phases:

- SBRI Phase 1 – **Project Development Funding**: contracts for up to £200k to develop the project implementation plan, expected to take approximately 6-7 months and complete by 31 January 2022.
- Phase 2 – **Demonstration Funding (indicative)**: contracts for up to £4m to demonstrate the innovation and develop the commercialisation route, or to operate a multi-site demonstrator (£5m), expected to complete by 31 March 2025.

The BFI competition is open to applications between 3 March 2021 and 7 May 2021. A detailed breakdown of timescales for the competition is available in the 'Competition Structure, Timetable, Application and Assessment Process' section of this guidance document.

Phase 1 of the competition will be separated into two Lots:

- Lot 1 – innovation projects
- Lot 2 – multi-site demonstrator

Further information on these Lots is provided below.

Programme Objectives

The specific objectives for the Programme are to:

- 1) To produce innovations that address some of the barriers to feedstock production, helping to scale up the supply of sustainable domestic biomass in the coming years.
- 2) In Phase 1 (this specific competition), produce robust project plans for innovations that, if implemented, would make a positive material contribution to UK feedstock supply.
- 3) In Phase 2, to enact Phase 1 project plans, successfully constructing, operating, testing, refining and evaluating the innovations and having a clear commercialisation route for deployment.
- 4) Identify sites that will act as demonstrator locations for the BFI Programme, to allow multi-site trials of innovations.

Programme Scope

Project boundaries

The programme is focused on innovations in feedstock production, therefore the boundary at a project level encompasses all those activities associated with the feedstock production process, prior to the point that the feedstock leaves the site of production. This boundary will

typically be represented by the farm gate, or forest road; however, we will accept innovations from novel production locations (where the feedstock type being produced is consistent with the scope below). In such instances, bidders must demonstrate that production at these locations is consistent with the scale up required to contribute to biomass helping to reduce UK greenhouse gas emissions.

Any project solely based on activities beyond the farm gate or forest road will be out of scope. Included in the boundary will be activities such as breeding, planting, cultivating, and harvesting, as well as on site storage and pre-processing (still within the farm gate or forest road).

We will also accept entries from projects that seek to modify feedstocks in such a way as to make them more attractive to end use markets, but again this must be within the farm gate/forest road boundary.

Feedstock scope

Second generation energy crops (i.e. non-food, lignocellulosic crops) and conventional (long-rotation) and short rotation forestry are in scope.

Traditional food and fodder crops (such as maize) and waste feedstocks (such as animal manures) are out of scope.

Marine-based feedstocks, including algae, are within scope and assessment of these will be based on the same general principles outlined in this Competition Scope section.

Technology scope

The following categories are within scope:

- Mechanical, for example harvest machinery.
- Geospatial, for example drone technology.
- Infrastructure, for example storage.
- Biological, for example breeding, genetic selection.
- Agronomy and silviculture, for example harvest practice.
- Chemical, for example torrefaction.
- Scientific data synthesis, where this is specifically related to practices likely to assist successful feedstock production

Purely social science related projects, such as farm advisory services, are out of scope.

Technology Readiness Level

Technology Readiness Levels (TRL) provide a metric against which to assess the maturity of a technology. In this programme, we will accept bids for projects where the TRL is at least 4 and below 8, i.e. 4-7 inclusive. The multi-site demonstrator will also only accept innovations within this range for demonstration. Regardless of the TRL status, all innovations must demonstrate a route to market.

Annex 2 provides a description of TRLs.

Multiple innovations in a project

A project may consist of more than one innovation; however, the innovations must be related to each other and represent an integrated approach to addressing biomass supply challenges. Innovations that are wholly unrelated must not be packaged together and are required to be submitted in separate bids. For information regarding organisations participating in multiple bids, please see relevant section below.

Multi-site demonstrator

Funding will be made available for the development of a multi-site demonstrator workstream, will allow act as a platform on which to test and demonstrate innovations in multiple locations.

The aims of a demonstrator project will include some or all of the following:

- Where relevant, trialling innovations in different locations to control for variability in factors that may impact their success, for example soil type or climate.
- Trialling different innovations in conjunction, to determine whether they have a greater cumulative impact when operating together, as opposed to when instigated in isolation.
- Acting as a showcase for the programme, disseminating key learnings and demonstrating the value of the technologies on display.

The process of applying for managing the multi-site demonstrator has some important differences from applying to undertake a single innovation project. Where these differences occur, they will be clarified below. Where no differences are noted, bidders should assume that the process remains the same. The multi-site demonstrator will also take place over the two Phases being described in this document, with Phase 1 expected to allow demonstrator sites to further develop their plans to facilitate the trialling of innovations in Phase 2.

Please note that the purpose of the demonstrator is to act as a platform for *separately developed* innovations to be trialled. There is no scope within a demonstrator project to undertake innovation activity itself, rather it is to act as a basis on which to achieve the aims set out above. If a bidder wishes to produce an innovation that they trial in multiple locations, that is welcomed, but would come under the scope of an innovation project, not a multi-site demonstrator.

Competition timescale

The Phase 1 competition outputs will need to be finalised by the 31 January 2022.

We recognise that some aspects of biomass production take place on longer time horizons than three years and that this may have implications for certain proposed innovation projects. In this instance, we would still encourage applications but bidders should detail in their proposals what is feasible within the time available and what benefits can be realised in that time, as well as describing follow-on steps that may be required beyond the envisioned three year demonstration phase (Phase 2). However, it is important to recognise that in such

instances, bids will only be judged, and the assessment criteria are based on, innovation projects achievable within the envisioned three year demonstration phase (i.e. up to 31 March 2025).

Eligibility criteria

To be eligible for funding, proposed projects must meet all the following eligibility criteria, which will apply across the programme and is inclusive of both Lots in Phase 1:

Category	Criteria
Scope	<p>The proposed innovation must be consistent with the following:</p> <ul style="list-style-type: none"> • Project boundary, within the farm gate or forest road. • Feedstock type, inclusive of second generation energy crops, long and short rotation forestry, and marine-based feedstocks. • Technology categories. <ul style="list-style-type: none"> ○ Mechanical ○ Geospatial ○ Infrastructure ○ Biological ○ Agronomy and silviculture ○ Chemical ○ Scientific data synthesis
Technology Readiness Levels (TRL)	BEIS requires bidders to demonstrate that their proposed project, or the projects included in the multi-site demonstrator, is at least at TRL 4 and below TRL 8 ⁵ .
Programme scope	Contracts will be awarded to secure pre-commercial development, and piloting, and will include detailed design of solutions in addition to whichever of the following activities are necessary to show the success of the innovation, or operate the multi-site demonstrator, ahead of launch to the market: prototyping, field testing, trials, demonstrations and dissemination of knowledge obtained from the demonstration activity ⁶ .

⁵ Further information on TRLs is in Annex 2 – Technology Readiness Levels (TRLs).

⁶ The specific activities expected in each phase of the Competition are outlined in the “Deliverables” section of this guidance document.

Project status	The funding is for new activities <u>only</u> . BEIS is unable to fund retrospective work on projects.
Additionality	Projects can only be funded where a strong case is made evidence can be provided that the project would not be taken forward (or would be taken forward at a much slower rate) without public sector funding.
Project lead (referred to as project co-ordinator)	The project co-ordinator must be a UK registered company, academic, research, public ⁷ , third sector or community organisation
Delivering multiple projects	If project team member(s) are part of multiple successful bids, then the project co-ordinator must ensure that sub-contractors are able to deliver on them and they must not have applied for funding for the same piece of work more than once.
Budget	Phase 1: A maximum contract award of £200k Phase 2 (indicative): Envisioning a maximum contract award of £4m , or £5m for one multi-site demonstrator
Timescales	Phase 1: Projects must complete by 31 January 2022 Phase 2 (indicative): Projects are envisioned to reach completion (including all reporting requirements) by 31 March 2025 at the latest
Terms and conditions	The applicant must agree to the BEIS Terms and Conditions as included in the tender pack and found alongside these Guidance notes.

Applicants and project team make-up

BEIS will contract with a single organisation only (the project co-ordinator).

Members of the project team can be:

- Private sector companies: both SMEs and large enterprises can apply as sole applicants or set up a sub-contract relationship with other private sector companies, or set up a sub-contract relationship with academic, research or public sector organisations.

⁷ Under SBRI competition rules, Non-Departmental Public Bodies and Arms Length Bodies are eligible to bid for funding as the project co-ordinator, but Government Agencies are not.

- Academic, research, public⁷, third sector or community organisations can also apply as the sole applicant, or set up a sub-contract relationship with other private sector, academic, research, public, third sector or community organisations.
- Individuals not attached to an organisation cannot apply to lead projects (referred to as project co-ordinator). We will contract with an organisation, not a private individual.

The project co-ordinator can be a private sector company, academic, research, public, third sector or community organisation as long as they have the necessary skills and capacity to effectively lead the proposed project.

Participation in multiple projects

No organisation applicant can act as a project co-ordinator for more than one bid. Applications will be assessed in the order in which they are submitted, and only the first submitted bid would be considered eligible were two or more bids with the same project lead submitted. Note that applicants can be a project co-ordinator for both one innovation project bid and one multi-site demonstrator bid.

Where multiple projects with the same participants are submitted, applicants must set out – under “Project Delivery” – how, if successful in two or more bids, project work would be managed to ensure all deliverables for all projects were delivered successfully.

If different bids with similar participants are submitted, and the work to be carried out is similar under each bid, only the first bid submitted (as determined by date and time received) will be eligible for funding.

Deliverables

It should be noted that SBRI contracts require that project outputs are shared publicly – therefore non-commercial information developed by this programme will need to be shared.

Phase 1 - Project Development Funding

Lot 1: Phase 1 Innovation projects

Phase 1 projects will be required to deliver:

- A rigorous and thorough assessment of the proposed innovation, including:
 - A technical description of the innovation, providing confidence that what is proposed is well founded in relevant scientific and engineering principles.
 - How the innovation could be expected to contribute to increasing sustainable biomass supply. This should focus on key performance metrics such as efficiency, cost reductions and profitability. This should be quantified, wherever possible and framed within relevant economic parameters.
 - A description of any wider environmental benefits or trade-offs. If any substantive environmental risks are identified during the course of Phase 1, these must be clearly identified and a mitigation plan put forward.
- A thorough project plan for Phase 2, covering in detail:
 - Timelines for deliverables.
 - Project management.
 - Risks and risk management.
 - Quality assurance.
 - Project oversight and governance.
 - Reporting plans.
 - Any other relevant material to demonstrate good practice in project delivery
- A commercialisation plan for the innovation at the end of the programme, describing how the wider market will be engaged and how it might be promoted and distributed in order to maximise its impact.

The Phase 1 Project Development funding outputs will be used to assess which projects will go forward to Phase 2. Thus, the report from Phase 1 should contain sufficient information to enable this assessment.

Alongside the report, applicants will need to deliver appropriate explanations of the analysis undertaken, the raw data used and any substantive assumptions made. We may ask for fully accessible copies of any models used and if requested, these must be provided.

Applicants will retain ownership of the intellectual property generated from the project. Applicants are required to identify and record any such intellectual property and to protect patentable knowledge. If within five years of the close of their project, applicants have not commercially exploited intellectual property generated from the work, then BEIS may take ownership of such intellectual property (see the BEIS Terms and Conditions, included in the tender pack and found alongside these Guidance notes).

Applicants will also be required to provide a version of the Phase 1 report that can be published (if there are aspects of the main Phase 1 report that are commercially confidential).

Lot 2: Phase 1 Multi-site demonstrator

For the multi-site demonstrator, applicants must deliver the following in Phase 1:

- Project plan as above
- Demonstrator design study, including:
 - The principles on which innovations will be included. Note, the different innovations chosen for a multi-site demonstrator do not have to be directly linked to each other in their purpose, but the choice of them needs to be underpinned by a clear vision. A finalised set of innovations and a rationale for their inclusion, including how the chosen innovations will deliver benefits in terms of the overall competition objectives.
 - A co-ordination plan, describing how the different innovations and their supporting organisations will be built into a coherent, functioning, work programme.
 - Detailed rationale and description of the locations chosen for the demonstrator.
 - Plans to use the demonstrator to showcase the innovations and provide a public platform for the programme.

Phase 1: Reporting and dissemination milestones

Across both Lots, the following reporting milestones will take place:

- **By midday 4 January 2022**, a draft report detailing the findings from Phase 1 submitted to BEIS.
- A final report must be provided **by midday 31 January 2022**, this should address feedback provided from BEIS on the previously submitted draft report.
- If the applicant wishes for BEIS to publish an amended version of this report with commercially sensitive information removed, this will also need to be provided midday **28 February 2022**.
- BEIS will publish the appropriate final project report on gov.uk.

- During December 2021 Phase 1 programme participants will be expected to attend a dissemination event with other Phase 1 participants to discuss project findings.

Monitoring Officers

BEIS will appoint one or more monitoring officers to work with each project. Monitoring Officers will speak monthly with Project Teams and, COVID-19 permitting, visit you on site at least once during Phase 1. Project Teams are required to work constructively with Monitoring Officers to answer questions they might have about the progress the project is making, technical questions they might ask, and provide them with written information about project progress should they require it.

Phase 2 - Demonstration

The final deliverables for Phase 2 will be agreed prior to Phase 2 contracts being signed, as will any Lot structure, but are envisioned to include:

- Application of the proposed innovation (or multi-site demonstrator) in a real-world, or suitably robust, environment and accompanying monitoring and evaluation.
- An evidence-based final project report for BEIS detailing the design and development of the innovation (or multi-site demonstrator), demonstration and results, key successes, lessons learned, and next steps.
- Report on progress against the commercialisation plan developed in Phase 1 (except in the case of the multi-site demonstrator).
- Excel Spreadsheets or CSV files containing all testing data collected during the demonstration phase, with metadata that describes clearly each of the data fields collected, including units.
- Copies of any models developed to validate test results, with documentation explaining the working of the model and the algorithms underpinning the model. These must be consistent with BEIS model QA guidance⁸.
- A version of the Phase 2 project report that can be made publicly available.

Detailed requirements for Phase 2 reports will be drawn up once Phase 1 projects are completed.

Similar to Phase 1, applicants will retain ownership of the intellectual property and physical assets generated from the project, subject to BEIS Terms and Conditions.

Applicants are required to identify and record any such intellectual property and to protect patentable knowledge in accordance with Condition 28 of the BEIS Terms and Conditions. If within five years of Project Closure applicants have not commercially exploited intellectual

⁸ <https://www.gov.uk/government/collections/quality-assurance-tools-and-guidance-in-decc>

property generated from the work, then in line with the standard terms and conditions, BEIS may request ownership of such intellectual property.

Phase 2 Stage Gates

Stage gate reviews are envisioned to be held every six months after project inception to assess the project's deliverables, progress, costs, risks, and spend against the project plan. These will be used as an opportunity to require remedial work to be undertaken, or, in certain circumstances, cancel projects that are deemed by BEIS to be undeliverable. Criteria for each project will be determined at the outset of Phase 2, as there are likely to be distinct differences in scope and timescale for each project.

Competition Structure, Timetable, Application and Assessment Process

Competition structure

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

This SBRI competition will have two phases:

Phase 1 Project Development Funding: During this phase, funding will be provided for successful competition entrants to develop detailed project plans that form the basis of a Demonstration Phase (Phase 2). To be considered for Demonstration Phase funding (Phase 2), applicants must be successful in their application for Project Development Funding (Phase 1).

Phase 2 Demonstration: This phase will implement the plans produced during the Project Development Funding Phase, demonstrating innovations in a real-world environment.

The deliverables for each Phase are set out in “Deliverables”

Competition Timetable

The key dates applicable to the Innovation Competition are, across both Lots:

Phase 1 Project Development Funding:

Stage	Description	Timescale
Publication	Publication of call documentation	3 March 2021
Application	Clarification question round 1 deadline	Midday 12 March 2021
	Potential bidders ask to be included on the networking list (more details below)	Midday 17 March 2021
	BEIS will publish anonymised responses to clarification questions from round 1 alongside the networking list.	19 March 2021

	Deadline to register intention to submit a bid (email to bioenergy@beis.gov.uk)	Midday 31 March 2021
	Clarification question round 2 deadline	Midday 7 April 2021
	BEIS will publish anonymised responses to clarification questions from round 2	15 April 2021
	Bid deadline (email to bioenergy@beis.gov.uk)	Midday 7 May 2021
Assessment	Bid evaluation and bidder eligibility checks	May 2021
Contract Award	Contract award and projects start	June 2021
	Phase 1 outputs submitted	31 January 2022

Phase 2 Demonstration Phase (indicative):

Stage	Description	Timescale
Preparation	Phase 1 projects prepare and submit final outputs	January 2022
Assessment	Assessment of Phase 1 outputs	February 2022
Contract Award	Anticipated Phase 2 contract award and projects start	April 2022
	End of Phase 2 funding	31 March 2025

Application, Assessment and Award

As outlined in the timescales above, in both Phase 1 and Phase 2, the competition application process will be undertaken in three stages: application, assessment and contract award. This process applies to both Lots.

Stage 1: Application

Bidders are asked to submit a Registration Email and to complete and submit a Competition application form, with supporting information. The application form requires an outline of the proposed project, which would be fully specified if successful in the Phase 1 competition and implemented, if successful, in Phase 2. The notes below explain the details of the application process and a subsequent section provides guidance on the Assessment Criteria against which the application will be judged.

- *Questions about the Competition:* If you have any questions on the competition process after reading these guidance notes, please submit any queries to bioenergy@beis.gov.uk.

All initial questions should be submitted by midday 12 March 2021 and then any follow-up questions by midday 07 April 2021. Questions submitted after this date may not be answered. BEIS will provide anonymised online replies to any questions which, in our judgement, are of material significance on 19 March 2021 and then 15 April 2021, when published these will be included in an updated version of the tender pack and found alongside these Guidance notes.

- All bidders should take these replies into consideration when preparing their own bids and we will evaluate bids on the assumption that they have done so.
- *Application documents:* the form, plus copies of all relevant declarations that should be completed and any other documentation we require as part of the application process, are published alongside this Guidance.
- *Networking:* If you are seeking potential project partners please send an email to bioenergy@beis.gov.uk requesting your contact details are added to the networking list by midday 17 March 2021. This list will be published alongside the first set of Q&A responses on the 19 March 2021.
- *Intention to bid email:* Bidders are encouraged to submit a confirmation of intention to bid email to bioenergy@beis.gov.uk using the title 'Phase 1 – Biomass Feedstocks Innovation Competition Registration' in the email subject and containing the following information: the name of the lead project organisation (project co-ordinator); the project title; and confirmation of intention to submit a bid. The deadline for submitting intention to bid emails is midday 31 March 2021:

Within two weeks of receipt of the intention to bid email, BEIS will issue a confirmation email to the bidder with an individual reference number. Please use this individual reference number to submit any subsequent bid or when submitting any questions about the Competition. Note, participation in the competition clarification question round 1 (deadline midday 12 March 2021) does not require an individual reference number.

- *Submission of bid:* The full bid for the Competition must be submitted by the deadline:
 - **Phase 1 bid submission deadline, midday 7 May 2021**
 - File format and size: Completed Phase 1 application forms, declarations and any supporting information should be submitted electronically and in pdf format. Finance spreadsheets should be submitted as an Excel (.xls) file.

The required documents must be emailed to bioenergy@beis.gov.uk with 'Phase 1 – Biomass Feedstocks Innovation Competition (name of project co-ordinator)', and the individual reference number provided, in the subject line.

The maximum size email you can send is 10 MB. If your application is larger than 10MB, please break the submission down into smaller sizes and ensure the

subject line of each additional email takes the following format 'Biomass Feedstock Innovation Competition (name of project co-ordinator) – individual reference number provided – email x of y'.

- **Submission Content:** Each Phase 1 bid must include the following documents:
 - Completed Application Form, including signed declarations, unsigned copies of which are provided alongside this Guidance
 - Completed Finance Form
 - Completed Project Delivery Plan for Phase 1 activities (this could include a Gantt chart) as a PDF.
 - Completed risk assessment table
 - Optional: additional letters of support or other supporting information can also be submitted where they add substantive information to the proposal. However, you should not assume that any additional information will be cross-referenced or reviewed as part of the selection process. The application form should include a list of any supporting documents.

A template for the Finance Form can be found alongside these Guidance notes. You should endeavour to answer all the questions on the application form in full. Incomplete applications and any containing incorrect information will very likely be rejected. However, BEIS may, at its discretion, request clarification before making a final decision.

Any applications or supporting documentation received after the application deadline will not be considered.

- **Submission Costs:** You will not be entitled to claim from BEIS any costs or expenses that you may incur in preparing your bid, whether or not your proposal is successful.
- **Consortium Bids and Subcontracting Arrangements:** BEIS will contract solely with a project co-ordinator. However, BEIS recognises the need for projects to in practice involve multiple organisations and partners and therefore welcomes bids that includes a project co-ordinator who then subcontracts aspects of project work to separate entities. In such instances, we would expect bids to detail the nature of such relationships, including the role, skills and expertise of the sub-contractors and their anticipated costs. BEIS may at its discretion ask for evidence of the working arrangements between the project co-ordinator and any sub-contractors to ensure that BEIS Terms and Conditions are reflected in any agreement with sub-contractors.

BEIS recognises that arrangements in relation to sub-contractors may (within limits) be subject to future change. Bidders should therefore respond considering the arrangements as currently envisaged and are reminded that any future proposed changes in relation to sub-contractors must be submitted in writing to BEIS for approval.

Further points to note

- *Multiple Bids*: No applicant can act as project co-ordinator for more than one bid (please note the exception for a multi-site demonstrator bid and single project innovation bid). Applicants may be part of multiple project teams, as sub-contractors,, for unique projects delivering different biomass innovations.
- *Tender Validity*: Phase 1 proposals shall be valid for a minimum of 120 calendar days from the submission deadline of midday 7 May 2021.
- *Phase 2 Submissions*: The completed Phase 1 deliverables will be used to assess and select the projects to be funded in Phase 2. Depending on the size of the available budget, the quality of the deliverables, and the overall strength of the proposed innovation, it is likely that not all Phase 1 projects will be successful in receiving Phase 2 funding.

It is envisioned that Phase 2 assessment will use the same overarching criteria as Phase 1, with some refinement. It is expected that many of the parameters being assessed will be better quantified by this stage.

Phase 2 funding applications can only be made by projects funded under Phase 1. Successful Phase 1 applicants who do not wish to proceed to Phase 2 should notify BEIS at the earliest possible opportunity.

BEIS may request additional information from successful Phase 1 applicants, after the end of Phase 1, to assist in assessing which projects are successful in receiving Phase 2 funding.

Stage 2: Assessment

Applications will initially be judged against the Eligibility Criteria under “Eligibility for Funding”. Applications which fail the Eligibility Criteria will not be assessed further, so it is essential that your project meets these criteria before you submit your application.

In Phase 1 the eligible projects will then be assessed against the assessment criteria described below to determine an overall ranking list that will be used to allocate the funding for the Competition. To be eligible to receive funding, a project must be allocated a minimum score of 2 under each criterion.

After the assessment stage, all applicants will receive a short summary of key feedback regarding their applications irrespective of whether they are successful or not. BEIS aims to have provided all feedback to applicants by 01 July 2021. However, BEIS may receive a significant number of applications and the timing of the release of feedback will be at BEIS’s discretion.

For Phase 2, it is envisioned that the outputs from Phase 1 will be assessed using the Criteria set out below, subject to some modification, alongside other information which BEIS may request from applicants (with reasonable notice), and alongside any information provided by applicants about changes to their project team. This will be used to decide which projects will

progress to Phase 2. In addition, as part of the assessment process for Phase 2, BEIS may request applicants to attend clarification meetings in online fora.

BEIS's decision on project funding is final.

Stage 3: Contract Award

The proposed contract award timing is:

Phase 1 contracts are expected to be awarded, and projects start, in June 2021.

As an indicative timing: Phase 2 contracts are expected to be awarded in April 2022.

Contract terms: For both Phase 1 and Phase 2, the contracts will be based on the BEIS pre-commercial procurement contract terms and conditions, which accompany this Guidance. No variation to these terms and conditions will be accepted.

Prior to the issue of the Phase 2 contracts, there will be an opportunity for the selected project teams (the supplier) to put queries to BEIS. BEIS officials will also discuss and finalise the formal Phase 2 project milestones with the project teams before issuing contracts to them. BEIS may involve an external technical adviser in these milestone discussions and in subsequent monitoring of individual projects.

Assessment Criteria

The eligible projects for Phase 1 will be assessed against the criteria below to determine an overall ranking list, which will be used to allocate the funding for the Competition.

To be eligible to receive funding, a project must receive a minimum score of 2 against each assessment criteria. If two or more projects score identically, and we are unable to take forward all these projects given our budget restraints then:

- Lot 1 – those projects scoring highest in Criterion 3 will be taken forward.
- Lot 2 – those projects scoring highest in Criterion 1 will be taken forward.

Please ensure that your bid is tailored to the specific assessment criteria associated with your Lot and you use the correct application form for Lot 1 or Lot 2.

If two or more projects have overall identical scores, identical scores in either Criterion 3 or Criterion 1, depending on the Lot, and we are unable to take forward all these projects given our budget restraints, we would take forward none of these projects.

In assessing which projects are taken forward in Phase 2, the assessment criteria are envisioned to be similar to Phase 1 for both Lots, but will be subject to modification. In

particular, we would expect the work of Phase 1 to lead to assessment on more precise and more quantitative grounds.

The outputs of Phase 1, taking into account any changes to the make-up of bidder project team, will be used as evidence to assess potential Phase 2 projects on these criteria. The highest scoring projects at the end of Phase 1 will be offered the opportunity to receive funding to develop their projects in Phase 2 according to the principles outlined in “Deliverables: Phase 2”.

The application form we will provide, and these guidance notes, are designed to inform you about the types of information you should provide to BEIS for your proposal to be assessed. The individual questions listed under the headings below do not constitute assessment sub-criteria, but are an indication of the kinds of factors that will be considered in assessing each aspect of a proposal.

The application form will give guidance on appropriate lengths for responses expected in applications for Phase 1 funding, recognising the need for project development work to take place during Phase 1, in order to address some of the issues being raised in greater detail.

All BEIS Procurements must demonstrate Social Value. See Criterion 2.

Lot 1 – assessment criteria for Phase 1 innovation projects

Please note that Criteria 1 and 3 are an assessment of the merits of the proposed innovation, based on the information available at this stage, and therefore apply to the programme as a whole. In contrast, Criteria 2, 4 and 5 apply specifically to Phase 1 only.

Criterion	Guidance
1. Technology feasibility (20% weighting)	<p>This criterion will assess the overall feasibility of the proposed project, giving confidence to the assessors that the idea is of sound technical merit.</p> <p>Applicants should provide the following information:</p> <ul style="list-style-type: none">• Description of the technology development status with reference to Technology Readiness Levels (TRLs)• Description of the innovation, with appropriate explanation of any relevant technical, mechanical or scientific evidence to demonstrate its robustness and merit.• Description of the ability of the innovation to operate within a UK context.

	<ul style="list-style-type: none"> An initial assessment of the <u>direct</u>⁹ environmental benefits and trade-offs of the proposed innovation (to be further described and quantified during Phase 2). Where there are significant risks identified, mitigation actions must be described. Depending on the project, relevant metrics may include: <ul style="list-style-type: none"> GHG emissions Environmental pollutants Biodiversity impacts
2. Social Value (10% weighting)	<p>Applicants demonstrate Social Value by demonstrating how this project will (a) deliver jobs for UK citizens, (b) support regional and rural economies and (c) bolster the UK's reputation as a pioneer in green technologies.</p> <p><u>This question is specific to Phase 1 activities.</u></p>
3. Biomass supply benefits (30% weighting)	<p>This criterion will assess the potential of the proposed innovation to help realise the overarching benefits of the programme, namely helping to boost biomass supply.</p> <p>The applicant must outline how wider deployment of the finalised innovation will positively impact on relevant (i.e. within the capacity of the innovation to control) factors that influence the production of UK domestic feedstocks.</p> <p>Bidders should provide information that covers the following:</p> <ul style="list-style-type: none"> Significance of the innovation within the feedstock production process and its importance to the supply challenge. The ability of the innovation to impact on factors that influence supply, such as efficiency, profitability and cost reduction. <p>Additional points of relevance include:</p> <ul style="list-style-type: none"> The potential of the project to integrate with separate innovations that target different parts of the production process, and deliver greater cumulative benefits than when applied in isolation. Whether the innovation might directly and positively interact with other aspects of the biomass supply chain, beyond the boundary (i.e. farm gate/forest road) of the programme.

⁹ Applicants do not need to provide evidence on the environmental implications of their innovation resulting in increased feedstock supply. The environmental benefits and trade-offs of scaled up domestic feedstocks are outside the scope of this competition.

	<p>Note that the purpose of Phase 1 is to address the points outlined above in greater detail and therefore, for entry into Phase 1 we will only be expecting high level responses.</p>
<p>4. Project Team (20% weighting)</p>	<p>Describe the skills the project team has and assure BEIS that the team has the required capacity and expertise needed to deliver the Phase 1 project. This applies to Phase 1 only.</p> <p>A strong commitment from all participating organisations will need to be demonstrated and any skill gaps that will be addressed by subcontractors should be identified and stated.</p>
<p>5. Project delivery (20% weighting)</p>	<p>This criterion will assess the proposed project plan for Phase 1 only. This will be assessed by looking at a range of factors, including the:</p> <ul style="list-style-type: none"> • completeness and quality of the proposed project delivery plan; • appropriateness and realism of the project milestones and deliverables; • quality of risk assessment and contingency planning, with the risk register applying to Phase 1 specifically; • approach to project design, research, quality assurance and data quality. • framework for oversight and governance of the project <p>Additionally, this criterion will assess the robustness of the project cost estimate for Phase 1 – i.e. whether the proposed eligible costs are realistic and justified in terms of the project delivery plan and sufficient to yield the deliverables sought. Note that this is not an assessment of price, it is a judgement on the robustness of the estimated costs.</p> <p>Note that in the risk assessment, bidders must explicitly include a description of how the risk of catching and transferring COVID-19 between, to, or from members of the project team will be minimised and controlled.</p>

Lot 2 – assessment criteria for Phase 1 multi-site demonstrator projects

Please note that Criteria 1 and 3 are an assessment of the merits of the proposed multi-site demonstrator, based on the information available at this stage, and therefore apply to the programme as a whole. In contrast, Criteria 2, 4 and 5 apply specifically to Phase 1 only.

Criterion	Guidance
1. Demonstrator feasibility (30% weighting)	<p>This criterion will assess the rationale for your demonstrator.</p> <p>Applicants should provide the following information:</p> <ul style="list-style-type: none"> • An overarching statement of aims and objectives for the demonstrator. • How the demonstrator will be designed such that it helps support the aims of the programme as a whole, in particular focusing on: <ul style="list-style-type: none"> ○ How the demonstrator can help improve our understanding of innovations in different geographic locations ○ How the demonstrator can help improve our understanding of innovation performance in boosting feedstock supply ○ How the demonstrator can help to promote the programme and showcase innovation activity • An initial assessment of the environmental benefits and trade-offs associated with running the demonstrator (to be further described and quantified during Phase 2). Where there are significant risks identified, mitigation actions must be described. Depending on the project, relevant metrics may include: <ul style="list-style-type: none"> ○ GHG emissions ○ Environmental pollutants ○ Biodiversity impacts
2. Social Value (10% weighting)	<p>Applicants demonstrate Social Value by demonstrating how this project will (a) deliver jobs for UK citizens, (b) support regional and rural economies and (c) bolster the UK's reputation as a pioneer in green technologies.</p> <p><u>This question is specific to Phase 1 activities.</u></p>
3. Demonstrator	<p>This criterion will assess your plan for running the demonstrator. This will give confidence to the assessors that your proposal is coherent, feasible</p>

<p>approach (20%)</p>	<p>and based on robust design principles and that it will deliver benefits to the programme as a whole.</p> <p>Applicants should provide the following information:</p> <ul style="list-style-type: none"> • Initial high-level plan for which innovations or which categories of innovations will be brought into the demonstrator. This will be accompanied by a description of the types of evidence (and how this will be gathered) that will be used to determine which innovations will be adopted. • A description of how other organisations will be engaged to make the demonstrator operational, where required. • A strategy for how the locations of the demonstrator will be determined.
<p>4. Project Team (20% weighting)</p>	<p>Describe the skills the project team has and assure BEIS that the team has the required capacity and expertise needed to deliver the Phase 1 project. This applies to Phase 1 only.</p> <p>A strong commitment from all participating organisations will need to be demonstrated and any skill gaps that will be addressed by subcontractors should be identified and stated.</p>
<p>5. Project delivery (20% weighting)</p>	<p>This criterion will assess the proposed project plan for Phase 1 only. This will be assessed by looking at a range of factors, including the:</p> <ul style="list-style-type: none"> • completeness and quality of the proposed project delivery plan; • appropriateness and realism of the project milestones and deliverables; • quality of risk assessment and contingency planning, with the risk register applying to Phase 1 specifically; • approach to project design, research, quality assurance and data quality. • framework for oversight and governance of the project <p>Additionally, this criterion will assess the robustness of the project cost estimate for Phase 1 – i.e. whether the proposed eligible costs are realistic and justified in terms of the project plan and sufficient to yield the deliverables sought.</p> <p>Note that in the risk assessment, bidders must explicitly include a description of how the risk of catching and transferring COVID-19</p>

	between, to, or from members of the project team will be minimised and controlled.
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Scoring Guidance

We will select projects that offer the best value for money based on assessment against the criteria outlined above. The projects will be scored against these criteria using the following scoring guidance set out below. In order to be eligible for funding, projects must score at least 2 against each criterion.

BFI Phase 1 Scoring Guidance

Score	Description
0	No Evidence: Proposal contains significant shortcomings and does not meet the required standard.
1	Not Satisfactory: Proposal partially meets the required standard, with multiple moderate weaknesses or gaps. There is very little evidence that the question has been satisfactorily answered and major omissions are evident.
2	Partially Satisfactory: Proposal partially meets the required standard, with one or more moderate weaknesses or gaps. There is some evidence that the question has been satisfactorily answered and some omissions are evident. Much more clarification is needed.
3	Satisfactory: Proposal mostly meets the required standard, with one or more minor weaknesses or gaps. There is reasonable evidence that the question has been satisfactorily addressed but some omissions are still evident and further clarification is needed.
4	Good: Proposal meets the required standard, with moderate levels of assurance. The question has been well addressed with a good evidence base, with only minor omissions or lack of clarity.
5	Excellent: Proposal fully meets the required standard with high levels of assurance. There is clear evidence that the question has been completely addressed in all aspects, with question answered clearly, concisely with a strong evidence base.

Contract Size and Restrictions on Funding

Competition Budget and Availability

Phase 1

A maximum of £4m will be available for Phase 1 Project Development with a maximum value of £200k per project. This applies across both Lots. The number of Phase 1 projects funded in Lot 1 depends on the quality of the proposals. The same principle applies to Lot 2, the multi-site demonstrator, but with a cap of four Phase 1 projects.

Phase 2

BEIS has not finalised the sum that will be allocated to Phase 2 Demonstration projects. BEIS expects to make this decision in 2021. It is envisioned that Phase 2 individual project values will not exceed £4m, except in the case of a multi-site demonstrator for which a budget of £5m will be available. Note that only one multi-site demonstrator will be funded within Phase 2.

The proposed funding for Phase 2 under this Programme is only available until 31 March 2025. All project activities, including reporting and payments, for Phase 2 (should the project be successful) will need to be completed by this date.

All costs should be provided excluding VAT, though where VAT applies, bidders should specify the amount. Total project costs, excluding VAT, should not exceed the maximum allowable budget per project.

Note: Nothing in this funding call requires BEIS to award any applicant a contract of any particular amount or on any particular terms. **BEIS reserves the right not to award any contracts**, in particular if BEIS is not satisfied by the proposals received or if the funding assigned to the scheme is required for other, unforeseen, purposes. BEIS will not, under any circumstances, make any contribution to the costs of preparing proposals for entry into the competition and applicants accept the risk that they may not be awarded a contract. A successful Phase 1 application does not necessarily mean the project will be successful for funding at Phase 2.

Eligible Costs

Applicants are instructed that the project costs quoted must reflect actual costs at a 'fair market value' and for this Competition, profit for the project team members must not be included. Assessors are required to judge each application in terms of value for money, i.e. does the proposed cost for effort and deliverables reflect a fair market price.

In Phase 1, eligible costs are those directly associated with preparation of the required deliverables.

In Phase 2, eligible costs are those directly associated with the development, implementation, operation, monitoring and evaluation of the biomass innovation projects or the multi-site demonstrator.

Further details of eligible and ineligible costs are provided in Annex 3. Applicants must complete a Competition Finance Form (separate spreadsheet) to provide the necessary cost information for the assessment process; further itemisation of costs and methods of calculation may be requested to support the application. Note that project teams (the supplier) are not permitted to include profit in the eligible project costs (for Phase 1 or Phase 2).

Risk-Benefit sharing

The sharing of risks and benefits is an important aspect to the SBRI approach. Projects receive financial support and retain any intellectual property generated, with certain rights of use retained by BEIS.

Applicants will need to demonstrate where cost savings are being provided compared to exclusive development contracts.¹⁰ For the selection of Phase 2 projects, it is envisioned that proposals will be assessed to determine whether the applicants have provided reasonable price reductions to reflect the risk-benefit sharing Intellectual Property Rights (IPR) conditions of the pre-commercial procurement contract for this competition. The sharing of risks and benefits is key to the pre-commercial procurement/SBRI approach and at Phase 2 applicants will be expected to offer a price reduction compared to the price applicable in the case of exclusive development.

These cost savings will form part of the eligibility conditions for Phase 2 of the Competition, i.e. projects that do not offer justified cost savings will not be eligible for funding.

General BEIS procurement conditions

There are five declaration forms which must be completed by each applicant, covering issues such as: conflict of interest, non-collusion, bribery, corruption and fraud, GDPR assurance and overall agreement to the terms of this pre-commercial procurement process. These declarations are supplied alongside these Guidance notes and must be signed by the applicant.

Conflicts of interest: The BEIS standard Terms and Conditions of contract include reference to conflict of interest and require contractors to declare any potential conflict of interest to the Secretary of State. For innovation, conflict of interest is defined as the presence of an interest

¹⁰ Exclusive development means that the public purchaser reserves all the results and benefits of the development (including Intellectual Property Rights or IPRs) exclusively for its own use.

or involvement of the contractor, or subcontractor that could affect the actual or perceived impartiality of selection of which projects are supported.

Where there may be a potential conflict of interest, it is suggested that the project co-ordinator designs working arrangements such that the selection process cannot be influenced (or perceived to be influenced) by the organisation that owns a potential conflict of interest. For example, consideration should be given to the different roles which organisations play in bidding vs. other support to BEIS, and how these can be structured to ensure an impartial approach to the project is maintained.

This is managed in the procurement process as follows:

- During the bidding process, organisations may contact BEIS to discuss whether or not their proposed arrangement is likely to yield a conflict of interest.
- Contractors are asked to sign and return Declaration 3 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 should give a full account of the actions or processes that it will use to ensure that conflict of interest is avoided. In any statement of mitigating actions, contractors are expected to outline how they propose to achieve a robust, impartial and credible approach to the research.
- When tenders are scored, this declaration will be subject to a pass/fail score, according to whether, on the basis of the information provided in the proposal and declaration, there remains a conflict of interest that may affect the impartiality of the selection process.

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

Financial Information

Applicants are requested to provide a fixed price quotation for the work. A detailed cost breakdown is required to enable assessment of value for money.

Financial information should include costs for Phase 1 activities, detailing labour (including manpower rates), any material and capital equipment costs, and any travel and subsistence requirements. Applicants are required to complete a detailed financial summary template (the Finance Form) as part of the application process.

Financial viability checks

BEIS will undertake financial viability checks on all successful applicants (and reserve the right to do so for any key sub-contractors, at BEIS discretion). These will include looking at the latest independently audited accounts filed on the Companies House database.

Where a business is not required to file accounts with Companies House, other financial information may be requested to enable an appropriate financial viability review to be undertaken. We will be looking for evidence of your ability to resource the cashflow for the project appropriately, so the information we request will be focused on understanding how your business operates in this respect.

Before a successful project starts, BEIS will ask for evidence that funding mechanisms are in place to manage cash flow across the life of the project. This could include letters of credit or other such mechanisms.

BEIS will not make payments in advance of need. For this Competition (Phase 1) BEIS wishes to make quarterly payments to suppliers, made on evidence of eligible costs (see Annex 3) incurred in that quarter. BEIS understands, however, the difficulties that small businesses may face when financing this type of project. BEIS will explore cash flow issues with the applicant as part of developing the financial profile during the Contract Award process. BEIS will offer flexibility in terms of profiles and payments, within the confines of the requirements for use of public money within which it operates.

Notification and Publication of Results

Notification

Applicants will be informed by email whether their application has been successful, subject to compliance with the terms and conditions of the Conditional Contract Offer.

On or after issuing a SBRI contract, BEIS will publish the following information:

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

You are not able to opt out of this project information being published. In addition, all funded projects must include reporting and dissemination milestones – agreed with BEIS – as part of their project deliverables.

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

Publication of results

SBRI involves a high degree of risk–benefit sharing. In return for provision of funding and non-financial support during demonstration activities, BEIS expects to be able to use and share the results and outputs of the demonstration activities with other government departments. In addition to the publication of final reports from each project, which is non-negotiable, BEIS may also wish to publicise the results of the scheme, which may involve engagement with the media. Some organisations may not want their activities to be publicised and organisations will be given a chance to opt out of any involvement in media related activity, should they see this as being necessary.

Following completion of the funded projects, BEIS will publish on its website a summary of the funded activities and the outcomes achieved. This will include a final summary report from each project detailing technical approach, and key achievements. BEIS may also revisit projects at a later date and publish an evaluation report for the Programme as a whole.

BEIS, however, recognises the need to maintain confidentiality of commercially sensitive information. BEIS will consult applicants regarding the nature of information to be published, to protect commercially sensitive information.

Reporting, Knowledge Sharing, Evaluation and Intellectual Property Requirements

Reporting, Knowledge Sharing and Evaluation Requirements

There will be several requirements on contractors during the project, including after the final payment milestone.

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

Evaluation of the Programme: successful applicants will be expected to participate in an evaluation of the Programme during and after final contract payments, to assess the impact of the Programme, including value for money.

~~Knowledge sharing: effective dissemination and knowledge sharing are key requirements in this Competition – and applicants will be assessed on the scope and scale of their proposed knowledge sharing activities (see assessment criteria).~~

Intellectual Property

Suppliers will retain the intellectual property generated from the project, and will be expected to identify and protect patentable knowledge within five years of its creation, subject to the contract terms and conditions. Costs associated with securing intellectual property arising from or associated with this project are not eligible for reimbursement and cannot be included in the contract price.

BEIS requires a world-wide, irrevocable, royalty-free, non-exclusive licence, together with the right to grant sub-licences, to use or publish information, data, results, outcomes or conclusions which are created in performing the project, for its internal non-commercial purposes.

The proposed arrangements for intellectual property rights and exploitation are set out in the BEIS Terms and Conditions for this competition, which are provided alongside these Guidance notes.

Feedback, Re-application and Right of Appeal

A short summary of key feedback regarding the applications will be provided to all applicants. This feedback will be based on the comments of technical assessors and moderation panel. No additional feedback will be provided.

The feedback from the assessors is intended to be constructive. Comments are not a checklist of points which must be answered or argued in an application submitted to any future competition, as the assessors may be different and it is solely the applicant's decision whether they act on the suggestions.

Confidentiality and Freedom of Information

Where any request is made to BEIS under the Freedom of Information Act 2000 (“FOIA”) for the release of information relating to any project or applicant, which would otherwise be reasonably regarded as confidential information, then BEIS will notify the relevant project coordinator of the request as soon as BEIS becomes aware of it. An applicant must acknowledge that any lists or schedules provided by it outlining information it deems confidential or commercially sensitive are of indicative value only and that BEIS may nevertheless be obliged to disclose information that the applicant considers confidential.

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

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

Further Instructions to Bidders

The Department reserves the right to amend the enclosed Competition documents at any time prior to 15 April 2021. Any such amendment will be numbered, dated and issued on the website alongside these Guidance notes. Where amendments are significant, the Department may at its discretion extend the deadline for receipt of tenders.

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

Annex 1: Processing, Personal Data and Data Subjects

The contact details of the Authority's Data Protection Officer are:

BEIS Data Protection Officer
Department for Business, Energy and Industrial Strategy
1 Victoria Street
London
SW1H 0ET

Email: dataprotection@beis.gov.uk

The contact details of the Contractor's Data Protection Officer are:

[To be completed by the contractor upon contract award]

The Contractor shall comply with any further written instructions with respect to processing by the Authority.

Any such further instructions shall be incorporated into this Annex 1.

Description	Details
Subject matter of the processing	<p>The processing is needed in order to ensure that the Contractor can effectively deliver the contract "Biomass Feedstock Innovation Programme"</p> <p>The processing of names and business contact details of staff of both the Authority and the Contractor will be necessary to deliver the Services exchanged during the course of the Contract, and to undertake Contract and performance management.</p> <p>The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.</p>
Duration of the processing	<p>Processing will take place from registration of interest (deadline 31 March 2021) for the duration of the Contract. The Contract for Phase 1 will end on 31 March 2022.</p>

Nature and purposes of the processing	The nature of processing will include the storage and use of names and business contact details of staff of both the Authority and the Contractor as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.
Type of Personal Data	Names, business telephone numbers and email addresses, office location and position of staff of both the Authority and the Contractor as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.
Categories of Data Subject	Staff of the Authority and the Contractor, including where those employees are named within the Contract itself or involved within contract management.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under European Union or European member state law to preserve that type of data	<p>The Contractor will delete the Personal Data and erase the Personal Data from any computers, storage devices and storage media that are to be retained by the Contractor after the expiry of the Contract. The Contractor will certify to the Authority that it has completed such deletion.</p> <p>Where Personal Data is contained within the Contract documentation, this will be retained in line with the Department's privacy notice found below.</p>

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.

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 tenders 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.

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 European Union. While the UK exited the European Union on 31 December 2020, General Data Protection Regulations (GDPR) rules will still apply, and will continue to apply in the same manner as prior to this date for all competitions launched until at least the 30 April 2021 as per the European Union (Withdrawal Agreement) Act 2020.

Complaints

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

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113 | casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Contract Details

The data controller for your personal data is the Department for Business, Energy Industrial Strategy (BEIS).

BEIS Biomass Feedstock Innovation Programme: Phase 1 – Competition Rules and Guidance

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

Annex 2: Technology Readiness Levels (TRLs)

Technology readiness levels are an indication of the maturity stage of development of a technology on its way to being developed for an application or product. The table below defines TRLs 1 to 9.

Research and development	
TRL 1 – Basic Research	Scientific research begins to be translated into applied research and development.
TRL 2 – Applied Research	Basic physical principles are observed, practical applications of those characteristics can be 'invented' or identified. At this level, the application is still speculative: there is not experimental proof or detailed analysis to support the conjecture.
Applied research and development	
TRL 3 – Critical Function or Proof of Concept Established	Active research and development is initiated. This includes analytical and laboratory studies to physically validate analytical predictions of separate elements of the technology. Examples include components that are not yet integrated or representative.
TRL 4 – Laboratory (or equivalent) Testing/Validation of Component(s)/Process(es)	Basic technological components are integrated to establish that the pieces will work together.
TRL 5 – Laboratory (or equivalent) Testing of Integrated/Semi-Integrated System	The basic technological components are integrated with reasonably realistic supporting elements so it can be tested in a simulated environment.

Demonstration	
TRL 6 – Prototype System Verified	Representative model or prototype system is tested in a relevant environment.
TRL 7 – Integrated Pilot System Demonstrated	Prototype near or at planned operational system, requiring demonstration of an actual system prototype in an operational environment.
Pre-commercial deployment	
TRL 8 – System Incorporated in Commercial Design	Technology is proven to work - actual technology completed and qualified through test and demonstration.
TRL 9 – System Proven and Ready for Full Commercial Deployment	Actual application of technology is in its final form - technology proven through successful operations.

Annex 3: Eligible and Ineligible Costs

Eligible Costs

Directly incurred costs

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

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

Indirect costs

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

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

Ineligible Costs

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

- Profit (i.e. applicants should not include profit for themselves or the other project team members within indirect costs or include it as a separate project cost)
- Protection of IPR
- For activities of a political or exclusively religious nature
- In respect of costs reimbursed or to be reimbursed by funding from other public authorities or from the private sector
- In connection with the receipt of contributions in kind (a contribution in goods or services as opposed to money)
- To cover interest payments (including service charge payments for finance leases)
- For the giving of gifts to individuals, other than promotional items with a value no more than £10 a year to any one individual
- For entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations)
- To pay statutory fines, criminal fines or penalties
- In respect of VAT that you are able to claim from HM Revenue and Customs.

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