

E-Factor Group Ltd

Invitation to Tender

**Provision of an Energy Efficiency Consultant / Auditor**

**for Smarter Energy North East Lincolnshire (SENEL) Pilot Project**

**January 2022 to June 2022**

**Date December 2021**

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CLIENT PROFILE

E-Factor Group is a not-for-profit business support organisation that aims to inspire and encourage enterprise across Northern Lincolnshire. Managing a large portfolio of commercial property, the company employs a team of Business Advisors who work in conjunction with the Local Enterprise Partnership and with NE Lincolnshire Council to provide advice and guidance to SMEs across the area.

INTRODUCTION - Smarter Energy North East Lincolnshire (SENEL)

North East Lincolnshire has been successful in securing Community Renewal Funding (CRF) for a 7-month pilot project called ‘Smarter Energy North East Lincolnshire’. The project aims to engage with the business community to provide specialist energy advice, audits, workshops, and opportunity for small grants to invest in small and medium enterprises (SMEs). The aim is to pilot establishing a one stop shop for energy-focused business support, specifically for SMEs, that is currently absent from the local energy efficiency and renewable energy market; working with a range of partners and support SME’s in understanding how they can reduce energy in the future.

The pilot project will be evaluated to inform a future multi agency offer to support SME’s in NEL in their journey to zero carbon.

North East Lincolnshire Council is the accountable body for programme delivery and is working in partnership with E-Factor as the delivery partner, responsible for procuring and managing the successful energy advice provider.

TENDER DETAILS

1. SERVICES REQUIRED

1.1 E-Factor are seeking to engage the services of a specialist energy consultant and auditor to work with our business advisors to deliver energy advice services to Small Medium Enterprises (SME’s) in North East Lincolnshire as part of the Smarter Energy North East Lincolnshire pilot project.

1.2 The service will support SMEs with bespoke energy efficiency audits and reports, advice and guidance as to how the businesses can achieve carbon savings and enhance their environmental credentials in addition to providing cost savings through changing business processes that have an environmental impact.

2. REQUIRED OUTCOMES, DELIVERABLES AND MILESTONES

2.1 Successful consultants will provide energy efficiency and renewable energy advice and support to Small Medium Enterprises (SME’s) to identify opportunities to reduce carbon and achieve efficiencies in the journey to becoming net zero.

2.2 The service will provide to eligible SME’s identified by E-Factor, Energy Efficiency & Renewable Energy Reviews that includes:

A) **Site visit** – Typically a 2 hour on-site review to help identify, prioritise, and quantify the key opportunities for cost and carbon savings for businesses through improved energy efficiency and/or renewable energy.

B) **Energy Efficiency Report** – a concise report that;

i. summarises the key findings of the on-site review.

ii. provides estimated cost and carbon savings for each energy efficiency measure and/or renewable energy project identified as well as approximate costs for any suggested capital investments along with anticipated pay back periods.

The completion of the report would involve collecting, analysing and presenting data relating to energy use at the beneficiary’s site where this is provided.

C) **Follow-Up Support** - working with the projects Business Advisor, give additional support to help SMEs fully understand the report and provide clarity where questions arise – the assumption is this additional support is provided remotely by phone, email or virtual meeting.

2.3 The service will provide delivery of technical presentations directly in bi monthly webinars/workshops providing direct information and guidance for NEL SME’s in how to achieve energy efficiency and renewable energy. The webinars/workshops will be coordinated by E-Factor and supported by other agencies involved in the SENEL project.

2.4 The service will contribute to the evaluation of the pilot project for determining future offers for SME’s in NEL to support their carbon reduction and net zero journey.

2.5 Kick Off Meeting – the successful supplier will be required to attend a brief virtual kick off meeting with E-Factor. Depending on COVID health and safety guidance this may revert to a face-to-face meeting. The meeting will be used to introduce the contractor to the pilot project and answer any questions about the process for delivery of the service required. Further contact will primarily be via email and telephone, with a mixture of virtual and face to face meetings potentially held monthly to discuss progress and performance.

3. SCOPE

All businesses referred to the provider by E-Factor in North East Lincolnshire and deemed eligible for service. The project is looking to deliver advice, services and support to approx. 50 businesses including 40 Energy Audits.

4. STANDARDS

The provider must have relevant technical qualifications and also understanding and experience of providing similar services including those to other government funded SME energy efficiency support programmes.

5. SOCIAL VALUE

The project is committed to equality of opportunity and environmental sustainability.

E-Factor’s aims under this project are to:

* Tackle disadvantage and grow wealth;
* Promote the local economy with a particular focus on small and medium enterprises and the volunteer community sector;
* Promote and enhance our environment.

During the life of the contract, the Project members expect the Consultant to contribute towards delivery of these aims, and to deliver Social Value outcomes.

The provider is expected to provide evidence of how they contribute to these cross-cutting themes.

6. KEY PERFORMANCE INDICATORS

6.1 Delivery of approximately 40 business audits and reports to businesses within 10 working days of each individual audit

6.2 Supporting the delivery of approximately 8 hours of webinars/workshops, bi monthly over the period of the pilot project.

6.3 Provide input into the external evaluation and development of options for future delivery interim report (March 2022) and final report (June 2022)

7. TIMESCALES

The contract will start immediately on award (i.e. January 2022) and continue through the Smarter Energy North East Lincolnshire project to 30th June 2022 subject to funding.

8. COST / BUDGET LIMITATIONS / CEILING

E-Factor is looking for quotations for Energy Efficiency & Renewable Energy Reviews and hourly rates for the delivery of webinar and workshop activities (including business awareness events)

The budget is capped at £37,000.

EVALUATION OF QUOTATIONS & AWARD CRITERIA

The tender will be evaluated by an Evaluation Panel, which will determine which of the submissions provides E-Factor with the most confidence that those suppliers have the relevant experience, personnel, and capability to meet the requirement’s objectives.

The evaluation team will consist of:

Smart Energy, Programme Manager-moderator

A Representative of Grimsby Community Energy

A Representative of E-Factor Group

Scores will be agreed for each response in line with the Scoring Methodology and criteria set out below:

| **Criteria** | **Assessment / Score** | **% Weighting** | **Total Possible** |
| --- | --- | --- | --- |
| Consultants’ financial stability. | Pass / Fail |  |  |
| Potential suppliers should note that answering ‘No’ to questions in Appendix C: Insurance; Compliance with Equality Legislation, Environmental Management; Health & Safety, may preclude your bid from being considered. These are standard questions that we include in all our procurement exercises. | Pass / Fail |  |  |
| Quality of application  | 0 (unacceptable) - 8 (excellent) | 5 | 0.4 |
| Methodology of delivery | 0 (unacceptable) - 8 (excellent) | 25 | 2 |
| Previous experience | 0 (unacceptable) - 8 (excellent) | 10 | 0.8 |
| Personnel | 0 (unacceptable) - 8 (excellent) | 10 | 0.8 |
| Price | The lowest priced bid will be assigned the maximum score for price and all other pricing scores will be scaled accordingly | 50 | 4 |
| Total score available | 8 |

Scores will be given based on the following assessment of responses:

|  |  |  |
| --- | --- | --- |
| **Score** | **Assessment** | **Description of assessment** |
| 0 | Unacceptable | Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. |
| 1 | Poor | Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| 3 | Acceptable | Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas. |
| 5 | Good | Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled. |
| 8 | Excellent | Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |

TIMETABLE FOR SUBMISSION

The procurement timetable is as follows:

| **Date** | **Activity** |
| --- | --- |
| 21st December 2021 | Invitation to Quotation published on Contracts Finder & E-Factor Website |
| 3rd January 2022 – 5pm | Deadline for queries (Email submissions) |
| 10th January 2022 – 5pm | Quotation submission deadline (Electronic Submission) |
| 11th – 13th January 2022 | Panel Quotation scoring and review |
| 14th January 2022 | Decision on selected supplier(s) and notification to unsuccessful bidders |
| 28th January 2022 | Awards to successful consultants |

Consultants should note that although the submission date is fixed, the remainder of this timetable may be subject to change.

INSTRUCTIONS TO CONSULTANTS

Please submit your full quotation submission by 5pm on **Monday** 10th January **2022** to:

**tim.maddinson@e-factor.co.uk** **and** **Catherine.espin@e-factor.co.uk**

Submissions should be titled “Quotation for Smarter Energy North East Lincolnshire Pilot Project”.

Consultants should note that in the event that a bid is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that bid may be rejected, and no cost of the quotation shall be reimbursed by E-Factor.

Quotations submitted after the stipulated time and date advised will be rejected.

If you require further information concerning the quotation process, or the nature of the proposed contract, in the first instance please contact tim.maddinson@e-factor.co.uk with the subject line *“*Quotation for Smarter Energy North East Lincolnshire Pilot Project*”*. No questions will be answered that provide a competitive advantage to any party quoting. All questions shall be answered and sent to all applicants.

CONDITIONS OF QUOTATION

For the avoidance of doubt, the quotation specification document shall include all requirements explicit or implied within the invitation to quotation.

E-Factor reserves the right to withdraw this quotation document and all funding contained within it without notice.

No quotation will be considered for acceptance if the consultant has indulged or attempted to indulge in any corrupt practice or canvassed the quotation with an officer of E-FACTOR. If a consultant has indulged or attempted to indulge in such practices and the quotation is accepted, then grounds shall exist for the termination of the contract and the claiming of damages from the successful consultants.

It is unlikely that any quotation will be accepted which (a) is incomplete or inaccurately or inadequately completed or which purports to impose conditions other than those provided in the contract documents and (b) is delivered out of time or in a manner other than specified in the specification.

GDPR

Government office remain the data controller and NELC and E-Factor the processor. The data statement will be published on the project website when launched.

AVAILABILITY OF DATA

Data collected per SME will be recorded on a secure master file and will include but is not limited to evidence of SME pathway, eligibility and all related data regarding the business at application stage. This will be accessible on E-Factor files which the contractor will be provided with access prior to audit visits, workshops/webinars and other support and assistance to be provided.

All reports and SME records will be kept on E-Factor drives/servers and the provider will be expected to be recorded on project files.

UNDERTAKING OF CONFIDENTIALITY

E-Factor Group Ltd undertakes to use reasonable endeavours to hold confidential, any information provided by you in your tender submission, subject to its obligations under law, including the Freedom of Information Acts. Should you wish any of the information supplied by you in your submission not to be disclosed because of its sensitivity, you should, when providing the information, identify the same and specify the reasons for its sensitivity. E-Factor Group Ltd will consult with you about this sensitive information before making a decision on any Freedom of Information request received. If no information is identified as sensitive, with supporting reasons, then it is likely to be released in response to an FOI request.

Appendix A: Pricing summary and bona fide tender declaration

I/We offer to provide the services as outlined in the Invitation to quote for the provision of specialist consultancy support for E-Factor Group Ltd, Prince Albert Gardens, Grimsby.)

I/We understand that **E-Factor** is not obliged to accept the lowest or any tender.

I/We give below:

Price as detailed as per your requirements.

Any Hourly Charges are exclusive of VAT but include all associated employment costs and expenses.

Sensitivity of Price with the Tender

Tender value and provision of the Provider’s evidence and track history to demonstrate they can deliver the services required will be significant factors in the weighting against the scoring. **Scoring matrix is given in Section 7.2**

**Legally binding declaration**

In submitting a quotation, including the Pricing Schedules, for these works **E-Factor** deems the tenderer to have agreed to be legally bound by the following declaration:

Recognising the principle that the essence of selective quotations are that the employer receives bona fide competitive quotations from all firms tendering, we certify that we will submit such tender, and that we will not fix or adjust the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we will not do at any time before the date for this quotation to be submitted, any of the following acts:

1. Communicate to any person other than the person calling for our tender the amount or approximate amount of the proposed quotation.

Enter into any agreement with or arrange for any other person to refrain from quoting or indicate the amount of any quotation to be submitted.

Reward, or promise to reward, any person for performing or causing any of the actions or effects described in 1 or 2 above.

In this declaration, the word ‘person’ includes any persons, bodies or associations, corporate or incorporate; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date**: |  |
| **For and on behalf of:** |  |
| **Address:** |  |
|  |
| **Parent Company:** |  |
| **Address:** |  |
|  |

Appendix B: Declaration of Interest

I/We………………………………………………………………of……………………………………………………….. declare below my/our interests in respect of the tender submitted.

The Group may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes 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.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the Group, detailing the conflict below. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Group should not represent a conflict of interest for the Supplier.

|  |  |
| --- | --- |
| **Category** | *Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection.* |
| Have you or any member of your staff working on this project had any previous employment (staff or contractor) with E-Factor Group Ltd. |  |
| Do you have a financial interest in E-Factor Group Limited? |  |
| Are you a member of any professional bodies, special interest groups or mutual support organisations that are linked to E-Factor Group Limited? |  |
| Do you have any investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests with E-Factor Group Limited? |  |
| Have you/your Company offered any gifts or hospitality to any staff members of the E-Factor Group Limited in the last twelve months and was it declined or accepted? |  |
| Are you aware of any other conflicts that are not covered by the above? |   |

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on any change in supplier or sub-contractor for the duration of this tender.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date**: |  |
| **Company Name:** |  |
| **Position:** |  |

Appendix C: Due Diligence

*Original copies of this document to be kept with tender returns or quotes by E-Factor Group Limited Team and made available for audit by request to the Managing Director.*

|  |
| --- |
| **1.1 Supplier Details** |
| Full name of the Supplier |  |
| Registered Company Address |  |
| Registered company number |  |
| Registered charity number |  |
| Registered VAT number |  |
| Name of immediate parent company |  |
| Name of ultimate parent company |  |
| Please mark ‘**X**’ in the relevant box to indicate your trading status | Public limited company |  |
| Limited company |  |
| Limited liability partnership |  |
| Other partnership |  |
| Sole trader |  |
| Other (please specify) |  |
| Please mark ‘**X**’ in the relevant boxes to indicate whether any of the following classifications apply to you | Voluntary, Community & Social Enterprise (VCSE) |  |
| Small or Medium Enterprise (SME) |  |
| Sheltered workshop |  |
| Public service mutual |  |
| **1.2 Quotation Model**  |
| Please confirm that you are looking to deliver your services under Model A below: |
| **MODEL A)**Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself |  |
| **MODEL B)**Bidding as a Prime Contractor and will use third parties to deliver some of the servicesIf yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | N/A |
| **MODEL C)**Bidding as a consortium but not proposing to create a new legal entity.If yes, please include details of your consortium as a separate Appendix. This should include Consortium members and Lead member and explain the alternative arrangements i.e. why a new legal entity is not being created.Please note that E-Factor may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | N/A |
| **MODEL D)**Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).If yes, please include details of your consortium, current lead member and intended SPV along with full details of the biding model using a separate Appendix. | N/A |

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| **1.3 Financial Information** |
| Please provide **one** of the following to demonstrate your economic/financial standing;Mark an ‘**X**’ to indicate which option you have provided information for: |
| 1. A copy of the audited accounts for the most recent two years
 |  |
| 1. A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation
 |  |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.
 |  |
| 1. Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).
 |  |
| Where E-Factor has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this PQQ, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out here. | Yes |[ ]
|  | No |[ ]
| **Are you part of a wider group (e.g. a subsidiary of a holding/parent company)?**If yes, please provide the name below:Name of the organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to the Supplier completing the ITT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If yes, please provide Ultimate / parent company accounts if availableIf yes, would the Ultimate / parent willing to provide a guarantee if necessary? If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?) | Yes |[ ]
|  | No |[ ]

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| **1.4 Relevant experience and contract examples** |
| Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to our requirements. Contracts for services should have been performed during the past three years. The named customer contact provided should be prepared to provide written evidence to confirm the accuracy of the information provided below.**Tenderers are limited to the specified word count limit, where stated. Text exceeding the word count will be red-lined and not evaluated**  |
|  **Contract 1** |
| Name of customer organisation |  | Point of contactPositionEmail address |  |
| Contract start/end date |  | Estimated contract value |  |
| In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market |  |
| **Contract 2** |
| Name of customer organisation |  | Point of contactPositionEmail address |  |
| Contract start/end date |  | Estimated contract value |  |
| In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market |  |
| **Contract 3** |
| Name of customer organisation |  | Point of contactPositionEmail address |  |
| Contract start/end date |  | Estimated contract value |  |
| In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market |  |

To comply with the Public Contract Regulations 2015, we only require the following questions to be answered (self-certify). You do not need to provide evidence at this stage. Checks against each module will only be carried out on the winning supplier. Responses will be evaluated on a pass/fail basis instead of being scored/weighted.

|  |
| --- |
| **1.5 Insurance** |
| **1** | Please self – certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:Employer’s (Compulsory) Liability Insurance = £5M minimumPublic Liability Insurance = £5M minimumProfessional Indemnity Insurance = £2M minimum“It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5million as a minimum. Please note that this requirement is not applicable to Sole Traders. | YesNo |

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| **1.6 Environmental Management** |
| **1** | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or Group (including local Group)?If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.E-Factor will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last three years, unless the Group is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | YesNo |
| **Briefly provide details below of your Environmental Policy and processes you have in place to reduce your own environmental impact.** |
|  |

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| **1.7 Compliance with equality legislation** |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. Please self – certify |
| **1** | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | YesNo |
| **2** | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.You may be excluded if you are unable to demonstrate to E-Factor’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | YesNo |
| **3** | If you use sub-Contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | N/A |

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| **1.8 Modern Slavery Act Statement** |
| **1** | Please self-certify that your organisation warrants that it has thoroughly investigated its labour practices and those of its direct suppliers to ensure that there is no slavery or forced labour used anywhere in its organisation or used in any of its direct suppliers’ or sub Contractors’ organisation. The supplier further warrants that it has put in place all necessary processes, procedures, investigations and compliance systems to ensure that the warranties made above will continue to be the case at all times. | YesNo |

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| --- |
| **1.9 Health & Safety** |
| 1 | Please self-certify that your organisation has a Health & Safety Policy that complies with current legislative requirements. | YesNo |
| 2 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three years?If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.E-Factor will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to E-Factor’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | YesNo |
| 3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | N/A |

**For the above questions E-Factor will maintain the Public Contract Regulations 2015 and undertake ‘self –cleaning’ as follows;**

Any Supplier that answers ‘Yes’ to questions Insurance/Equality/Environmental & Health & Safety should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of E-Factor in each case.

If such evidence is considered by E-Factor (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

* Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct.
* Clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* Taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by E-Factor to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

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| **2.0 Information Security** |
| Mark an ‘**X**’ in the relevant boxes below |
| Is your organisation assessed and certified to a recognised Information Security Standard? (e.g. ISO27001, Cyber Essentials Plus) | **YES** | **NO** |
|  |  |
| **If YES, please attach a copy of your current certificate with your submission and go to Section 8** |
| **If NO, please answer the following questions:** | **YES** | **NO** |
| Do you have an Information Management System? |  |  |
| Do you utilise an email and web filter? |  |  |
| Do you take regular back-ups and store copies off site? |  |  |
| Do you have information security systems in place i.e. up-to-date Anti-Virus Software, perimeter firewalls, regular patching of software and computer operating systems? |  |  |
| Do you have independent penetration testing of your networks and websites? |  |  |
| Have you experienced a cyber-attack that has disrupted your business? |  |  |
| Do you have staff awareness training in place to raise awareness of cyber security risks? |  |  |

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| **2.1 Data Protection** |
| Mark an ‘**X**’ in the relevant boxes below |
| Is your organisation registered with the Information Commissioner’s Office (ICO) under the Data Protection Act? | **YES** | **NO** |
|  |  |
| **If YES, please provide your registration number and then go to Section 9** |  |
| **If NO, please answer the following questions:** | **YES** | **NO** |
| Do you comply with the Data Protection Act (DPA) 1998? |  |  |
| Do you use personal information fairly and lawfully? |  |  |
| Do you collect only the information necessary for a specific purpose(s)? |  |  |
| Do you ensure it is relevant, accurate and up to date? |  |  |
| Do you only hold as much as you need, and only for as long as you need it? |  |  |
| Do you allow the subject of the information to see it on request? |  |  |
| Has your organisation experienced a data breach that has resulted in the loss or revealing of personal data? |  |  |

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| **2.2 Requirement Specific Conditions** |
| Please provide details of the key personnel who will be responsible for managing and undertaking the work, including their experience and relevant qualifications. Please identify one named Account Manager who will co-ordinate your services. |
| **Response:** |  |
| Please outline your understanding of our requirements and your proposed methodology for meeting our requirements. Please include details of likely outcomes of the support delivered. |
| **Response:** |  |

|  |
| --- |
| **2.3** **Quoted Fees – exclusive of VAT but inclusive of preparation time and expenses** |
| Please confirm if you are VAT Registered? | **YES** | **NO** |
|  |  |
| **Fees** |
| Rate per Energy Efficiency & Renewable Energy Review  | £ |
| Hourly Rate for webinars / workshops | £ |

1. ***Consultants should note that they are responsible for their own overheads and running costs and that no direction of Time or Work Pattern will be given and payments made will not therefore qualify as payroll pay and successful bidders will be responsible for their own Tax and NI payments against associated earnings***
2. ***As part of the evaluation process and future development of this type of support the consultant will provide, when requested, feedback on activity carried out under the project.***

|  |
| --- |
| **Contact Details and Declaration** |
|  | I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement. I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.I am aware of the consequences of serious misrepresentation. |
| Contact name: |  |
| Name of organisation: |  |
| Role in organisation: |  |
| Phone number: |  |
| E-mail address: |  |
| Postal address: |  |
| Signature (electronic is acceptable): |  |
| Date: |  |