



Department  
for Environment  
Food & Rural Affairs

[REDACTED]  
Energy Saving Trust Limited  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
Our ref: [REDACTED]

Date: 16<sup>th</sup> June 2021

Dear Sir / Madam

**Award of contract for the supply of Clean Vehicle Retrofit Accreditation Scheme (CVRAS)**

Following your tender/ proposal for the supply of **Clean Vehicle Retrofit Accreditation Scheme (CVRAS)** to **Defra**, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between **Defra** as the Customer and **Energy Saving Trust** as the Supplier for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the "**Conditions**"). In the event of any conflict between this Award Letter and the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

For the purposes of the Agreement, the Customer and the Supplier agree as follows:

- 1) The Services shall be performed at [REDACTED]
- 2) The charges for the Services shall be as set out in Annex 2 / the Supplier's quotation dated 29<sup>th</sup> March 2021.
- 3) The specification of the Services to be supplied is as set out in Annex 3 / the Supplier's quotation dated 29<sup>th</sup> March 2021.
- 4) The Term shall commence on 01<sup>st</sup> April 2021 and the Expiry Date shall be 31<sup>st</sup> March 2022.
- 5) The address for notices of the Parties are:

**Customer**

Department for Environment, Food and  
Rural Affairs, [REDACTED]  
[REDACTED]

**Attention:** [REDACTED]

**Email:** [REDACTED]  
[REDACTED]

**Supplier**

Energy Saving Trust Limited  
[REDACTED]  
[REDACTED]

**Attention:** [REDACTED] [REDACTED] [REDACTED]  
[REDACTED]

Email: [REDACTED]

- 6) The following persons are Key Personnel for the purposes of the Agreement:

**Name** [REDACTED] [REDACTED]  
[REDACTED]

- 7) The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a "**Relevant Conviction**"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

- 8) **Grant Funding Budget** - means the £524,850 awarded to the Supplier under grant agreement project [REDACTED] or the sole purpose of awarding grants under the Clean Vehicle Retrofit Accreditation Scheme.

Without prejudice to the Authority's other rights and remedies, the Authority may at its discretion suspend payment of the Grant Funding Budget and/or require repayment of the Grant Funding Budget if one or more of the following events occur:

- the Authority considers that the Supplier has not made satisfactory progress with the delivery of the service as detailed in Annex 3;
- the Supplier fails to comply with the terms of this Contract and fails to remedy such failure within thirty (30) days of receiving written notice from the Authority detailing the non-compliance;
- the Supplier has incorrectly paid money to a Grant Recipient as a result of administrative error or other reasons;
- the Supplier becomes insolvent, or is declared bankrupt, or is placed into receivership, administration or liquidation (other than for the purpose of a bona fide internal reorganisation or amalgamation);
- the Supplier has not carried out the full services and the unspent grant funding requires to be repaid to the Authority.

### 9) Liaison

For general liaison your contact will continue to be [REDACTED]  
 We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to Pippa Hicks at the above address **within 7** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours sincerely

[REDACTED]  
 Commercial Officer  
 Professional Services

M: [REDACTED]  
 [REDACTED]

Signed for and on behalf of

Supplier:  
 Name:  
 Job Title:

Signature:

Date:

Name: [REDACTED]  
 Buyer name  
 (Procurement)

Signature: [REDACTED]

Date: 22/06/2021

We accept the terms set out in this letter and its Annexes, including the Conditions.

Signed for and on behalf of **Energy Saving Trust Limited**

Name:

Job Title:

Signature:

Date: 22nd June 2021

## Annex 2 – Charges

Clean Vehicle Retrofit Accreditation Scheme (CVRAS) - Scheme administration work plan cost estimates for 2021-22.

| WP | Tasks   | Days | Costs      |
|----|---|------|------------|
| 1  | <b>Technical advisory</b><br>[REDACTED]                         | 1    | [REDACTED] |
|    | <b>Scheme reporting</b><br>[REDACTED]                           | 1    | [REDACTED] |
|    | <b>Scheme communications</b><br>[REDACTED]                      | 1    | [REDACTED] |
| 2  | <b>Scheme standards - technical reviews</b><br>[REDACTED]       | 1    | [REDACTED] |
|    | <b>Scheme documentation reviews and updates</b><br>[REDACTED]   | 1    | [REDACTED] |
|    | <b>Website administration</b><br>[REDACTED]                     | 1    | [REDACTED] |
| 3  | <b>Stakeholder engagement - LA support</b><br>[REDACTED]        | 1    | [REDACTED] |
|    | <b>Stakeholder engagement - general enquiries</b><br>[REDACTED] | 1    | [REDACTED] |

|     |  |   |            |
|-----|--|---|------------|
|     |  |   |            |
|     | Stakeholder engagement - new technologies<br>[REDACTED]      | 1 | [REDACTED] |
|     | Stakeholder engagement - approved technology<br>[REDACTED]   | 1 | [REDACTED] |
| All | Travel, accommodation and subsistence expenses<br>[REDACTED] |   | [REDACTED] |
| All | Legal cost contingency<br>[REDACTED]                         |   | [REDACTED] |
|     | [REDACTED]<br>Total  | 1 | [REDACTED] |

[REDACTED]

Clean Vehicle Retrofit Accreditation Scheme (CVRAS) – Retrofitted Vehicle Data Collation Cost Estimates for 2021-22

| Process Step | Tasks                                      | Days | Cost       |
|--------------|--|------|------------|
| 1            | Issuing of installation logs<br>[REDACTED] | 1    | [REDACTED] |

|              |   |  |  |
|--------------|---|--|--|
|              |   |  |  |
| 2            | <b>Regular installation log requests</b><br>              |  |  |
| 3            | <b>Receipt and checks of data</b><br>                     |  |  |
| 4            | <b>Compilation of master list</b><br>                     |  |  |
| 5            | <b>Issuing of master list of retrofitted vehicles</b><br> |  |  |
| <b>Total</b> |   |  |  |

[REDACTED]

| WP           | Tasks  | Days       | Costs      |
|--------------|--|------------|------------|
| 1            | Transport for London review                              | [REDACTED] | [REDACTED] |
| 2            | Supplier portal review [REDACTED]                        | [REDACTED] | [REDACTED] |
| 3            | JAQU/Energy Saving Trust/Zemo Partnership review meeting | [REDACTED] | [REDACTED] |
| 4            | Telematics and dashboard reviews [REDACTED]              | [REDACTED] | [REDACTED] |
| 5            | Telematics emission verification tests [REDACTED]        | [REDACTED] | [REDACTED] |
|              | PEMS test house cost [REDACTED]                          | [REDACTED] | [REDACTED] |
| 6            | JAQU/Energy Saving Trust/Zemo Partnership Review         | [REDACTED] | [REDACTED] |
| 7            | Supplier/operator audit and review [REDACTED]            | [REDACTED] | [REDACTED] |
| 8            | Confirmatory tests [REDACTED]                            | [REDACTED] | [REDACTED] |
|              | PEMS test house cost [REDACTED]                          | [REDACTED] | [REDACTED] |
| 6            | JAQU/Energy Saving Trust/Zemo Partnership Review         | [REDACTED] | [REDACTED] |
| <b>Total</b> |  |            | [REDACTED] |

[REDACTED]

#### CVRAS Test Fund Extension for [REDACTED] for 2021-22

| WP | Tasks  | Days       | Costs      |
|----|--|------------|------------|
| 1  | Liaising with [REDACTED] on vehicle testing programme                                      | [REDACTED] | [REDACTED] |
| 2  | Witnessing CVRAS tests   | [REDACTED] | [REDACTED] |
| 4  | Administration of CVRAS Test Fund claims for Eminox Ltd and reporting to JAQU              | [REDACTED] | [REDACTED] |
|    | CVRAS test grant for Eminox to conduct two Millbrook CVRAS tests on coach/HGV applications |            | [REDACTED] |



|  |       |  |  |  |  |  |
|--|-------|--|--|--|--|--|
|  | Total |  |  |  |  |  |
|--|-------|--|--|--|--|--|

## Annex 3 – Specification

# Clean Vehicle Retrofit Accreditation Scheme (CVRAS) work streams

**ACTIVITY IMPACT:** The CVRAS work programme will deliver cleaner air in our towns and cities across the UK where air pollution exceedances dictate that action is needed at a local level.

This programme targets the cleaning up of older and more polluting legacy vehicles that contribute to NO<sub>2</sub> and particulate matter pollution. The UK Government has a legal obligation to meet ambient air quality limits and has set out a clean air strategy that addresses the issue of air pollution, particularly NO<sub>2</sub> emissions. By providing a robust assurance scheme for suppliers and their products that can be retrofitted to vehicles will mean vehicle operators can have confidence their vehicles will be recognised as compliant for CAZ, ULEZ or LEZ entry without charge and local authorities implementing clean air policy can be confident in the performance of retrofitted vehicles.

### Deliverables

- Continual review of CVRAS standards and update where appropriate
- Maintain the CVRAS Approved Device List
- Continual update of the CVRAS Register
- Conduct stakeholder engagement events
- Provide input into any revisions to the Zemo Partnership Retrofit Guidance Document
- Provide retrofitted vehicle data to Defra CAZ Vehicle Checker and Charging Platform
- Support DVSA vehicle inspection services if and when required
- Establish an in-service monitoring regime for retrofitted vehicles.
- Conduct independent compliance testing programme
- Support local authorities on the administration of grant schemes for vehicle retrofit when needed
- Provide CVRAS Test Fund administration with respect to Eminox Ltd

### Budget allocation

- Total budget: [REDACTED]
- Sub budgets:

|            |            |
|------------|------------|
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |

### Government lead



## **Energy Saving Trust lead**



### **CVRAS Scheme Administration**

Applicant companies pay appropriate certification fees to cover the certification work whereas JAQU funding covers activity that cannot be directly attributed to a particular applicant or application. This activity covers the following three work streams

#### **Programme Management**

- Technical advisory/steering group meetings - Preparation and administration, facilitation and write up post meeting
- Scheme reporting to JAQU/DfT - Ongoing reporting to funders and interested government stakeholders, face to face meetings and monthly status reports. Adhoc meetings and teleconferences.
- Scheme communications - Communications activity via various communication channels, PR, blog posts, social media channels and direct communications, potential webinar preparation, hosting and follow up.

#### **Scheme Standards and Information**

- Technical reviews - Review of standards, including limits, technical requirements of retrofit systems, vehicle specific reviews and data source research.
- Scheme documentation reviews and updates - Scheme documentation reviews covering application forms, internal certification documentation, certificates, external scheme documents such as technical information and guidance.
- Website administration - content reviews, updates and additional content generation, CVRAS Approved Device List and CVRAS Register (web tool) updates incorporating user feedback where appropriate.

#### **Stakeholder Engagement**

- Local Authority support - Participation in and presentations at CAZ/ULEZ/LEZ events or “road shows”, dealing with CAZ enquiries from local authorities related to CVRAS and supporting where appropriate.
- General enquiries - Dealing with enquires from operators and fleet managers within the passenger, goods and service providers (e.g. taxi/PHV trade), also enquiries from general public related to retrofit and CAZ/ULEZ/LEZ across the UK plus engagement with trade bodies such as CPT, FTA and RHA.
- New technologies - New technology enquiries from providers of technologies that have potential for CVRAS approval.
- Approved technology providers - CVRAS approved company meetings and trade association (EIC) engagement.

All these activities will generate a need to travel so travel expenses associated with stakeholder engagement activities particularly Local Authority CAZ/Clean Air Roadshows, generally day trips are conducted however timing of events and distance from London may require overnight accommodation and subsistence. Travel expenses for meetings within London, generally tube fares will also be incurred.

## **Enforcement Activity – Initial vehicle certification and in-service compliance monitoring**

### **Initial vehicle certification**

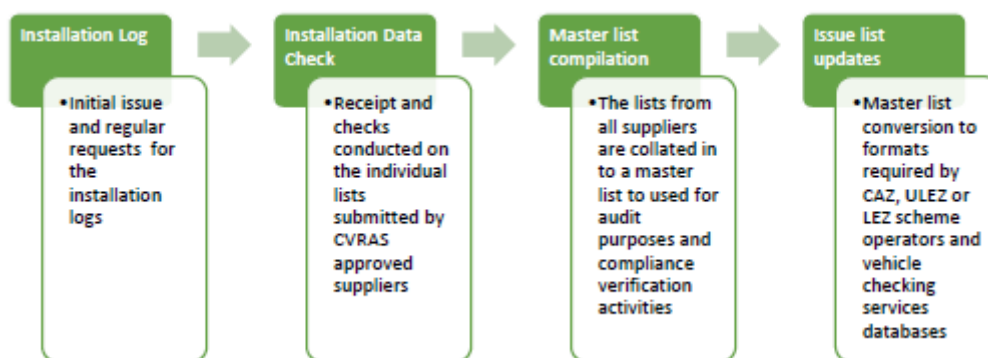
Initially CAZ, ULEZ or LEZ enforcement mechanisms for retrofitted vehicles, initial vehicle certification and the associated databases of compliant vehicles was considered the sole responsibility of the DfT agencies such as DVSA and VCA. It was envisaged that the DVSA would conduct a vehicle inspection service that would require a strong link between CVRAS Company and product approval with the DVSA for this to work effectively, however legal and legislation concerns along with DVSA system upgrades curtailed this activity. When this system is reintroduced it will require a high level of input from Energy Saving Trust to ensure that retrofitted vehicles are recognised as compliant by CAZ operating authorities. It has not been confirmed when the DVSA will be looking to launch the vehicle inspection service at the time of writing but if this is to happen during 2021-22 then it will require input and support from us that has not been included in this proposal.

Initial vehicle certification is where retrofitted vehicles are required to be certified as retrofitted with compliant systems. These vehicle details need to be entered on to vehicle lists that can be accessed by CAZ/ULEZ/LEZ implementing authorities and not charged for entering a specified area. As an interim solution, until a DVSA led vehicle inspection regime is established, we have set up a process where retrofitted vehicle lists are collated from CVRAS approved suppliers and sent on to the relevant agencies. We have incorporated the work conducted previously with the DVSA on a vehicle inspection protocol into this process. This will also feed into the ongoing CVRAS auditing function of Energy Saving Trust.

In order to assess vehicle retrofit installations there needs to be a comprehensive listing of all the vehicles retrofitted with CVRAS approved systems. The source of this data on vehicle installations resides with the CVRAS approved suppliers and a mechanism has been put in place to get this data from the suppliers to Energy Saving Trust, the CVRAS certification body.

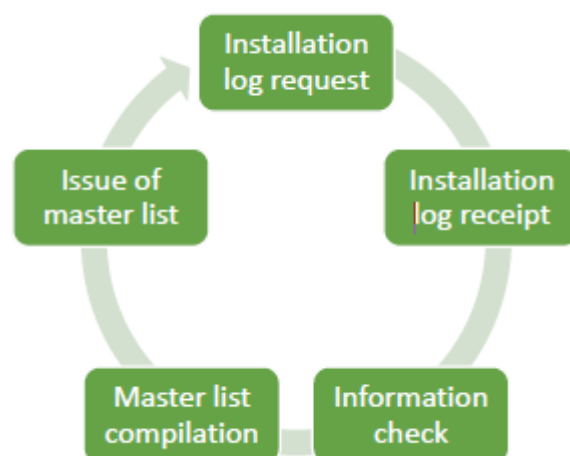
An installation log Excel spreadsheet has been defined that uses the information included on a vehicle installation certificate issued by a CVRAS approved supplier. The information included on installation certificate and therefore the installation log has been developed with annual vehicle inspection in mind i.e. all the information included within the log is aligned with creating a vehicle technical record within DVSA systems.

The installation logs from individual CVRAS approved suppliers will be used for audit purposes of the suppliers and collated into one master list which is used to create a list that is uploaded to the CAZ Vehicle Checker database via a unique online portal. Once a retrofitted vehicle registration (VRM) has been uploaded then it will return a compliant status when the VRM is entered on the CAZ Vehicle Checker website. These lists can also be used for any in-service monitoring activity in the future and verification of vehicle compliance for CAZ, ULEZ or LEZ charging zones.



The process will be continual as more vehicles are retrofitted and added to the individual supplier lists and then on to the master list. There may also be the removal of vehicles from this list in the future which could be due to non-compliance of the vehicle or the retrofit system supplier.

At the time of writing a total of 6,574 VRMs had been uploaded with buses making up the vast majority, a breakdown is shown in the table below



| Vehicle type                     | Number of retrofitted VRMs uploaded |
|----------------------------------|-------------------------------------|
| Bus                              | 6,105                               |
| Coach                            | 62                                  |
| Minibus                          | 5                                   |
| HGV                              | 6                                   |
| Refuse collection vehicles (RCV) | 80                                  |
| Black taxis                      | 311                                 |
| Vans                             | 3                                   |

| Process Step | Tasks   |
|--------------|---|
| 1            | Issuing of installation logs<br>This step involves the issuing of the installation log MS Excel file. It is considered that this will be a one-off activity as once the CVRAS supplier has the file they will continually at to their installation log.<br>If updates to the file are needed then there will be a need to re-issue. |
| 2            | Regular installation log requests<br>Energy Saving Trust will request that CVRAS approved suppliers submit their installation logs at an appropriate frequency for their business. This will be conducted on a weekly basis and will involve guideline reminders  |

|   |   |
|---|---|
|   | on accuracy and completeness of data supplied.  |
| 3 | <p>Receipt and checks of data</p> <p>CVRAS approved suppliers will send their installation logs to Energy Saving Trust. These will be acknowledged on receipt and a desk-based check against records held on CVRAS approvals will be conducted.</p> |
| 4 | <p>Compilation of master list</p> <p>Energy Saving Trust will compile the master list from the checked installation logs submitted by CVRAS approved suppliers.</p>   |
| 5 | <p>Uploading retrofitted vehicles data to Defra CAZ Vehicle Checker database</p> <p>Energy Saving Trust will upload retrofitted vehicle data as a CSV file format generated from the Master List MS Excel file on a weekly basis.</p>               |

### **In-service compliance monitoring via onboard datalogging/telematics and PEMS testing (to be delivered in collaboration with the Zemo Partnership)**

Closely linked to initial vehicle inspection and certification is the requirement for in-service compliance monitoring of retrofitted vehicles in order to demonstrate that the emissions reductions required are achieved in real world driving conditions on a day-to-day basis. An independent body is best placed to conduct compliance checks on retrofitted vehicles from the on and off-board data systems to verify emission reduction system performance. This service will be closely linked to the CVRAS approval auditing process. A framework for in-service compliance monitoring has been developed but still needs to be established. During 2020-21 work on the in-service monitoring of retrofit suppliers' portals has highlighted the need for a harmonised approach into the data being reported. There is a need for an in-depth analysis of the various data reporting systems of the retrofits suppliers and to gain trust in their outputs and a need for verification by PEMS testing.

A programme of work has been developed in collaboration with the Zemo Partnership who jointly deliver the CVRAS programme as the technical partner. The following steps are needed to realise a robust in-service monitoring system that will rely on the telematic reporting system of the CVRAS approved retrofit suppliers.

#### **Review meeting with Transport for London**

The first step in this project will be a review meeting with relevant personnel at Transport for London in order to collate current in-service performance data and how this is derived and reported. The aim will be to align requirements that can be used UK wide and avoid duplication of effort.

#### **Reviews of each supplier portal**

A review of each suppliers' data reporting portal to establish the current status of each portal will be conducted.

#### **In-depth reviews of supplier telematics data and dashboard**

Conduct in-depth reviews on supplier telematics systems that will include sensor control strategies, exhaust temperature profiling, emission values reported by onboard systems and calculation methodologies for reporting within online portals.

### **Telematics emissions verification by PEMS**

Conduct a verification of the telematics emission values using PEMS to establish a correlation between the on-board data established via the telematics and the actual tailpipe emissions using industry standard test procedures.

### **Audit of the supplier and operator monitoring processes**

A review of the data and processes that take place at operator level in collaboration with supplier in order to establish the responsibility scope and boundaries to ensure data is proactively monitored and vehicle under-performance is identified and rectification actions are implemented at operator and/or retrofit supplier level.

### **Confirmatory PEMS tests**

A second vehicle type and system from each supplier will be selected for confirmatory PEMS tests.

Additionally, there is currently no ongoing process to sample and “spot check” retrofit systems in the field. Energy Saving Trust and Zemo Partnership will work together to help deliver a compliance testing scheme via in service PEMS tests for implementation in 2022-23 subsequent to the 2021-22 programme mentioned above.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]