

Invitation to Quote



Department for Energy Security & Net Zero

**Mini Competition against an existing Framework Agreement (MC)
on behalf of the Department for Energy Security & Net Zero**

Subject: Renewables Obligation: Fixed Price Certificates Impacts

Sourcing Reference Number: PS23451

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UKSBS) brings a commercial attitude to the public sector; helping our Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for the Contracting Authorities of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our Contracting Authorities. This allows Contracting Authorities the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UKSBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by the Department for Business, Energy & Industrial Strategy (BEIS), UKSBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UKShared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UKSBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UKSBS to deliver two major procurement categories (construction and research) across Government.

UKSBS currently manages £700m expenditure for its Contracting Authorities. Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Privacy Statement

At UK Shared Business Services (UKSBS) we recognise and understand that your privacy is extremely important, and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UKSBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.

- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

<https://www.ukpbs.co.uk/use/pages/privacy.aspx>

Privacy Notice

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (UK GDPR).

YOUR DATA

The Contracting Authority 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

The Contracting Authority are processing your personal data for the purposes of the tender exercise, 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. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All submissions in connection with this tender exercise will be retained for a period of (7) 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

As your personal data is stored on our IT infrastructure and shared with our data processors Microsoft and Amazon Web Services, it may be transferred and stored securely in the UK and European Economic Area. Where your personal data is stored outside the UK and EEA it will be subject to equivalent legal protection through the use of Model Contract Clauses.

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.

Contact Details

The data controller for your personal data is:

The Department for Energy Security and Net Zero

You can contact the Data Protection Officer at:

DESNZ Data Protection Officer, Department for Energy Security and Net Zero, 3-8 Whitehall Place, London, SW1A 2EG. Email: dataprotection@energysecurity.gov.uk

Section 2 – About the Contracting Authority

Department for Energy, Security and Net Zero (DESNZ)

The Department for Energy Security and Net Zero (DESNZ) is focused on the energy portfolio from the former Department for Business, Energy and Industrial Strategy (BEIS). Our focus is securing our long-term energy supply, bringing down bills and halving inflation

Our responsibilities

- delivering security of energy supply
- ensuring properly functioning energy markets
- encouraging greater energy efficiency
- seizing the opportunities of net zero to lead the world in new green industries

Section 3 – Working with the Contracting Authority

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1.	Contracting Authority Name and address	The Department for Energy Security & Net Zero 3-8 Whitehall Place, London, SW1A 2ED
3.2.	Buyer name	Alex Marks
3.3.	Buyer contact details	Professionalservices@uksbs.co.uk
3.4.	Maximum value of the Opportunity	£50,000.00 excluding VAT Maximum
3.5.	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Messaging Centre of the Jaggaer eSourcing portal. Guidance on how to obtain support on using the Jaggaer eSourcing portal can be found in Section 7.25. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered, unless formally advised to do so by UKSBS.

Section 3 - Timescales		
3.5.	Date of Issue of Contract Advert on Contracts Finder	Monday, 18 th December 2023
3.6.	Latest date / time ITQ clarification questions shall be received through the Jaggaer eSourcing Portal	Wednesday, 3 rd January 2024 11:00
3.7.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through the Jaggaer eSourcing Portal	Friday, 5 th January 2024
3.8.	Latest date and time ITQ Bid shall be submitted through the Jaggaer eSourcing Portal (the Deadline)	Friday, 12 th January 2024 14:00
3.9.	Anticipated notification date of successful and unsuccessful Bids	Wednesday, 17 th January 2024
3.10.	Anticipated Contract Award date	Friday, 19 th January 2024
3.11.	Anticipated Contract Start date	Monday, 22 nd January 2024
3.12.	Anticipated Contract End date	Friday, 29 th March 2024
3.13.	Bid Validity Period	90 Days

Section 4 – Specification

1. Background

The Renewables Obligation (RO) scheme is the UK's largest renewable electricity support scheme, with nearly 30% of the UK's total electricity supply coming from the scheme. The RO operates as three separate but complementary schemes covering England and Wales, Scotland, and Northern Ireland. It launched in 2002 in Great Britain and 2005 in Northern Ireland and closed for new applications in 2017. Qualifying generating stations will continue to be supported until their accreditation expires, with the last payments due in 2037. Further background information about the RO scheme is provided below.

Analytical needs and impact of this research

Results of this research project will be used to inform policy development ahead of a more formal consultation process with the wider industry and will focus on:

- The possible volatility of the price of ROCs where a loss of generating assets from the RO scheme impacts RO participant behaviour, and the broader implications of price volatility within the RO scheme as it runs to the end of its life in 2037. We also require an estimate of when volatility is most likely to start occurring, if at all;

and

- How the adaptation of the RO scheme into a Fixed Price Certificate (FPC) scheme will impact RO participants and the UK renewable energy market, with particular focus on 1) PPAs agreed between RO participants and 2) investor confidence in UK renewable deployment.

Analysis on the future of the RO scheme and ROC market undertaken in 2011 suggested there would be significant price volatility due to the loss of generating assets from the scheme starting in 2027. This provided the basis for a government commitment to move to a fixed-price solution by 2027.

Given the significant uptake of new assets into the RO in the years leading up to scheme-close (2015-2017), it is now thought that the price volatility predicted in 2011 is far less likely to materialise in 2027. Responses to a recent Call for Evidence have suggested that any volatility is more likely to take effect in the 2030s and may be less severe than thought.

Notwithstanding the above, the responses received to the Call for Evidence presented a mixed picture of timings and magnitude of the ROC market volatility.

Analysis to date has not produced enough evidence to allow us to fully understand the degree to which price volatility concerns are material and what the specific impact any of the effects raised in these concerns would have on RO participants and the UK's renewable energy industry. It is, therefore, necessary for us to look again to understand how the original rationale for FPCs stands in the context of the current RO scheme and whether there remains a justifiable benefit to carry out the commitment.

This research needs to start as soon as possible to allow DESNZ sufficient time to assess, design and implement a suitable FPC based system; our current proposal is to implement FPCs in 2027, building in a 2-year notice period for stakeholders, which means legislating in 2024. This would require us to consult on policy recommendations on a FPC approach in early 2024.

The research should be a mix of desk-based research, quantitative modelling, and qualitative analysis and should last 8 weeks. More on methodology is provided in a later section.

Introduction to the Renewables Obligation (RO)

The RO is the UK's largest renewable electricity support scheme with 30% of the UK's total electricity supply coming from the scheme. There are c.27,000 generating stations across the UK accredited under the scheme, with a total generating capacity of c.35GW. This includes:

- Onshore wind;
- Fuelled technologies (biomass etc.);
- Offshore wind; and
- Solar PV

The scheme closed to new applicants in 2017, with generating stations supported until their accreditation expires. The 'early years' generators (amongst the first to be accredited under the RO) start to retire from the scheme from 2027 onwards. The RO closes entirely in 2037.

How the RO works:

The RO supports renewable electricity generation and operates as a market-based system of tradable green certificates called "Renewables Obligation Certificates" (ROCs).

The scheme works by putting an annual obligation on UK electricity suppliers to present a certain number of ROCs to the scheme administrator, Ofgem, in respect of each MWh of electricity they supplied to their customers during an obligation year (1 April to 31 March).

Generators obtain ROCs free of charge from Ofgem in relation to the renewable electricity they generate. Suppliers buy ROCs from generators (or from ROC traders/brokers), giving generators extra income in addition to the wholesale price of their renewable electricity. The scheme is designed to ensure that ROCs will almost always be in short supply, so ensuring generators have buyers for their ROCs. But the value of a ROC is a matter for negotiation between generator and supplier/trader.

In the event of ROCs not being available, or if suppliers prefer not to purchase them, suppliers can make a cash 'buy-out payment' to Ofgem in lieu of each ROC. The "buy-out price" is currently set at £59.01 per ROC for 2023/24 and it is adjusted each year in line with the Retail Prices Index.

The number of ROCs to be supplied per MWh of electricity (called the level of the obligation) is set each year, six months in advance of the obligation year ahead (legally, the level of the obligation must be published by the preceding 1 October).

RO year schedule:

Suppliers have until 31 August following each RO year to present Ofgem with their buy-out payments and until 1 September to present their ROCs (they can use a mixture of the two if they want to). A further two months are available for suppliers to make "late-payments", but these attract interest charges which are levied at 5% above the Bank of

England base rate. Suppliers cannot present ROCs during the late payment period, which ends on 31 October. The expectation is that on average around 10% of the obligation is met via buy-out payments, with the rest met with ROCs.

At the end of the RO year, and after Ofgem's administration costs have been deducted, the money collected in the buy-out and late payment funds is redistributed on a pro-rata basis to suppliers who presented ROCs. Suppliers that do not present ROCs do not receive any portion of the redistributed fund, so encouraging the purchase of ROCs over making a cash payment. There is an expectation that some or all of the redistributed money is paid to generators, either through PPA agreements or via a higher ROC price. The cost of the RO to suppliers is passed onto consumers via their electricity bills.

The Devolved Administrations (DAs):

There are three separate RO schemes, covering England and Wales (RO), Scotland (ROS) and Northern Ireland (NIRO). DESNZ is responsible for the RO, and the latter two schemes are the responsibility of the DA in question. However, under an arrangement of mutual recognition, the three schemes are complementary, and certificates issued under each are interchangeable. These arrangements mean the costs of the three schemes are spread across UK electricity consumers. NI consumers are subsidised by GB consumers due to a lower level of the obligation being set for the NIRO. This is beneficial for NI consumers because there is a disproportionately large amount of generation in NI in comparison to the number of consumers there. If NI consumers were required to pay the full cost of the NIRO, their bills would be significantly higher.

All three schemes are administered by Ofgem, the GB energy regulator (Ofgem administer the NI scheme under an agreement with the NI regulator URegNI). As well as issuing ROCs, their role also includes generator and supplier compliance/enforcement and publishing an annual report on the RO.

Background to the introduction of Fixed-Price-Certificates (FPCs):

In 2011 the Government announced that the RO would close to new applicants in 2017 and would aim to switch the RO to a Fixed-Price-Certificate (FPC) based scheme from 2027 onwards. DESNZ is commissioning this research to start exploring how an FPC based scheme could impact stakeholders and mitigate the price volatility of ROCs once generators on the scheme start to drop off in significant numbers (which is expected to happen from 2027).

The initial motivation behind changing the RO to a FPC system, was to address the anticipated market volatility that Government expected to happen when generating stations started to retire from the RO as their accreditation expired. However, once the Government announced (in 2011) the closure of the scheme, many new renewable energy stations joined the RO ahead of the closing deadline (2017). This significantly increased generating capacity under the RO, which likely reduced and delayed the anticipated risk of price volatility until the early-to mid-2030s. In light of the reduced probability of price volatility, there is good reason to understand the magnitude and timing of the impact of moving to an FPC model on market participants.

FPC Rationale:

A transition to FPCs would first and foremost address the risk of certificate price volatility under the scheme, as generators retire from 2027 to 2037. There are also other benefits to moving to an FPC system from 2027, including:

- **Reducing the cost of the scheme:** The RO is valued at £6.5bn per annum and will increase with inflation before declining from 2027 onwards. Moving to FPCs could allow for cost reduction opportunities which could be passed on to consumers.
- **Rebalancing electricity costs:** In the 2021 Heat and Buildings Strategy DESNZ committed to considering whether to move the cost of the RO away from electricity bills. Moving the cost of the RO would be significantly easier where the traded element of the scheme were removed and the scheme had been converted to an FPC system.
- **Reducing the risk of supplier payment default and mutualisation:** By increasing the frequency of payments by suppliers, the amount of money at risk would reduce, which in turn would reduce the risk of mutualisation occurring under the RO. This would also provide renewable generators greater certainty of income.

Moving to FPCs is likely to be complex and responses to the recent Call for Evidence have helped highlight some considerations regarding price volatility and the impact on the broader renewable market/investor confidence which need to be studied in greater detail.

Introductory documents:

Call for Evidence on Fixed Price Certificates: <https://www.gov.uk/government/calls-for-evidence/introducing-fixed-price-certificates-into-renewables-obligation-schemes-call-for-evidence>

Additional introductory documents can be provided on request to the successful contractor.

2. Aims and Objectives of the Project

Overall aims of the project:

The overarching aims of this research are:

1. To better understand the price volatility of the ROC market once generators start to come off the scheme in significant numbers and the role FPCs can play in mitigating this; and
2. To investigate stakeholder concerns over the proposed change to the FPC scheme with regard to investor confidence and impacts on the PPA market.

The results of this research will help to inform DESNZ on whether the commitment to change the RO to an FPC system is appropriate and if so, provide views on the unintended consequences of such a change.

More specifically, it will help quantify the impacts of a change to FPCs on participants of the RO scheme, and market players in the renewable industry in general, by looking into concerns raised by representatives from the energy industry on:

- a) The expectation of ROC price volatility annually until the end of the scheme, where RO generating assets leave the scheme. Also, the expectation that the level of ROC supply could cause volatility due to suppliers no longer finding it economical to purchase ROCs, and meeting their obligations through paying into the buy-out fund.
- b) How a new FPC scheme will impact purchasing power agreements (PPAs); specifically, the impact on existing PPAs between RO participants (largely generators and suppliers), whether they will have to be reviewed and how this is likely to impact the contracted parties;
- c) How the proposals in the Call of Evidence on introducing FPCs could impact investor confidence in the UK renewable energy sector, with specific considerations for the pricing proposals. Conversely, how not introducing FPCs could impact investor confidence, with specific consideration for uncertainty surrounding price stability.

Outline of the proposed FPC system:

Broadly, a change to an RO FPC arrangement would mean:

- The price of certificates would be fixed following a methodology determined by DESNZ.
- There are two models under considerations. Model 1 would see the creation of a counterparty organisation responsible for directly paying generators for their production and levying suppliers for their obligation. Model 2 would see continued trading arrangements between suppliers and generators, with a central counterparty buying certificates from either market participants during certain windows of time. The benefits of trading here would be to secure more frequent cashflow for generators and preserve benefits of the wider buyer/seller relationship.
- The scheme's administrator would retain its role.
- The price of FPCs would no longer include a 10% headroom and would be tied to CPI rather than RPI.
- The current proposal is to introduce this new system in 2027.

Objectives of the project:

There are a number of issues which we would like the successful contractor to explore.

Part 1 – Price volatility of the ROC market

This section should be a detailed exploration of the ROC market and the price variations which may occur due to the reduced supply / unpredictability of certificates following the departure of generating assets from the scheme:

Price of a certificate

- Given the predictable loss of generating assets from the RO scheme at given points (where their 20-year scheme participation has elapsed):
 - What scenarios could lead to a critical volatility in ROC Price?
 - Under current ROC trading arrangements, how likely are those scenarios to occur (given the ability of suppliers to meet up to 25% of their obligation with banked ROCs from the previous year)?
 - What is the price variability until the end of the scheme and when are any material price fluctuations likely to present themselves?
 - What are market participants' likely reactions to price volatility?
 - How would price fluctuations impact existing and new PPA agreements?
 - What impacts would price fluctuations have on the broader functioning of the RO scheme?
- Where a change to an FPC model is used to address price fluctuation issues, what are the costs/benefits of implementing the changes at different points in time (ranges from 2027 to 2037)?

Part 2 – Impact of a change to FPCs on existing and future PPAs

This section should explore as far as possible PPA arrangements between suppliers and generators participating in the scheme and how a change to FPCs would impact them:

Validity of PPAs following FPC change

- Where a change to FPCs has been made, to what degree would there be a resulting need for a review of PPA contracts between suppliers and generators? Does this differ per type of PPA?
- Where a review of PPA contracts is required, what is the impact on RO participants over time and across types and size of generation?
- Where a change to FPCs has been made, and where PPAs have been invalidated as a result and require review, what are the possible and likely financial impacts on the suppliers and generators affected (including legal costs of redraft and impact on agreed terms)?

- Where a change to FPCs has been made, and where PPAs have been invalidated as a result and require review, what is the likelihood of contracted suppliers not re-entering into a PPA agreement with renewable generators – i.e. is there a risk of suppliers taking an opportunity to leave the agreement altogether rather than renegotiate?

Part 3 – Impact of a change to FPCs on investor confidence in UK renewable energy market

This section should explore, as far as possible, how a change to FPCs would impact the likelihood of future investment in the UK renewable energy market when considered alongside a broader range of UK government schemes and initiatives such as CfD AR5, EGL and REMA. It should look into investor responses to government actions to make changes to mature schemes such as the RO:

Impact on investor confidence

- Where a change to FPCs has been made, would there be a discernible knock-on effect on investor confidence in UK renewable as a result of UK government making changes to a well-established scheme?
- Would the UK make itself a less attractive renewable energy market to invest in where like-for-like comparisons can be made?
- Where a change to FPCs has been made, and where investor confidence is impacted, would changes, new schemes and new initiatives being made by UK government in renewable energy elsewhere mitigate or undo the impact?
- Where a change to FPCs has been made, and where this has impacted investor confidence, what would be the risk to planned renewable energy projects in the UK?

• Suggested Methodology

If applicable:

Total number of Participants (experimental design)

Total number of Interviews (survey)

Total number of Interviews (qualitative)

Total number of Focus Groups

Total number of Case Studies

Insert numbers: To be suggested by the contractor.

Interviews: Interviews to be restricted to commercial and delivery experts, to go beyond currently held evidence.

Any other specific requirements

DESNZ will not provide the sample of interviewees for research

The research should be a mix of desk-based research, quantitative modelling, and qualitative analysis should last 8 weeks.

For ROC price volatility, we would require a qualitative analysis of the factors which can lead to price volatility occurring. This would include identifying a range of scenarios featuring price volatility in the ROC market from 2017 to 2037, with an assessment of the likelihood of these scenarios occurring and the significance of volatility anticipated in each. We anticipate this to require desk-based research and interviewing of ROC traders and other relevant industry players. We would also require a review of our quantitative projections regarding the number of certificates per year in the market from 2027-2037, with additional quantitative modelling to ensure robustness of these projections.

For our PPA and investment understanding, we would require insight into whether proposed reforms would threaten investment into the UK renewable energy projects pipeline, including case studies. We also require an analysis of the impact that introducing FPCs would have on existing PPAs, with a breakdown per PPA type. This should include an assessment of the scale of the endeavour and the consequences (e.g. financial implications for market participants). We suspect this analysis to require desk-based research and interviews with PPA and other commercial experts.

- **Deliverables**

The successful bidder should actively engage with the project manager in DESNZ on the design and delivery of the project. This can be done through email correspondence, video calls, and workshops.

The successful bidder will be responsible for all aspects of the project, including developing methodologies, designing topic guides and questionnaires for fieldwork, undertaking fieldwork and completing deliverables. DESNZ will feed into the project and review documents at regular interviews and bidders will be expected to respond to comments and suggestions.

DESNZ will review all draft documents (e.g. reports, topic guides) and provide comments. The successful bidder will need to action comments and make improvements to the drafts to meet DESNZ' requirements. The supplier can share early drafts of reports to DESNZ to ensure DESNZ agrees with the structure.

Expected Outputs

Bidders should note that DESNZ will own the intellectual property rights of any and all intermediate products, including final deliverables, and in particular including presentation slide packs, reports and data.

The following outputs are required within the project, irrespective of whether the suggested methodologies are used or whether alternatives are proposed. Alternative reporting approaches or timing may be proposed so long as they meet the needs outlined below and the bidder's reasoning is clearly set out.

- Interim findings presentation/discussion to DESNZ project team:

This presentation should cover the high-level emerging findings from the analysis and enable discussion about further analysis and the structure of the final report.
Quality assured research report:

The final report will outline the findings of the research ensuring that the objectives and key research questions are answered. The report should use clear and concise language and use tables and diagrams to aid understanding and break up large chunks of text.

The report must be completed to a publishable standard and include case studies where appropriate, a clear conclusions section and a brief methodological note.

- A stand-alone three-page executive summary:

The executive summary should be produced to a publishable standard and cover no more than 3 pages.

- Presentation of final research findings:

The presentation should cover the key findings covered in the report and a summary of the key recommendations for DESNZ in a clear slide pack. The successful bidder will be expected to present the findings to policy and analyst officials in DESNZ using power point slides

- Methodology Report:

This report should outline the methodology used for each of the research phases. This should provide a clear summary of the methodology used across the project with sufficient detail for somebody to be able to replicate the study.

The report should include detail about the strengths and limitations of the methods used, and discussion about the implications of these limitations on the findings. The report must be completed to a publishable standard.

- Datasets and transcripts:

For quality assurance purposes DESNZ will also require:

- interview transcripts (if used). If it is too resource-intensive to anonymise all transcripts we will require the winning bidder to provide up to five anonymised transcripts from across the respondent groups.

Any frameworks used for collating and analysing the evidence

Any datasets used or created as part of the analysis

- DESNZ would like an executive summary and conclusion provided to bookend the research findings.
- DESNZ would like regular updates on emerging finding and project progress reports. You will see that we have broken the questions we want answered into chapters and would expect sight of these chapters as they are completed.
- DESNZ would want access to datasets of survey results and case studies. Case Studies can be written up in Word or in PowerPoint format
- DESNZ would like a transcript of industry interviews if any are conducted
- Interim report of findings including datasets and graphs
- Presentation
- Quality assured final report
- PowerPoint slides summarising the key findings

Quality Assurance

Bidders must set out their approach to quality assurance (QA) in their response to this ITT with a QA plan.

Sign-off for quality assurance must be done by someone of sufficient seniority within the contractor organisation to be able to take responsibility for the work done. Acceptance of the work by DESNZ will take this into consideration. DESNZ reserves the right to refuse to sign off outputs which do not meet the required standard specified in this invitation to

tender and/or the contractor's QA plan. QA should cover all aspects of the project undertaken by the contractors, including data collection, data analysis and reporting. To demonstrate an effective process to produce high quality reporting, the successful bidder must ensure that quality assurance is done by individuals who were not directly involved in that particular research, analysis, or reporting process. Outputs will be subject to DESNZ internal approvals, and the more substantive the output the longer the approval time required. DESNZ expect all reports to need at least 2 rounds of DESNZ review prior to sign-off and time for this should be factored into any workplans. The successful bidder will be responsible for any work supplied by sub-contractors. For primary research, contractors should be willing to facilitate DESNZ research staff attending interviews as part of the quality assurance process if appropriate. Other useful sources of guidance and advice that will help bids and the resulting work be of the highest quality include:

- The Government Social Research Code, in particular those that relate to GSR Products
- Quality in Qualitative Research: A Framework for assessing research evidence provides a Framework for appraising the quality of qualitative research

Publication

DESNZ may intend for the deliverables to be published, with exception of raw datasets. If the successful bidder uses a template from DESNZ for the report, the report will need to meet the requirements of the **Accessibility Legislation** in order to be published.

Working Arrangements

The successful bidder will be expected to identify one named point of contact through whom all enquiries can be filtered. A DESNZ project manager will be assigned to the project and will be the central point of contact.

Where a consortium or sub-contractors are in place, DESNZ expects that they are included in relevant meetings, workshops and review points to ensure their full engagement in the project. The successful bidder and any sub-contractors are responsible for the delivery of outputs to the appropriate time and quality. It is expected that the lead bidder takes an active role in oversight of all workstreams and bears the overall responsibility for the delivery of the evaluation activities and outputs.

Please note that successful bidder must be available to attend an inception meeting in the week commencing **22/01/24**.

DESNZ envisage the need for close interaction between the DESNZ Project Manager and contractor throughout the process, to ensure that emerging issues are dealt with promptly and that DESNZ fully understand the assumptions and approach taken. Bidders should assume that engagement with DESNZ will include fortnightly project management phone calls, weekly progress updates, and any ad hoc meetings as required to design and deliver the project. Throughout the project, DESNZ will review and sign off all final data collection instruments and analytical approaches (including sampling approaches and interview questions) before they can be used. DESNZ will also review and sign off all outputs.

Challenges

There may be a number of challenges in conducting this project; some are detailed in the following section. Bidders must explain how these and any other challenges will be addressed through the project's design and delivery.

Timing of outputs

Bidders should consider how they can deliver outputs to the proposed timetable. Bidders are welcome to propose innovative methods and outline a delivery plan which splits the required activities in stages to meet the requirement.

Complexity of topic

The RO policy context is relatively complex/technical so DESNZ will provide some information and help facilitate any early scoping interviews / discussions with policy colleagues if needed. Bids should outline how they will ensure they get up to speed with the topic quickly.

Ethics

All applicants will need to identify and propose arrangements for initial scrutiny and on-going monitoring of ethical issues. The appropriate handling of ethical issues is part of the tender assessment exercise and proposals will be evaluated on this as part of the 'consideration of challenges' criterion.

DESNZ expect contractors to adhere to the following Government Social Research (GSR) Principles:

- Research should have a clear user need and public benefit
- Research should be based on sound research methods and protect against bias in the interpretation of findings
- Research should adhere to data protection regulations and the secure handling of personal data
- Participation in research should be based on specific and informed consent
- Research should enable participation of the groups it seeks to represent
- Research should be conducted in a manner that minimises personal and social harm

Further information on GSR ethical principles can be found here:

<https://www.gov.uk/government/publications/ethical-assurance-guidance-for-social-research-in-government>

Chapter	Research question	Method	Lead/Support
Part 1 – Price volatility of the ROC market 80	<p><u>Price of a certificate</u></p> <p>Given the predictable loss of generating assets from the RO scheme at given points (where their 20-year scheme participation has elapsed):</p> <ul style="list-style-type: none"> • What scenarios could lead to a critical volatility in ROC Price? • Under current ROC trading arrangements, how likely are those scenarios to occur (given the ability of suppliers to meet up to 25% of their obligation with banked ROCs from the previous year)? • What is the price variability until the end of the scheme and when are any material price fluctuations likely to present themselves? • What are market participants' likely reactions to price volatility? • How would price fluctuations impact existing and new PPA agreements? • What impacts would price fluctuations have on the broader functioning of the RO scheme? <p>Where a change to an FPC model is used to address price fluctuation issues, what are the costs/benefits of implementing the changes at different points in time (ranges from 2027 to 2037)?</p>	<p>Desk research Quantitative modelling Potentially stakeholder interviews</p>	<p>Lead: Social research, economists Support: Policy</p>
Part 2 – Impact of a change to FPCs on existing and future PPAs	<p><u>Validity of PPAs following FPC change</u></p> <p>Where a change to FPCs has been made, to what degree would there be a resulting need for a review of PPA contracts between suppliers and generators? Does this differ per type of PPA?</p> <p>Where a review of PPA contracts is required, what is the impact on RO participants over time and across types and size of generation?</p> <p>Where a change to FPCs has been made, and where PPAs have been invalidated as a result and require review, what are the possible and likely financial impacts on the suppliers and generators affected (including legal costs of redraft and impact on agreed terms)?</p> <p>Where a change to FPCs has been made, and where PPAs have been invalidated as a result and require review, what is the likelihood of contracted suppliers not re-entering into a PPA agreement with renewable generators – i.e. is there a risk of suppliers taking an opportunity to leave the agreement altogether rather than renegotiate?</p>	<p>Desk research</p> <p>Potential interviews with stakeholders</p>	<p>Lead: Policy Support: commercial research, economists</p>

Part 3 – Impact of a change to FPCs on investor confidence in UK renewable energy market	<p><u>Impact on investor confidence</u></p> <p>Where a change to FPCs has been made, would there be a discernible knock-on effect on investor confidence in UK renewable as a result of UK government making changes to a well-established scheme?</p> <p>Would the UK make itself a less attractive renewable energy market to invest in where like-for-like comparisons can be made?</p> <p>Where a change to FPCs has been made, and where investor confidence is impacted, would changes, new schemes and new initiatives being made by UK government in renewable energy elsewhere mitigate or undo the impact?</p> <p>Where a change to FPCs has been made, and where this has impacted investor confidence, what would be the risk to planned renewable energy projects in the UK?</p>	<p>Desk research</p> <p>Potential interviews with stakeholders</p>	<p>Lead: Commercial research, economists</p> <p>Support: Policy</p>

Section 5 – Evaluation of Bids

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

The evaluation team may comprise staff from UKSBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required.

To maintain a high degree of rigour in the evaluation of your bid, a process of commercial moderation will be undertaken to ensure consistency by all evaluators.

Pass / Fail criteria		
Evaluation Envelope	Q No.	Question subject
Qualification	SEL1.2	Employment breaches/ Equality
Qualification	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Qualification	SEL1.10	Information security requirements
Qualification	FOI1.1	Freedom of Information
Qualification	AW1.1	Form of Bid
Qualification	AW1.3	Certificate of Bona Fide Bid
Qualification	AW3.1	Validation check
Qualification	AW3.2	Conflict of Interest Declaration
Qualification	AW3.2.1	Conflict of Interest Declaration Supporting Information
Qualification	AW4.1	Compliance to the Contract Terms
Qualification	AW4.2	Changes to the Contract Terms
Qualification	AW4.3	Contracts with suppliers from Russia or Belarus
Commercial	AW5.3	Firm and Fixed Price
Commercial	AW5.4	Maximum Budget
Technical	AW6.1	Compliance to the Specification
Technical	AW6.2	Variable Bids
-	-	Invitation to Quote response received on time within the Jaggaer eSourcing Portal
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.		

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings / scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

Evaluation Envelope	Q No.	Question subject	Maximum Marks	
			Overall	Breakdown
Commercial	AW5.1	Price	20%	20%
Technical	PROJ1.1	Understand the Project Environment	80%	25%
Technical	PROJ1.2	Approach & Methodology		25%
Technical	PROJ1.3	Staff to Deliver, Project Plan & Timescales		20%
Technical	PROJ1.4	Social Value – Net Zero		10%

Evaluation of criteria

Non-Commercial Elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered, or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.

80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. As there will be multiple evaluators their individual scores and commentary will be recorded, then a consensus meeting will be convened by the evaluators to determine your score. Note this will include a chairperson or lead and all evaluators are of equal status.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

The convened meeting came to a consensus that the final recorded score to given to your submission against this question should be 60, with the justification and reasons for this score recorded.

Once the consensus process has been finalised, all justifications recorded and all non-priced scores are agreed, this will then be subject to an independent commercial moderation review.

Commercial Elements will be evaluated on the following criteria.

Price will be evaluated using proportionate pricing (lowest bid / bid * mark). A bidder's score will be based on the lowest total score received divided by their total cost and then multiplied by the marks available.

For example, if the total basket price for three bid responses is received and Bidder A has quoted £50,000 as their total price, Bidder B has quoted £80,000 and Bidder C has quoted £100,000 then the calculation will be as follows:

(Maximum marks available in this example being 12.5)

Bidder A Score = $50000/50000 \times 12.5 = 12.5$

Bidder B Score = $50000/80000 \times 12.5 = 7.81$

Bidder C Score = $50000/100000 \times 12.5 = 6.25$

This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criterion, but will still be subject to a commercial review.

The lowest score possible is 0.

Evaluation process

The evaluation process will feature some, if not all, the following phases.

Stage	Summary of activity
Receipt and Opening	<ul style="list-style-type: none"> ITQ logged upon opening in alignment with UKSBS's procurement procedures. Any ITQ Bid received after the closing date will be rejected unless circumstances attributed to UKSBS, the Contracting Authority or the eSourcing Portal beyond the bidder control are responsible for late submission.
Compliance check	<ul style="list-style-type: none"> Check all Mandatory requirements are acceptable to the Contracting Authority. Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.
Scoring of the Bid	<ul style="list-style-type: none"> Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the criteria.
Clarifications	<ul style="list-style-type: none"> The Evaluation team may require written clarification to Bids
Re - scoring of the Bid and Clarifications	<ul style="list-style-type: none"> Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Evaluation criteria.
Moderation meeting (if required to reach an award decision)	<ul style="list-style-type: none"> To review the outcomes of the Commercial review To agree final scoring for each Bid, relative rankings of the Bids To confirm contents of the feedback letters to provide details of scoring and relative and proportionate feedback on the unsuccessful Bidders response
Due diligence of the Bid	<ul style="list-style-type: none"> the Contracting Authority may request the following requirements at any stage of the Procurement: <ul style="list-style-type: none"> Submission of insurance documents from the Bidder Request for evidence of documents / accreditations referenced in the / Invitation to Quote response / Bid and / or Clarifications from the Bidder Taking up of Bidder references from the Bidders Customers. Financial Credit check for the Bidder
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> To confirm contents of the letters to provide details of scoring and meaningful feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.

Section 6 – Evaluation Response Questionnaire

Bidders should note that the evaluation response questionnaire is located within the **Jaggaer eSourcing Portal**.

Guidance on how to register and use the Jaggaer eSourcing portal is available at

<https://beisgroup.ukp.app.jaggaer.com/>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date / time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Responses received after the date indicated in the Section 3 of the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise the eSourcing portal prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission, we may reject your Bid.
- 7.5 Do ensure you utilise the Jaggaer eSourcing messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information, we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails.
- 7.10 Do complete all questions in the evaluation response questionnaire or we may reject your Bid.
- 7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.
- 7.12 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's Ⓜ

DO NOT

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.14 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.16 Do not seek to influence the procurement process by requesting meetings or contacting UKSBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.17 Do not contact any UKSBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer UKSBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed word counts, the additional words will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.
- 7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via the Jaggaer eSourcing portal. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

- 7.25 All enquiries with respect to access to the eSourcing portal and problems with functionality within the portal must be submitted to Jaggaer eSourcing Helpdesk

Phone 08000 698 632

Email customersupport@jaggaer.com

Please note; Jaggaer is a free self-registration portal. Bidders can complete the online registration at the following link:

<https://beisgroup.ukp.app.jaggaer.com/>

- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the eSourcing portal. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Response Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the Jaggaer eSourcing Portal.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 90 days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.
- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.

- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Jaggaer eSourcing Portal.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.
- 7.41 All timescales are set using a 24-hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through the Jaggaer eSourcing Portal.
- 7.42 All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.43 The Government revised its Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the previous Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)

8.0 Freedom of information

- 8.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information Regulations 2004 (the 'EIR') (each as amended from time to time), UKSBS or the Contracting Authority may be required to disclose information submitted by the Bidder to the to the Contracting Authority.
- 8.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.
- 8.3 Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.
- 8.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to UKSBS or the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.
- 8.5 Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UKSBS or the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this ITQ Bidders are agreeing that their participation and contents of their Response may be made public.

9.0 Timescales

- 9.1 [Section 3](#) of the ITQ sets out the proposed procurement timetable. The Contracting Authority reserves the right to extend the dates and will advise potential Bidders of any change to the dates.

10.0 The Contracting Authority's Contact Details

- 10.1 Unless stated otherwise in these Instructions or in writing from UKSBS or the Contracting Authority, all communications from Bidders (including their sub-contractors, consortium members, consultants, and advisers) during the period of this

procurement must be directed through the eSourcing tool to the designated UKSBS contact.

- 10.2 Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the Jaggaer eSourcing portal. Failure to follow this requirement will result in disqualification of the Response.

Appendix A – Glossary of Terms

TERM	MEANING
“UKSBS”	means UK Shared Business Services Ltd herein after referred to as UKSBS.
“Bid”, “Response”, “Submitted Bid”, or “ITQ Response”	means the Bidders formal offer in response to this Invitation to Quote
“Bidder(s)”	means the organisations being invited to respond to this Invitation to Quote
“Call Off Contract”	means the document set out in Schedule 4 of the Contract
“Central Purchasing Body”	means a duly constituted public sector organisation which procures supplies / services / works for and on behalf of Contracting Authorities
“Conditions of Bid”	means the terms and conditions set out in this ITQ relating to the submission of a Bid
“Competed Supplies/Services	means the competed supplies / services which will be Ordered from the Contract following a Mini-Competition and are set out at Schedule 4 of the Contract
“Contract”	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement
“Contracting Bodies”	means the Contracting Authority and any other contracting authorities described in the Contracts Finder Contract Notice
“Contracting Authority”	A public body regulated under the Public Procurement Regulations on whose behalf the procurement is being run
“Customer”	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
“Due Diligence Information”	means the background and supporting documents and information provided by the Contracting Authority for the purpose of better informing the Bidders responses to this ITQ
“EIR”	mean the Environmental Information Regulations 2004 together with any guidance and / or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
“FoIA”	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
“Invitation to Quote” or “ITQ”	means this Invitation to Quote documentation and all related documents published by the Contracting Authority and made available to Bidders and includes the Due Diligence Information. NOTE: This document is often referred to as an Invitation to Tender within other organisations
“Mandatory”	Means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
“Named Procurement person ”	means the single point of contact for the Contracting Authority based in UKSBS that will be dealing with the procurement
“Order”	means an order for served by any Contracting Body on the Supplier
“Supplier(s)”	means the organisation(s) awarded the Contract
“Supplies / Services / Works”	means any supplies/services and supplies or works set out at within Section [4] Specification