



Invitation to Quote

Invitation to Quote (ITQ) on behalf of The Department for Business, Energy and Industrial Strategy

Subject: Hydrogen Advisory Council and Working Group Support

Sourcing Reference Number: CS20422

UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
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Version 4.0

UKSBS
Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) 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.

UK SBS 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), UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

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

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

UK SBS 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 (UK SBS) 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 UK SBS 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.uksbs.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 General Data Protection Regulation (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

Your personal data will not be processed outside the European Union.

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 Business, Energy & Industrial Strategy (BEIS)

You can contact the Data Protection Officer at:

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

Section 2 – About the Contracting Authority

Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- ensuring that the country has secure energy supplies that are reliable, affordable and clean;
- ensuring the UK remains at the leading edge of science, research and innovation; and
- tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.uk>

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 Business, Energy and Industrial Strategy of 1 Victoria Street, London, SW1H 0ET
3.2.	Buyer name	Sophie Mumford
3.3.	Buyer contact details	ProfessionalServices@uksbs.co.uk 01793 867005
3.4.	Maximum value of the Opportunity	<p>The total estimated value of the opportunity is from £30,000 up to a maximum of £105,000 excluding VAT.</p> <p>The initial contract is estimated to be valued between £30,000 - £70,000 excluding VAT.</p> <p>The additional optional extension period is estimated to be valued up to £35,000 excluding VAT. However, there is no commitment to spend this and any extension will be dependent on business need and budgetary approval.</p>
3.5.	Process for the submission of clarifications and Bids	<p>All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing is available here.</p> <p>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.</p>

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Wednesday, 21 October 2020 Contracts Finder
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Tuesday, 27 October 2020 11:00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Wednesday, 28 October 2020
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Wednesday, 04 November 2020 11:00
3.10.	Date/time Bidders should be available if clarifications are required	w/c Monday, 09 November 2020

3.11.	Anticipated notification date of successful and unsuccessful Bids	Friday, 13 November 2020
3.12.	Anticipated Contract Award date	Monday, 16 November 2020
3.13.	Anticipated Contract Start date	Wednesday, 18 November 2020
3.14.	Anticipated Contract End date	Wednesday, 31 March 2021 with the option to extend for up to three months until the latest end date of Wednesday 30 th June 2021.
3.15.	Bid Validity Period	60 Days

Section 4 – Specification

1. Introduction and summary of requirements

The Department for Business, Energy and Industrial Strategy (BEIS) is seeking to appoint a supplier to support the establishment, governance and secretariat of up to five government-industry working groups, which will support the strategic work of the newly-established Hydrogen Advisory Council (see [Appendix 1](#)). This will include, for a period, providing the secretariat for the Hydrogen Advisory Council. The draft Terms of Reference for the Council are included in [Appendix 2](#).

The Department for Business, Energy and Industrial Strategy (BEIS) has responsibility for business, industrial strategy, science, innovation, energy, and climate change.

To find out more about our work, visit the BEIS website at <https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy>

2. Background

Policy Context to the Requirement

There is growing international consensus that hydrogen will be essential to successfully tackling climate change. We are working to develop hydrogen as a strategic decarbonised energy carrier for the UK which will be an essential element of the UK's efforts to transform and decarbonise our energy system in line with our legally binding 2050 net zero commitment.

Hydrogen can be used across multiple end-use sectors, including industry, transport, heat, and power. We are looking to support and develop low carbon hydrogen production methods, which will position hydrogen as a highly effective decarbonisation option, particularly in hard-to electrify sectors and processes. Action is needed now to enable deployment during the 2020s and provide assurance on safety, security, cost and emissions reduction potential, so underpinning scale up beyond 2030 of production and demand as we move towards the 2050 net zero target. To coordinate and formalise engagement with industry, BEIS have established a new Hydrogen Advisory Council ("the Council").

The Council and its working groups will mobilise partnership between government and industry to help inform the UK's strategic approach to hydrogen, including the UK Hydrogen Strategy, due to be published in 2021 and its early implementation. The Council serves as the primary forum for BEIS Ministerial engagement with senior representatives from the hydrogen sector.

The Council, jointly chaired by Minister Kwarteng and Sinead Lynch (UK Country Chair, Shell), held its first meeting in July 2020 with the second scheduled for October 2020. It will meet quarterly, focussing on activity required across the 2020s to develop the UK low

carbon hydrogen economy. In its first six months the Council will prioritise actions required to scale up low carbon hydrogen production.

Government and Industry will work together through the Council and its working groups to identify and promote actions required to enable the supply of low carbon hydrogen at scale for use across the energy system, addressing near-term challenges and maximising opportunities for UK business in this rapidly growing area.

The nascent UK hydrogen sector is broad and disparate. The Council and its working groups will engage with a range of existing Industry and Government led groups, Trade Associations and academia where the remit covers hydrogen or has implications for the development of hydrogen to ensure alignment.

3. Aims and Objectives

This contract will, in the period November 2020 to March 2021:

- provide secretariat and business support to the Hydrogen Advisory Council, which is expected to meet up to 3 times between October 2020 and March 2021.
- support the establishment, governance, delivery and secretariat of up to five government-industry working groups, which will support the strategic role of the Hydrogen Advisory Council; and
- be expected to oversee and manage the complex interdependencies and governance of these groups and the Hydrogen Advisory Council.

The working groups will be made up of representatives from across industry, academia, and government. The nature of the support required for the working groups and the format and frequency of the meetings will vary according to need (the working groups will likely meet every 6 weeks). BEIS are in the process of establishing these groups through an expression of interest process to ensure a good range of representation across each group. This process is expected to conclude during October 2020 to enable Working Groups to be up and running by end October/early November.

Proposed working groups and a high-level summary of their focus is set out below (but may be subject to change):

Workstreams	Objectives
2020s deployment roadmap	<ul style="list-style-type: none"> • Focus on actions in the 2020s to develop the supply side of the hydrogen market (including consideration of all types of production), setting a pathway to scale up from 2030s. • Consider the relationship between production, infrastructure and end use, including strategic considerations for where and when hydrogen is deployed, alongside the need for coordination with potential demand 'sinks' and fuel switching cost implications.
Business models	<ul style="list-style-type: none"> • Build on the Frontier Economics work (see Appendix 3) on the evaluation of business models for hydrogen production, to further inform policies to create sustainable markets for hydrogen production.
Standards and regulation	<ul style="list-style-type: none"> • Identify priorities for establishing common standards for low carbon hydrogen production (assessing greenhouse gas lifecycle emissions, production, transport and storage standards, safety standards, alignment with international activity). • Identify regulatory barriers to hydrogen deployment and prioritise regulations to establish or amend in relation to hydrogen production and suggest solutions.
Sector development	<ul style="list-style-type: none"> • Assessment of economic opportunity of deploying electrolytic and carbon capture usage and storage enabled hydrogen and UK's position in an international context – including assessment of timeframes and scale required to gain advantages and opportunities. • Assessment of UK hydrogen supply chain considering strength and resilience, and coordination across sectors. • Assessment of existing skills and identification of any skills gaps for workforce necessary to support development and scale up of hydrogen production infrastructure. Understanding of requirements, investment and relevant organisations needed to develop these skills; to include where there may be retention risk in related industries. • Identify barriers and opportunities to importing / exporting hydrogen in the future, including impact of other international plans / strategies.
R&D and Innovation	<ul style="list-style-type: none"> • Identify priorities for R&D and innovation in hydrogen, assessing how innovation can reduce costs / increase efficiency, for example in hydrogen production and end use, including horizon scanning and timelines to support future deployment of hydrogen technologies at scale. • Evaluate how new technologies can be supported through initial deployment phase, driving further cost reductions.

4. Detailed Requirement

Expected Outputs

For both the Council business support and Working Groups business support, all of the following outputs will be expected, we welcome any additional suggested outputs which suppliers feel will enhance the desired outcomes:

The core support elements the Council and working groups will require (but not limited to) are outlined below:

Strategic support and coordination

- Supporting working groups to develop objectives and scope meaningful work plans, milestones, and outputs. These should include clear deliverables that reflect Government and Industry ambition for hydrogen in line with Government's Net Zero and Industrial Strategy (see Appendices [4](#) and [5](#)).

Maintenance and delivery of key documentation and logs:

- A forward look of upcoming milestones and key events for the Council and working groups, to be shared with the Minister, members, observers, and relevant internal BEIS staff.
- Recording and monitoring progress of actions from the Council and working groups in a coordinated and consistent system, taking strategic priorities of the BEIS Hydrogen Economy team (on behalf of HMG) into account, and following up with action owners where necessary.
- Recording decisions in a decisions log and updating where action has been taken on decisions.
- Commissioning papers for the Council and working groups.
- Developing and circulating the Council and working group agendas and papers at least 5 working days in advance of meetings.
- Drafting, clearing and circulating detailed, accurate minutes of the Council for circulation to members and internal BEIS staff in a timely manner.
- Drafting high-level summaries of Council meetings for publication on GOV.UK, working with Hydrogen Economy team and BEIS Communications in a timely manner.
- Drafting, clearing, and circulating minutes for working group meetings in a timely manner.
- Understanding government classifications for documents, marking them appropriately, and sharing documentation securely with relevant handling instructions – for example, recognising where documents are commercially sensitive or confidential, and indicating when these are not for further circulation. Consulting the BEIS Hydrogen Economy team if this is not clear.

Embedded function and coordination within the Hydrogen Economy team:

- Working with BEIS workstream leads, Council co-chair, working group leads (BEIS and external leads) and existing industry and government groupings between meetings to ensure consistency, and align objectives where appropriate.

Administrative functions:

At the moment it is estimated that these activities will require one day of resource per week. However, there is a possibility that meetings become more frequent in the future which will be discussed as part of ongoing regular conversations between BEIS and the successful supplier.

- Organising and agreeing suitable meeting dates with BEIS Hydrogen Economy team, Ministerial Private Office, and co-chair. Ensuring meeting invites are sent out at least two months in advance of Council meetings, and one month in advance of working groups meetings.
- Managing and responding to Hydrogen Advisory Council correspondence.
- Maintaining accurate distribution lists for the Council and working groups (e.g. internal BEIS list, members list, observers list)
- Ensuring appropriate technological support for meetings both remotely and physically when/if there is a substantive return to the office during the contract period (for example, use of Microsoft Teams, recording of meetings, presenting PowerPoints and sharing screens, and general administrative support during meetings, e.g. supporting question and answers through chat function).

Progress and deliverables will be monitored by the contract manager(s) within the BEIS Hydrogen Economy team.

Capacity to deliver

The successful supplier will be responsible for the leadership and management of their proposed team and the required deliverables for the duration of the contract and as such must have the capacity in their organisation to augment delivery resource during stress points (peaks and troughs).

Ownership and Publication

Any outputs delivered in the fulfilment of the commissioned work will be in the ownership of BEIS.

Quality Assurance

The successful supplier must ensure they have robust quality assurance processes in place to support the delivery of the outputs throughout the contract.

Ethics

The successful supplier will need to identify and propose arrangements for initial scrutiny and on-going monitoring of ethical issues throughout the contract period.

Working Arrangements

The personnel allocated to the project by the successful supplier will have regular contact with BEIS and other appointed advisors and will be expected to attend quarterly Council meetings and likely monthly/6-weekly working group meetings remotely via Microsoft Teams. Should Coronavirus legislation/guidelines change, these meetings may be held in in BEIS offices at 1 Victoria Street, London, SW1H 0ET.

The successful supplier will be provided with all relevant documentation required to carry out the work as well as provided with access to SharePoint to enable document sharing. The exact details around will be confirmed with the successful supplier. The successful supplier must have access to their own IT equipment such as telephones and laptops as they will not be provided with any IT equipment by BEIS and as such.

The successful supplier will be expected to identify a named point of contact for contract enquiries. A BEIS project manager will be assigned to the project and will be the BEIS point of contact for both project and contract management-related work.

BEIS will hold contract management meetings every four weeks throughout the duration of the project.

Conflicts of Interest

Any conflicts of interest relating to the development of hydrogen projects must be made clear in the tender.

Where there are potential conflicts of interest, tenders should outline working arrangements such that their work for BEIS cannot be influenced (or perceived to be influenced) by the organisation which is the owner of a potential conflict of interest. For example, consideration should be given to the different roles within the organisation, and how these can be performed to ensure an impartial approach to the project is maintained.

5. Contract Duration, Budget and Payments

The contract is to be for a period of approximately 4.5 months until Wednesday 31st March 2021 unless terminated or extended by the Department in accordance with the terms of the contract. The contract could be extended by up to 3 months until the latest end date of Wednesday 30th June 2021 for the same scope of work with no material changes to the tasks and objectives required. The Department provides no guarantee that any extension will be required and any extension is contingent on agreement for continuation of the work as well as budgetary approval.

The estimated value of the initial contract period is from £30,000 up to a maximum of £70,000 excluding VAT. Should any extension be required, the Department will inform the supplier within 1 month of the end of the initial contract period. The estimated value of the extension period is up to a maximum of £35,000 excluding VAT, making the total possible contract value up to a maximum of £105,000 excluding VAT.

The Department aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract.

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

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 UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required.

The evaluation and if required team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation and if required moderation scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6=16 \div 3 = 5.33$))

Pass / Fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL2.10	Cyber Essentials
Commercial	SEL2.12	General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018
Commercial	FOI1.1	Freedom of Information
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Price	AW5.1	Maximum Budget
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	AW6.3	Conflict of Interest
Quality	AW6.3.1	Conflict of Interest Supporting Information
-	-	Invitation to Quote – received on time within e-sourcing tool
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.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	30%
Quality	PROJ1.1	Hydrogen Advisory Council and Working Group Business Support Capability	30%
Quality	PROJ1.2	Sector Knowledge	15%
Quality	PROJ1.3	Team Capacity	15%
Quality	PROJ1.4	Staff Wellbeing	10%

Evaluation of criteria

Non-Price 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 selection 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. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 $(80/100 \times 50 = 40)$

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

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 UK SBS's procurement procedures. Any ITQ Bid received after the closing date will be rejected unless circumstances attributed to the Contracting Authority or

	the e-sourcing tool 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 Selection 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 Selection criteria.
Moderation	<ul style="list-style-type: none"> • There shall be moderation meeting(s) between the evaluators to agree clarification questions • To agree final scoring for each Bid and relative rankings of the Bids.
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> • To confirm contents of the letters to provide details of scoring

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on use of the e-Sourcing portal is available at
<http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

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 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 e-sourcing tool 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 Delta 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 and fax details.
- 7.10 Do complete all questions in the 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 UK SBS 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 UK SBS 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 UK SBS 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 e-sourcing tool. 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 e-sourcing tool and problems with functionality within the tool must be submitted to Delta eSourcing, Telephone 0845 270 7050
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. 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 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 Delta 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 60 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 Delta 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 Delta 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 introduced its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the current 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](#)

APPENDICES

1. Link to Hydrogen Advisory Council website

<https://www.gov.uk/government/groups/hydrogen-advisory-council>

2. Hydrogen Advisory Council Terms of Reference

Hydrogen Advisory Council

Terms of Reference (Draft)

Objectives

The purpose of the Hydrogen Advisory Council (the Council) is to inform and advance the development of hydrogen as a strategic decarbonised energy carrier for the UK.

The Council will focus on activity required across the 2020s to expand the UK low carbon hydrogen economy. This should seek to promote economic benefit for the UK and provide the learning and assurance required to realise the potential of hydrogen in meeting our net zero commitments, underpinning any future scale up from the 2030s. The work of the Council will inform development of the UK's strategic approach to hydrogen.

In its first six months the Council will prioritise scale up of low carbon hydrogen production. Through the Council, Government and Industry will work together to identify and promote concrete actions required to enable the supply of low carbon hydrogen at scale for use across the energy system, addressing near-term challenges and maximising opportunities for UK business in this rapidly growing area. In doing so the Council will consider the relationship between production and end use, including strategic considerations for where and when hydrogen is deployed, alongside coordination with potential demand volumes and cost implications.

The Council will be the primary forum for BEIS Ministerial engagement with representatives from the hydrogen sector. The Council and any working groups will engage with existing industry and Government led groups where the remit covers hydrogen or has implications for the development of hydrogen, to ensure alignment as required.

Working groups

It is proposed that the Council will oversee a range of workstreams in support of its objectives. Workstreams will be delivered by working groups, membership of which may come from the organisations represented on the Council and/or more widely according to need. While the Council is initially focussing on the scale up of low carbon hydrogen production, the working groups will consider both supply and demand of low carbon hydrogen.

Agreed working groups:

- 2020s deployment roadmap
- Business models (delivered by the Hydrogen Business Model Expert Group formed in May 2020)
- Standards and regulations
- Sector development; to include economic opportunities, supply chains, skills
- R&D and Innovation

Membership

Membership of the Council and its working groups will be reviewed periodically to ensure that it is able to respond to and support government in meeting its strategic objectives for hydrogen. BEIS values diversity and inclusion and promotes equality of opportunity to enable us to reflect the communities that we serve. BEIS is committed to ensuring that its Councils are diverse and inclusive. When membership is reviewed, we will consider not only the individual strengths of members, but equality of representation, including regional representation.

Quorum

As a minimum, the Group will constitute a quorum if a Chair (Minister of State for Business, Energy and Clean Growth and/or industry co-chair), ten Industry leads and the Senior Official from the BEIS Hydrogen Economy Team is present.

Handling

Discussions within the Council will be treated as official sensitive although a summary of each meeting will be made publicly available on GOV.UK.

Process

The Hydrogen Advisory Council will meet quarterly and will be co-chaired by the Minister of State for Business, Energy and Clean Growth and Sinead Lynch to demonstrate the importance of joint working between government and industry. The first Council meeting will be held in July 2020 and will confirm the objectives and workstreams for the Council.

The Council will run for two years (but may be extended if required) as part of a programme to progress low carbon hydrogen production and deployment in the UK. The Council will be supported by officials from the Department of Business, Energy and Industrial Strategy.

The priorities of the Council will be reviewed periodically, with adjustments to membership where necessary.

The Council will be mindful of the work of other relevant Government-Industry Councils and look to build links between Councils as appropriate to ensure that complementary interests and workstreams are acknowledged and accounted for. In particular, the Council will look to build links with the CCUS Council, the Offshore Wind Industry Council, and the Jet Zero Council. The industry co-Chair and Senior Official will agree an approach in consultation with counterparts in other Councils.

Note: Council members have the right to delegate attendance to those of a sufficient level of seniority from their respective organisations by exception. This will need to be agreed with the Council Secretariat.

The Ministerial co-chair will:

- Provide strategic guidance on priorities to best deliver the workstreams and wider government priorities;
- Consider corporate, budgetary or political risks and impacts on the workstreams; and
- Delegate the role of co-chair to a senior BEIS official by exception.

The Industry co-chair will:

- Represent industry's interests and priorities;
- Provide strategic guidance on priorities to best deliver the workstreams; and

- Delegate the role of co-chair to another Council member by exception, to be organised by the co-chair and agreed with the Council Secretariat.
3. **Link to Frontier Economics report on business models for low carbon hydrogen production**
<https://www.gov.uk/government/publications/business-models-for-low-carbon-hydrogen-production>
 4. **Link to Government's Net Zero Announcement**
<https://www.gov.uk/government/news/uk-becomes-first-major-economy-to-pass-net-zero-emissions-law>
 5. **Link to Industrial Strategy**
<https://www.gov.uk/government/topical-events/the-uks-industrial-strategy>