

Social Housing Decarbonisation Fund Wave 3 and a Local Authority Retrofit Scheme

September 24' Pre-Tender Market Engagement

Agenda

Section	Presenter	Time	Duration
Welcome, Meeting Protocol, Transparency, Indicative Procurement Timelines		15:00 – 15:05	5
Background & Delivery Model		15:05 – 15:10	5
SHDF 3 Scheme Overview		15:10 – 15:15	5
LARS Scheme Overview		15:15 – 15:20	5
Requirements Walk-Through & Forecast DP Activity Chart		15:20 – 15:40	20
Contract Scope, Proposed Route to Market & Procurement Guidance		15:40 – 15:45	5
How to participate in the procurement exercise (Supplier Journey and Requirements)		15:45 – 15:50	5
Next Steps & Q&A		15:50 – 16:00	10

Meeting Protocol

- The session will be recorded and made available to suppliers.
- Please mute your microphone during the presentation.
- There is a Q & A session at the end of the presentation; please use the Slido link provided to submit, and vote for, questions. Due to time limitations, questions will be addressed in order of popularity.
- Please send any commercially sensitive questions to htthcommercial@energysecurity.gov.uk.
- It is the Department's sole discretion whether questions received are commercially sensitive; all relevant non-commercially sensitive questions and answers will be shared with potential bidders to ensure a fair and transparent process.
- Please be advised: we will issue a questionnaire to all invitees after the session; we politely request responses by **Wednesday 25th September, 17:00.**

Transparency (Public Contract Regs)

- The purpose of this exercise is to validate the Department Project Team's thinking and development of the potential Delivery Partner 2 (DP2) procurement through market considerations and the following slides represent the thinking on this.
- Feedback from interested stakeholders will be considered before the approach is finalised and taken through programme governance.
- The approach described within this document may be subject to change prior to ITT Launch so no assumptions from details discussed today can be considered in relation to the tender process.
- Finalised details will be contained within the tender ITT document which we aim to publish on the 29th November. This date may change, and any changes will be communicated to the market.
- Nothing discussed or questioned today will contribute to the evaluation of the tender; it will be treated as a separate exercise to the tender evaluation and will **NOT** be weighted with any relevance to the bidders' answers to the tender.

Indicative Procurement Timetable

Procurement Activity	Date
Prior Information Notice issued	4 th September 2024
Questionnaire Issued	17th September 2024
1st Group Webinars	17th & 20th September 2024
Supplier 1:1 Sessions	23rd – 27th September 2024
2nd Group Webinars	w/c 03rd October 2024 (TBC)
ITT Launch	29 th November 2024
Deadline for bid submission	22 nd January 2025
Evaluation & Moderation Concludes	26 th February 2025
Contract Award Date	May 2025
Indicative Contract Signature	May 2025
Contract Go-Live and Mobilisation	May 2025

Please note:

All indicative dates and activities listed are pending subject to receiving departmental, cabinet office and ministerial approval.

DESNZ reserves the right to change or halt the procurement process at any stage.

Background

In December 2023, the UK Government announced new funding rounds for two energy efficiency schemes, a local authority retrofit scheme (LARS – naming TBC) and the Social Housing Decarbonisation Fund (SHDF). Total funding will be confirmed as part of the Spending Review process, but indicative capital budgets are £500m and £1.25bn for LARS and SHDF, respectively. Both LARS and Wave 3 of the SHDF are expected to run from April 2025 and aim to tackle fuel poverty and make progress towards Net Zero 2050. Up to 200,000 homes will be insulated or retrofitted, improving energy performance and lowering bills.

The Department for Energy Security & Net Zero (DESNZ) is engaging the market to seek a Delivery Partner to facilitate delivery of both Grant Funded Programmes.

Government previously invited organisations with the capability and capacity to support these funded programmes to express interest in the pre-tender market engagement (PTME) session and that notice was published on Find a Tender on 7 February 2024. A supplier questionnaire was also previously published. After a short pause over the summer, procurement activity has now recommenced.

While scheme delivery is due to commence spring 2025, the planned Delivery Partner contract is not anticipated to be mobilised until later. Interim delivery arrangements will be put in place before a phased handover to the delivery partner. Further details around the handover will be set out in the ITT documents.

Delivery Model

Department

Responsibilities include:

- Holds overall responsibility and accountability for scheme delivery.
- Develops and establishes the policy and strategy for decarbonising housing stock.
- Contracting authority for the Delivery Partner. Manages Delivery Partner performance.



Delivery Partner

Responsibilities include:

- Provides the main point of contact for scheme Grant Recipients (Local authorities, Social Housing Landlords).
- Playing an active and strategic role in ensuring grant recipients deliver their submitted plans to time, cost and quality.
- Responsible for driving GR performance and critical project decisions, identifying and challenging underperformance, and providing assistance to Grant Recipients in building action plans where things are going wrong.
- Providing effective scheme and contract performance management and activity reporting to the Department.
- Building relationships with grant recipients and the Department and maintain a strategic overview of the schemes, supporting engagement activities, as well as giving perspectives on future scheme design, supply chains and needs of the sector.



Grant Recipients

Responsibilities include:

- Responsible for front-line project delivery and their retrofit commitments under their grant applications to deliver to time, cost, and quality.
- Responsible for the procurement of their supply chain, contract management, customer engagement, managing risks and



SHDF Programme

Acting as a significant driver of the Warm Homes Plan, the Social Housing Decarbonisation Fund provides funding to local authorities, combined authorities, registered providers of social housing, and registered charities that own social housing in England to install energy efficiency upgrades and low-carbon heating measures to homes in England.

SHDF Aims and Objectives

- **Fuel Poverty:** Reduce the number of households in fuel poverty by improving the energy efficiency rating of social homes below EPC band C and reducing energy bills.
- **Carbon:** Deliver cost effective carbon savings to contribute to carbon budgets, and progress towards the UK's target for Net Zero by 2050 by reducing CO2 emissions from social housing.
- **Residents:** Improve the comfort, health, and wellbeing of social housing residents by delivering warmer and more energy-efficient homes.
- **Green Economy:** Support economic resilience and a green recovery in response to the economic impacts of Covid-19, supporting thousands of jobs.
- **Develop the Retrofit Sector:** Create the conditions for growth in the retrofit supply chain capacity and capabilities, boosting productivity and innovation in the construction sector. Upskilling social landlords in retrofit to support future improvements to energy efficiency.

SHDF Wave 3 will have two routes for organisations to apply for funding:

- **The Challenge Fund**, where a key principle is that all applications that meet the minimum requirements of the scheme will be awarded. In addition, this model will facilitate the phased approach to delivery taken by many organisations, with detailed information required on the homes included within a phase only once it is ready to start delivery.
- **Strategic Partnerships**, for organisations with a proven track record of successful delivery and whose applications display ambition aligning with our Strategic Priorities, including delivery at scale.

Just over £1bn has been awarded to projects under previous Waves of SHDF, with many organisations applying through multiple Waves.

Local Authority Retrofit Scheme (LARS)

The new Local Authority Retrofit Scheme (name tbc) is a fuel poverty scheme delivered by Local Authorities in England to private, low-income households living in the worst performing homes. LARS has a primary and secondary objective:

1. **Progress statutory fuel poverty target** to improve as many fuel poor homes as reasonably practical to EPC band C by 2030
2. **Progress net zero 2050 target** by installing energy efficiency measures and low carbon heating in homes that drive carbon abatement and contribute savings to Carbon Budgets 5/6



Low-income households

- Households who are either low income or on a specified means tested benefit.
- Area based postcode eligibility (Indices of Multiple Deprivation: Income Deciles of most financially deprived areas).



Owner Occupier and **Private Rented Sector** households are expected to be eligible



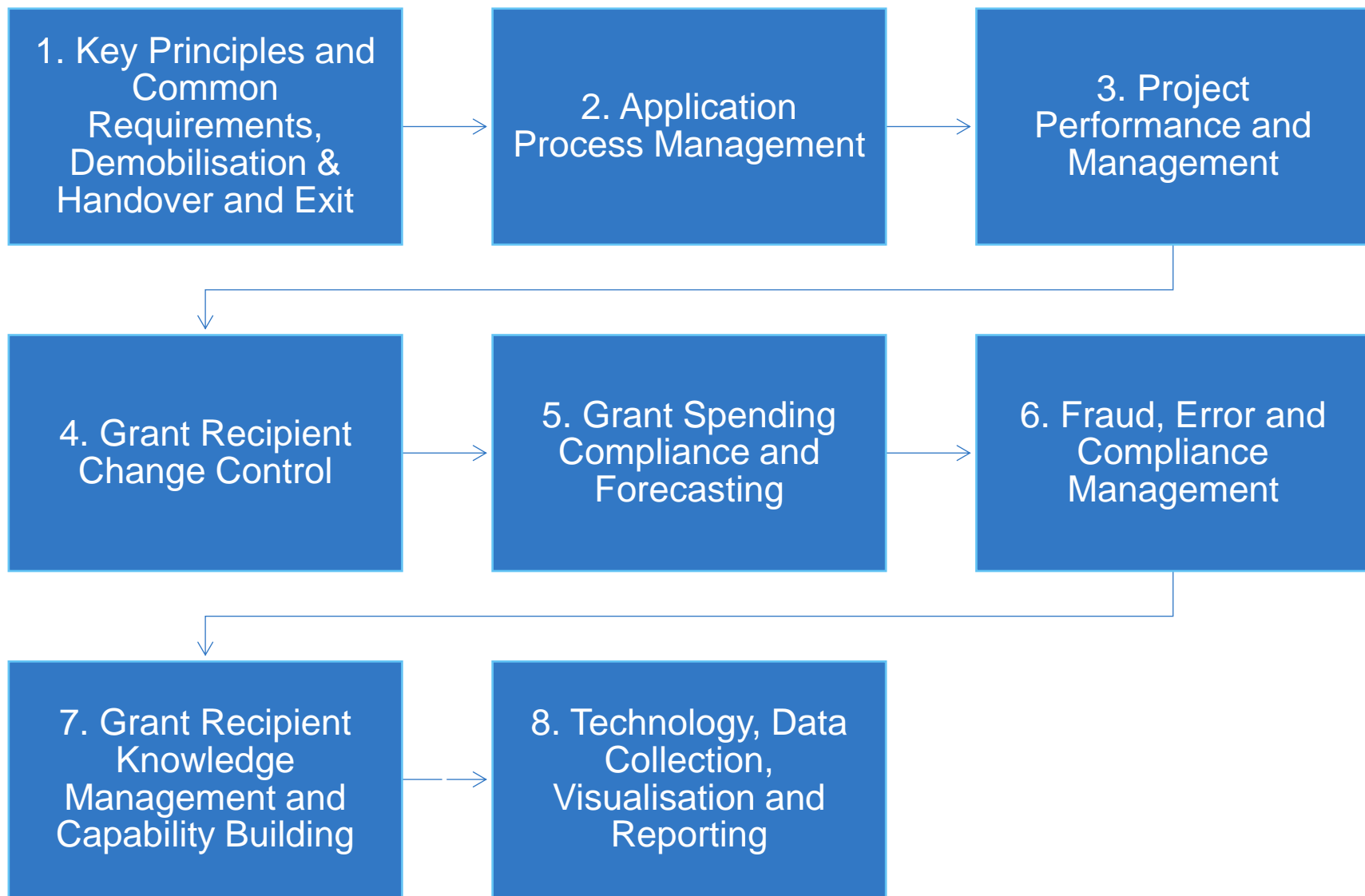
Grants for energy **efficiency measures** (that can be modelled by RdSAP) and **low carbon heating**



EPC rating of **D-G**, and all fuel types (gas, electric, oil, coal, LPG, solid)

Not final policy: Subject to further testing and Ministerial agreement






Requirements Walk-Through



Key Principles and Common Requirements



Common Requirements



-  Develop innovative and cost-effective solutions for each service requirement, delivering an intelligence-led approach across all service aspects.
-  Ensure a continuous, sufficient, and appropriate resource supply to achieve the contract's aims, objectives, and specific provisions to the approved level
-  Implement and regularly review a program management plan, managing Order contract activities and scope changes.
-  Adapt to and implement changes, proactively seeking ways to continuously improve services, performance, and scheme delivery, while sharing key lessons learned.
-  Provide support, manage and lead the Grant administration delivery team, and ensure compliance with relevant data protection legislation and UK GDPR.

Demobilisation, Handover, and Exit



-  Train teams to execute the exit plan and perform all necessary activities to transition service management to a third party.
-  Support Grant Recipients in closing down their projects, addressing any issues, submit accurate final reports and formally close projects at the relevant boards.

Application Process Management

The initial application processes for the two schemes do not fall within scope of this contract.

The requirements below commence after the initial application/expression of interest stage for both schemes has been completed.

1. Conduct “Delivery Assurance Checks” (DACs), including DAC Transfer (Local Authority Retrofit Scheme-specific)

- Support Grant Recipient in their DAC development and submission processes.
- Assess Grant Recipient readiness to deliver and draw down funding by reviewing and assessing DACs, providing a recommendation on DAC outcome to DESNZ.
- In case of DAC Transfer, review newly procured contracts against criteria.

2. Batch Requests (Local Authority Retrofit Scheme-specific)

- Review Grant Recipient Batch Applications using an Automated Batch System, providing a pass/fail outcome for each batch within 1 working day of Grant Recipient submission.

3. Phase Requests (SHDF-specific)

- Design, implement and manage a Phase Request submission and assessment process for Grant Recipients in the Challenge Fund route to submit Phase Requests.

Project Performance and Management

1. Scheme Oversight

- Provide programme management oversight at the overall Schemes level, through proactive monitoring and reporting regimes across all projects.

2. Grant Recipient Project Monitoring, Performance Management and Support

- Provide 1:1 support for all Grant Recipients via a dedicated “**Single Point of Contact**” (SPoC), conducting (at minimum) monthly meetings with Grant Recipients.
- SPoCs will conduct “**Delivery Confidence Assessments**” for all Grant Recipient projects.
- SPoCs will intervene with “**Direct Advisory Support**” in cases of underperformance, deploying specialist support and aiding development of Grant Recipient remediation plans where required.

3. Monthly Grant Recipient Data Reporting and Checking

- Ensure the Grant Recipients submit complete and accurate data tracking progress of projects to the DESNZ-provided Data Management System (DMS)
- Proactively engage with Grant Recipients to promote timely and accurate publishing of monthly data, highlighting areas for improvement.
- Provide high level summaries of all activities within the projects using ad-hoc data/trends

Grant Recipient Change Control

1. Change Control Culture Through BAU Activities

- Drive a culture of change control as last resort; guide and support Grant Recipients to develop and implement early mitigations to minimise number of required changes

2. Manage Change Control Process

- Manage and execute the specific/distinct change control processes required by each scheme, providing support and clarification to Grant Recipients on all aspects of both.
- Review change control submissions from Grant Recipients; approve/reject those within thresholds and escalate (with recommendations) those surpassing delegated thresholds.
- Manage all change control forums and produce appropriate documentation and dashboards.
- Design, implement and manage a Quality Assurance (QA) process (including establishing a dedicated SME QA team) to validate change request quality before progressing this on to decision-making stage.

Grant Recipient Change Control

3. Resource Management

- Maintain flexible and scalable workforce able to manage fluctuations in the volume of change requests.
- Develop and maintain a surge capacity plan.

4. Performance Monitoring

- Design and implement performance monitoring system to track the processing and quality of change requests.
- Provide monthly change control reports and quarterly change patterns and trends review for each scheme

5. Continuous Improvement

- Provide quarterly performance report, including identification of areas for improvement.

Grant Spending Compliance & Forecasting

The payment processes for the two schemes differ because of the mechanisms used to award funding; see Section 31 of the Local Government Act (LGA) - LARS and Section 98 of the Natural Environment Research Council (NERC) - SHDF.

Overview:

- Ensure that all Grant Recipients comply with the Scheme's Grant Spend conditions and processes, including monitoring Grant Recipient spend of allocated funding in line with Scheme requirements.
- Working with Grant Recipients to confirm receipt of payment.

1. Payment Claim Process (SHDF-specific)

- Advise, proactively support and confirm Grant Recipient understanding of the end-to-end payment claim process.
- Track progress of Grant Recipient monthly drawdown requests, and quality assure submissions; support Grant Recipients to ensure they are accurate and reflect delivery progress, using outputs to provide DESNZ with payment recommendations.
- Review Grant Recipient forecasts throughout the financial year.
- Carry out evidence checks on Grant Recipient spend (at minimum) 4 x per year, offering support and guidance to aid Grant Recipients in meeting success criteria for submissions.

Grant Spending Compliance & Forecasting

2. End of year finance processes (SHDF-only)

- Complete all reconciliation and evidence checking activities within agreed timescales.
- Identify and report all grant funding that must be clawed back from Grant Recipients.
- Provide a forecast for the next financial year spend; support Grant Recipients to update their forecasts.

3. Payment monitoring (Local Authority Retrofit Scheme-specific)

- Maintain accurate financial records to assist in providing accurate forecasts following batch submissions.

Fraud, Error and Compliance Management

Schemes require a proactive fraud, error and compliance management function to minimise mis-spend of funding.

Supplier must provide Subject Matter Experts (SMEs) to both monitor, and support Grant Recipients in developing their knowledge of, error, fraud and non-compliance, with the goal of minimising incidences thereof.

1. Fraud Risk Management, Error and Compliance

- Build and run a fraud, error, and compliance function monitoring both Schemes.
- Proactively identify and investigate potential fraud, errors, and non-compliance.
- Provide data analytics capabilities suited to the delivery model, policy requirements and range of risks needing to be controlled.
- Assure that funded work is completed to Specification and within agreed timelines, using appropriate techniques.

2. Eligibility Screening and Compliance Controls

- Ensure installers, measures, and households meet the Scheme's eligibility criteria
- Assure Grant Recipient controls are being executed including completion and execution of works.

3. Investigation Management, Case Resolution and escalation

- Investigate suspected incidents of fraud, error and non-compliance and escalate where the severity exceeds defined thresholds.

4. Sanction and Debt Recovery

- Monitor, assure and implement administrative action or sanctions against non-compliant Grant Recipients who's action have resulted in fraud or error.

Grant Recipient Knowledge Management and Capability Building

This service will be led/defined by DESNZ with Supplier supporting throughout:

1. Learning Communities

- Support the administrative and engagement activities required by DESNZ to create, maintain, and manage a knowledge base of Grant Recipients' delivery experiences.
- Leverage knowledge obtained through regular engagement with Grant Recipients and Supplier's own delivery experience to strengthen management of Grant Recipient Projects

2. Knowledge Experiences

- Develop and issue communications that encourage Grant Recipients to improve scheme performance.
- Provide training to Grant Recipients for the use of all software programmes relevant to knowledge experiences and interaction sessions.

3. Help Inbox Function

- Provide and operationally manage an email-based customer support Help Inbox where Grant Recipients can submit questions throughout the end-to-end project lifecycle.

4. Scheme Publicity

- Provide DESNZ materials related to Grant Recipient Projects and/or generated through site visits, including reports, statistics, photographs/videography, and case studies.
- Raise trending topics and themes, highlighting intelligence gathered.
- Facilitate knowledge information handovers across all service areas, and transfers between DESNZ and Grant Recipients.



Department for
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Technology, Data Collection, Visualisation and Reporting

1. Data Management System (DMS) – Supplier Responsibilities

DESNZ will provide access to a reporting system (DMS) which will be used by the Supplier and the Grant recipients.

Supplier responsibilities will include:

- Work with DESNZ and Grant Recipients to configure the DMS to meet the needs of the Projects.
- Collect, store, update and maintain technology related data, ensuring it is readily available to the Buyer.
- Ensure Grant Recipients use the DMS to submit required project data accurately and within deadlines.
- Examine Project Data and records to create the monthly project Delivery Confidence Assessments.
- Check completeness and quality of data received by the Grant Recipients and record the progress of checks in agreed format.
- Submit a monthly progress report for each Scheme for the monthly review Board.
- Maintain a view of risks and issues across multiple Grant Recipients and encourage collaboration amongst the SPoCs to facilitate a holistic management of the risks/issues across the schemes.



Technology, Data Collection, Visualisation and Reporting

2. Automated Batch Solution (LARS specific)

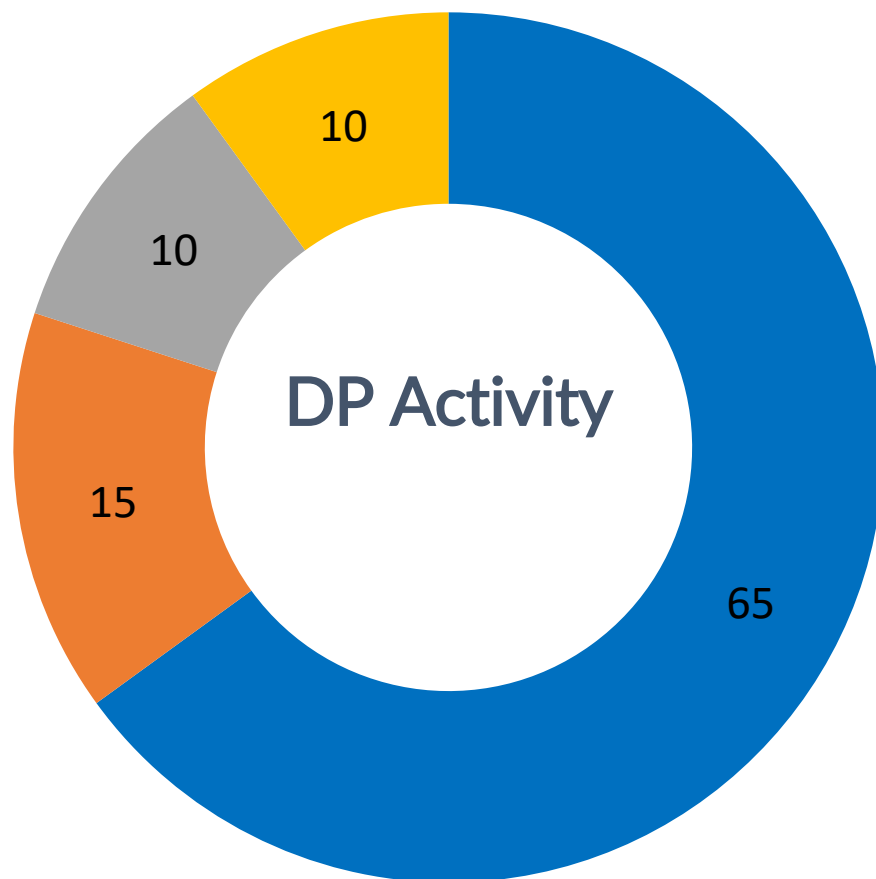
An **Automated Batch Solution (ABS)** will be required to manage the submission and processing of Batches for the LARS scheme. DESNZ is currently exploring options for this provision and are open to market feedback. The ABS needs to validate and assess batches, enabling the draw down of scheme funding. The Supplier will be expected to:

- Run the Automated solution (if provided by DESNZ) and train Grant Recipients in the use of these solutions, including developing the relevant training materials and responding to enquiries.
- Provide Batch Assessors to manage and facilitate the process.

3. Customer Relationship Management (CRM) System

- The supplier will develop, implement, and maintain their own CRM to facilitate the delivery of this contract, and track/manage Grant Recipient relationships and communications, if DESNZ is unable to provide one (to be clarified at ITT stage)
- Periodic ingest of scheme level data from the DESNZ DMS, for the purposes of providing the supplier with a holistic view of each Grant Recipient, and enable tracking of project performance against KPIs, forecast against actuals, etc.

Forecast DP Activity (all weightings are indicative)



- Primary focus to support/challenge and enable Grant Recipients around project delivery
- Assessment and QA of phase applications (initial/outline applications will occur pre DP commencement)
- Assurance of public funding, payments, supply chain, grant drawdown, fraud & error
- Data visualisation, reporting support for learning communities.

Other DP skills/activity

Performance & Contract Management, supply chain leadership, continuous improvement, social value outcomes

What is the Estimated Scope of the Contract?

*This information is subject to final governance and assurance processes and **may be subject to change.***

Funding is also dependent on the outcome of the impending Spending Review, and has not yet been confirmed. This may impact the delivery duration of LARS and SHDF Wave 3.

Element	Detail
Contract Duration	3 + 2 years. Please note, this may change pending the outcome of the current spending review.
Contract Value	c. £55m. Please note, this may change pending the outcome of the current spending review.
Audience supported	Local Authorities, Housing Associations, Net Zero Hubs, Combined Authorities (and other similar relevant bodies)
Dept Schemes Supported	SHDF, LARS (other schemes may be included at a later date)

Proposed Route to Market

- The proposed route to market is Crown Commercial Services (CCS) Fund Administration & Disbursement Services DPS (FAADS) RM6322. DESNZ reserves the right to alter this.
- Eligible suppliers can join the DPS at any time; CCS advise a lead time of c.15 working days to onboard an eligible supplier.
- For any consortium bids, the leading member of the Consortium must be registered as a DPS Supplier against the Full Programme Management filter.
- The competition, if this is the route to market that DESNZ utilises, will be run using CCS' e-sourcing portal Jaggaer (joining instructions are available in the next section).

Advice on the Tendering Process

What tender process is being followed?

Current planning is for a Mini Competition using the CCS RM6322 Fund Administration and Disbursement Services DPS. However, the Authority reserves the right to alter its route to market and to make a final decision on route to market following a review of the responses to this engagement. We will make a final decision on the route to market by the end of September. Given the timelines involved on registering for the DPS, we recommend that suppliers register onto the DPS by 30th October 2024. Please use [this link](#) to register and contact info@crownccommercial.gov.uk if you require assistance.

Mini Competition

An indicative overview of requirements can be found in this slide pack, but these are subject to change following this engagement. The ITT will contain full details of the specification. Suppliers will need to demonstrate their capability in meeting the requirements.

Tender Evaluation

Returned tenders will be evaluated against pre-determined and published criteria, in the ITT, by an evaluation panel to ensure a fair and objective decision is reached.

Contract Award

An award notification will be issued to the successful supplier. Successful and unsuccessful suppliers will be notified on the same day. The Contract Award Notice will be published within 30 days of the Contract Award Date.

RM6322 – FAADS DPS

Supplier Journey and Requirements

Power to your **procurement**



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RM6322 - Fund Administration & Disbursement Services (FAADS)

Onboarding Process

1. Access the FAADS section on the [DPS Supplier Registration Website](#)
2. Download and read the [RM6322 Bid Pack](#)
3. Register as a Supplier for the RM6322 DPS
4. Complete the DPS Selection Questionnaire (SQ and DPSQ)
5. Submit evidence (see 'Supplier Requirements')
6. CCS will assess responses to the SQ and DPSQ and the submitted evidence. **This can take up to 15 working days, provided all evidence is provided**
7. Once completed and approved, you will move to the Acceptance stage. Here, submit final confirmation you wish to join the DPS and adhere to the Terms & Conditions.
8. You are then Appointed. An Appointment Form is generated confirming appointment and acceptance of the Terms & Conditions.

Supplier Requirements

- **Capability**
 - Offer one, or more, of the Service Offerings listed in the DPS Specification
- **Financial Viability Risk Assessment (FVRA)**
 - A potential Supplier must be able to provide the required financial information, via our FVRA (found in the bid pack). This is to be submitted and assessed before appointment to the DPS.
- **Insurance requirements (to be submitted as evidence)**
 - Public Liability: £1,000,000
 - Professional Indemnity: £1,000,000
 - Employers Liability: £5,000,000
- **Cyber Essentials (or Cyber Essentials +)**
- **Carbon Reduction Plan (contracts over £5m)**

Further Information

- [DPS Supplier Registration Website](#)
- [Video - Step by Step Supplier Journey and Onboarding to DPS](#)
- To support your onboarding process, contact the Commercial Lead: chris.chamberlain@crownccommercial.gov.uk

Supplier Registration Journey

CCS DPS landing page [here](#)



Fund Administration and Disbursement Services

This dynamic purchasing system (DPS) offers all public sector bodies including central government departments, arms-length bodies, local authorities, blue light services and charities the opportunity to procure a variety of high-quality fund administration services.

The services available are:

- **design and development:** programme guidance, design elements, application forms and processes, monitoring and reporting, expert consultancy, IT systems
- **market engagement and promotion:** communication and marketing, target audiences, pre-application guidance, template designs including digital
- **application and award services:** administration, customer services, assessment & award, payment processing, performance monitoring
- **evaluation services:** design robust evaluation systems, measure impact and outcomes, carry out site visits, evaluate lessons learnt
- **counter fraud services:** fraud detection, post-event assurance, scheme review, mitigation of future risk
- **full programme management:** a combination of two or more elements of the above

This DPS is suitable for any funding scheme where a delivery partner is needed to administer one or more of the services listed above. These funds could include grants, loans, entitlement benefits, or any not so easily defined fund type or hybrid scheme (e.g. part grant, part loan).

Buyers: To learn more about this commercial agreement and to find out how to run your procurement, first read the 'RM6322 FAADS Customer Guidance' within the 'Documents' section of the agreement's webpage:

<https://www.crowncommercial.gov.uk/agreements/RM6322>

Once you're ready to create your supplier shortlist, click 'Access as a buyer' below to login/register. You can watch this video for help with how to use the DPS system:

<https://www.youtube.com/watch?v=bDQ1XW-MoMg>

Suppliers: To find out how to become a supplier on this commercial agreement, download the 'Bid pack' below, and read the 'RM6322 FAADS Supplier Guidance'. To apply, or to update your responses, click 'Access as a supplier' below to login/register

Registration is free and there is no limit on the number of suppliers who can join this DPS Marketplace. To join this DPS, view current suppliers or access more information, use the links below.






To join this DPS, view current suppliers or access more information, use the links below.

[Bid pack](#) [Clarifications](#) [62](#) [View suppliers](#) [Access as a buyer](#)

[Access as a supplier](#)

Supplier Registration Journey

Bid Pack →

-  Attachment 7 - Bid Pack Part 1 (General)
-  Attachment 7 - Bid Pack Part 2 (Terms and Conditions)
-  Attachment 7a - Bid Pack Part 3 (Terms and Conditions)
-  Attachment 7b - Bid Pack Part 4 (Terms and Conditions)
-  Attachment 7c - RM6322 Mastering the Schedules- v1.0



Crown
Commercial
Service

Dynamic Purchasing System (DPS) Needs

RM63222 – Fund Administration & Disbursement
Services (FAADS) Dynamic Purchasing System
Agreement



Supplier Journey Continued

Selection Questionnaire

DPS Supplier Terms & Conditions

By ticking the box below, you are confirming that you have read and agree to the following terms

1. DPS Terms and Conditions

Confirm that you accept the Terms and Conditions as set out in the DPS Agreement which can be found within the [Bid Pack](#), unreservedly and without amendment.

2. DPS Needs

Confirm that you have read and agreed to the competition rules as set out in the which can be found within the [Bid Pack](#).

3. Customer Needs



I accept the above terms

Confirm

[Cancel](#)

For information :

* Not all questions within the SQ need to answered (information available in the Bid Pack)

31. Selection Questionnaire – Not Applicable questions:

31.1 There are questions in the Selection Questionnaire that are not applicable for this [RM6322 FAADS](#) procurement, therefore please note, a response is **NOT** required to the questions as detailed below:

- *[Part 1: (Contract Example 1) – Q133*
- *Part 1: (Contract Example 2) – Q134*
- *Part 1: (Contract Example 3) – Q135*
- *Part 3: (Steel) Q147 - Q149*
- *Part 3: (Supply Chain) Q150 – Q154*
- *Part 3: (NHS Questions) Q157 – Q161*

*There is a complete set of questions from both the SQ and DPSQ within the Bid Pack This 'Supplier Registration Guidance' just contains selected screenshots to help clarify the process

Supplier Journey Continued

[Home](#) > [Your dashboard](#) > [Selection Questionnaire](#) 

Submission

You are **99%** through this questionnaire

Your Selection Questionnaire is now complete.

Please note your unique Selection Questionnaire Reference, which can be used to identify your submission.

Selection Questionnaire Reference

This is your standard Selection Questionnaire reference.
SQ-SP6K5RK/1

Submitting your Selection Questionnaire

Press '**Complete and Exit**' to save your Selection Questionnaire.

To review your answers before submitting, press '**Save and view answers**'.

You may be asked at a later date to submit any supporting evidence that you have indicated you can provide.

Complete and Exit

[Previous question](#)

[Save and view answers](#)

Guidance

Before completing your response, please ensure that this standard Selection Questionnaire addresses any specific contract opportunity requirements and that all of the information is up to date.

Please check that you have reviewed and wish to submit the information detailed within 'Part 1: Section 1 - Potential Supplier Information', 'Part 1: Section 1 - Bidding Model', 'Part 2: Section 2 - Grounds for mandatory exclusion' 'Part 2: Section 3 - Grounds for discretionary exclusion'.

Supplier Journey Continued

- it is important to save a copy of the non watermarked DPS Appointment Form at the sign off stage.
- it is important to note that you will only have the option to return to this page after appointment if you make any amendments to the DPSQ and resubmitting the Registered 2 stage back to assessing.
- once in the agreeing stage again you will have the option to download the DPS Agreement form again.

Confirm DPS Agreement

You have successfully completed the SQ for Vehicle Charging Infrastructure Solutions (VCIS). The DPS Appointment Form will be electronically signed and managed by Crown Commercial Service (CCS) and you.

Final sign off to ensure a legally binding DPS Appointment Form between CCS and you is completed by you ticking your acceptance in the below box.

By ticking, you are confirming that you comply with the following agreements and documentation, which you should download and retain:

- [DPS Agreement](#) (which includes Payment of management Levy)
- [Privacy Notice & CCS DPS Terms of Use](#)
- [Standard Selection Question Answers](#)
- [DPS Bid Pack](#) (which includes the Terms and Conditions, DPS Needs and Customer Needs documents)

If you are electronically signing the DPS Appointment Form for the RM6213 Vehicle Charging Infrastructure Solutions (VCIS) as the lead contact for a Group of Economic Operators (consortia) your electronic signature will be the signature that represents all members of the consortia as detailed within your submission for this DPS.

Once you have ticked that you agree to the covenants above you will be formally 'Appointed' to the DPS for Vehicle Charging Infrastructure Solutions (VCIS).

Failure to tick that you agree at this stage will prevent you from securing your appointment on to the DPS for Vehicle Charging Infrastructure Solutions (VCIS), as there will be no legally binding DPS Appointment Form between CCS and you.

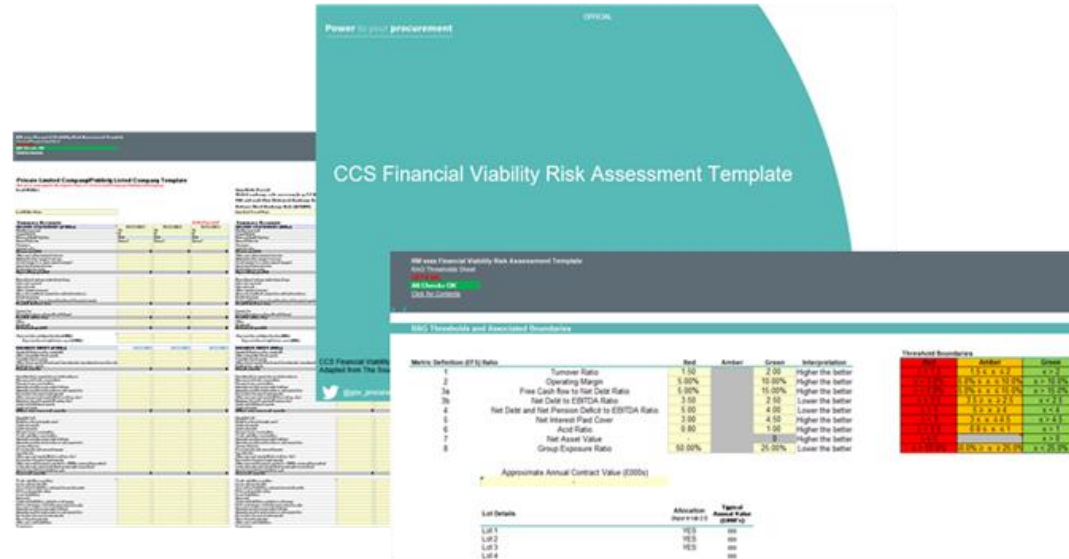
☐ I Agree

[Join DPS](#)

[Back to 'DPS Appointment Form'](#)

Financial Viability Risk Assessment (FVRA)

The Financial Viability Risk Assessment (FVRA) tool is the prescribed tool for assessing financial risk.

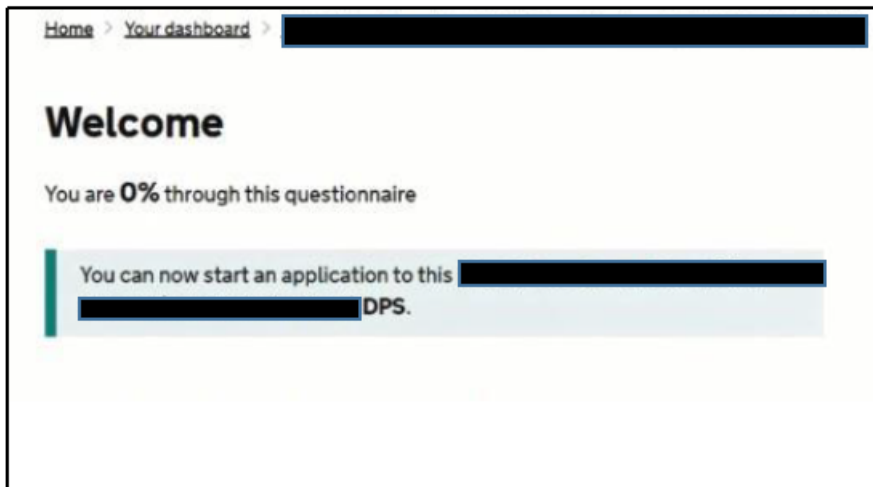


Supplier Journey Continued

Part two of the application: DPS specific questions (DPSQ)

- You are now at the second questionnaire

In the DPSQ you are able to select which services and offerings you can supply



- Select 'continue' at the bottom of the screen to begin completing the questionnaire

Sign Off

You are **99%** through this questionnaire

Thank you for completing the [redacted] Heat Networks and Electricity Generation Questionnaire.

By providing this information you confirm that you are an authorised representative of the organisation for which you have responded. In addition, this confirms that the information you have provided for the questionnaire represents a true and honest account of your organisations performance and that no information has been omitted which should reasonably have been shared.

To review your answers and make any final amendments prior to sending, please click "**Save and view answers**" below.

To submit your [redacted] questionnaire, please click "**Continue**" below.



[Back to 'Contact Details Confirmation'](#)

[Save and view answers](#)

DPS Terms and Conditions



Crown
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Service

|

Core Terms - DPS

- supplier signs up to the Core Terms that are aligned to the Public Sector Contract
- each schedule covers Supplier requirements such as cyber essential and security requirements
- the DPS specification has been kept as high level as possible to support buyers and suppliers at call off stage



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Supplier Journey Continued

Example screenshot from another agreement highlighting how to obtain a copy of the electronically signed contract

Confirm DPS Agreement

You have successfully completed the SQ for Vehicle Charging Infrastructure Solutions (VCIS). The DPS Appointment Form will be electronically signed and managed by Crown Commercial Service (CCS) and you.

Final sign off to ensure a legally binding DPS Appointment Form between CCS and you is completed by you ticking your acceptance in the below box.

By ticking, you are confirming that you comply with the following agreements and documentation, which you should download and retain:

- [DPS Agreement](#) (which includes Payment of management Levy)
- [Privacy Notice & CCS DPS Terms of Use](#)
- [Standard Selection Question Answers](#)
- [DPS Bid Pack](#) (which includes the Terms and Conditions, DPS Needs and Customer Needs documents)

If you are electronically signing the DPS Appointment Form for the RM6213 Vehicle Charging Infrastructure Solutions (VCIS) as the lead contact for a Group of Economic Operators (consortia) your electronic signature will be the signature that represents all members of the consortia as detailed within your submission for this DPS.

Once you have ticked that you agree to the covenants above you will be formally 'Appointed' to the DPS for Vehicle Charging Infrastructure Solutions (VCIS).

Failure to tick that you agree at this stage will prevent you from securing your appointment on to the DPS for Vehicle Charging Infrastructure Solutions (VCIS), as there will be no legally binding DMP Appointment Form between CCS and you.

☐ I Agree

Join DPS

Back to 'DPS Appointment Form'

E-sourcing Portal

You must also register on the CCS esourcing tool (Jaggaer) to ensure your organisation is invited to future call for competitions, where customers choose to use CCS' esourcing tool.

1.2 Registration of your organisation

Select [I am new supplier user].

Crown Commercial Service

Opportunities
Crown Commercial Service Portal
Cabinet Office
View current opportunities and notices

Login
Username: non-ccs_buyer
Password: [masked]
- I cannot access my account
- I am a new supplier user
Enter

Procurement

Useful Links
- SIMAP
- Tenders Electronic Daily (TED)
- Contracts Finder
- Gov.uk

Helpdesk
Need assistance?
Please contact our Helpdesk
Phone +44 0800 069 8630
Email help@bravosolution.co.uk
[Call me back](#)

eSourcing Portal
This website provides a facility to allow Supplying Organisations to take part in Tender opportunities led by Crown Commercial Service.

2.3 "My ITTs"

This page will list those events to which you are invited and therefore have access. It also displays whether the event is still "Running" and if you have submitted a response to the Buyer.

My ITTs **ITTs Open to All Suppliers**

Filter By: All ITTs

ITT Code	ITT Title	Project Code	ITT Status	ITT Closing Date/Time	Buyer Organisation	Response Status
1 rfq_51	CCS Widgets Requirement 200619	tender_35	Running	05/07/2019 15:00	Crown Commercial Service	Response Submitted To Buyer
2 rfq_49	CCS Widgets Requirement 200619	tender_34	Running	01/07/2019 15:00	Crown Commercial Service	Response To Be Submitted To Buyer
3 rfq_48	Test ITT 200619	tender_33	Running	01/07/2019 15:00	Crown Commercial Service	Response To Be Submitted To Buyer
4 rfq_44	Test ITT 180619	tender_33	Closed: To Be Evaluated	18/06/2019 15:20	Crown Commercial Service	Response Submitted To Buyer
5 rfq_43	TEST ITT 120619	tender_33	Closed: To Be Evaluated	12/06/2019 13:35	Crown Commercial Service	Response Submitted To Buyer
6 rfq_42	Test ITT 110619	tender_33	Closed: To Be Evaluated	11/06/2019 16:10	Crown Commercial Service	Response Not Submitted To Buyer

Total 6 20 Page 1 of 1

<https://crowncommercialservice.bravosolution.co.uk/web/login.html>

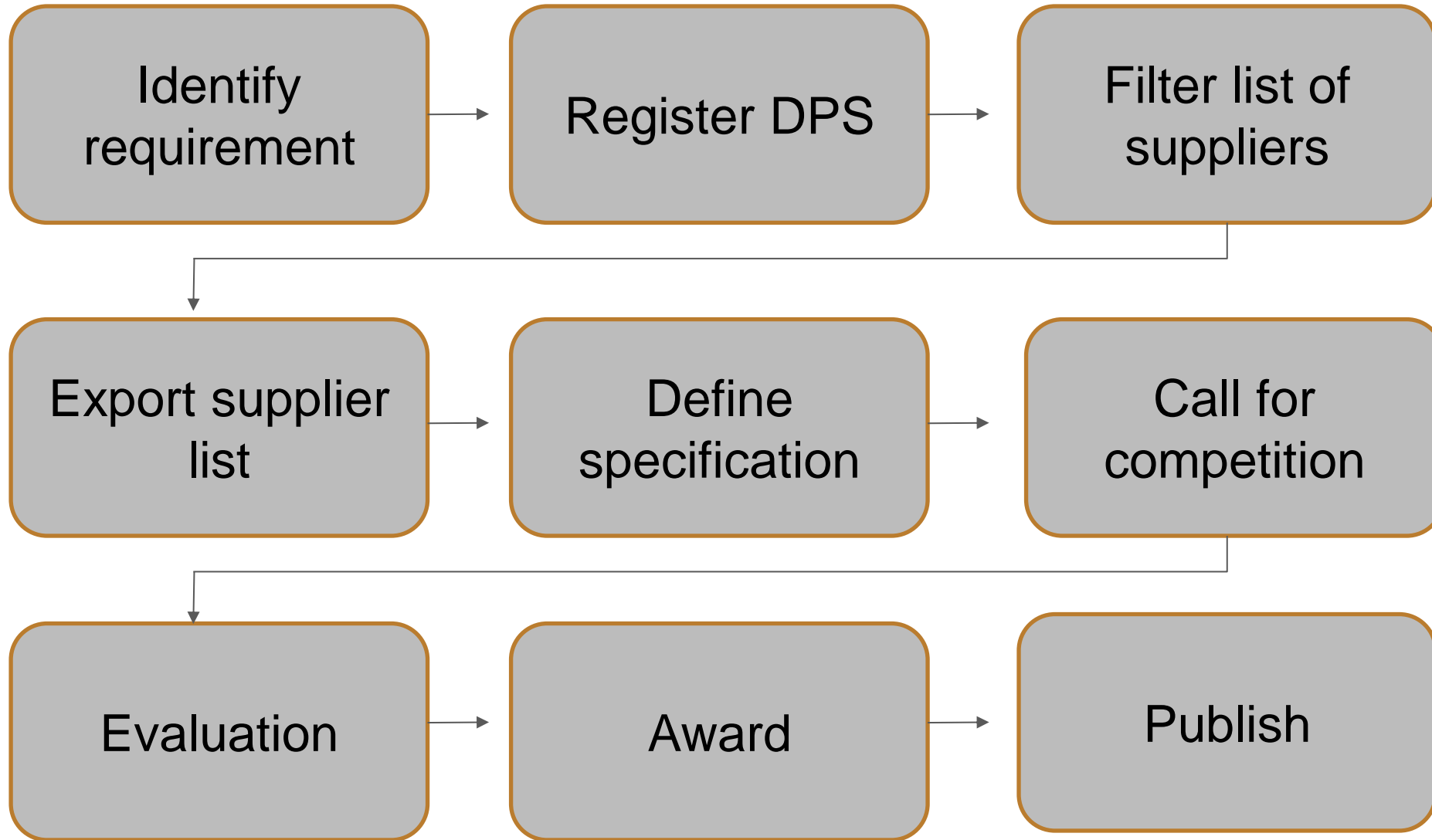


Supplier Requirements



- ❖ Management Information
- ❖ Supplier audit - annual requirement
- ❖ Modern slavery statement - annual report
- ❖ Carbon reduction plan - annual report
- ❖ Professional indemnity insurance (£1m)
- ❖ Public liability insurance (£1m)
- ❖ Employers liability insurance (£5m)
- ❖ Cyber essential (or plus)

Buyer RM6322 procurement journey



Contacting Crown Commercial Services

You can either send your questions through to us via

- ❖ the DPS marketplace clarification link, or
- ❖ the DPS mailbox address info@crowncommercial.gov.uk please include RM6322 in the subject title, and
- ❖ ensure questions raised are specific and clear.
- ❖ read previous [Supplier clarifications](#) that have been answered

Next Steps

- Join RM6322 if you are not on the DPS and select “Full Programme Management” filter.
- Email hthcommercial@energysecurity.gov.uk with any additional and/or commercially sensitive questions.
- Get ready for the ITT launch at Nov end 2024.



Q & A