

Schedule 3 (Specification)

This Schedule sets out what the Buyer wants.

For all Deliverables, the Supplier must help the Buyer comply with any specific applicable Standards of the Buyer.

Our social value priorities

Social value is not just what the Contract delivers but the legacy or footprint of the Contract. The Supplier should be going above and beyond the specified requirements to create added social value through the Contract. How these priorities are delivered will be included in Schedule 6 (Tender) and will form part of the Contract.

These are our priorities in this procurement:

- Suppliers to demonstrate action to identify and tackle inequality in employment, skills and pay in the Contract workforce.
- Suppliers to demonstrate how team members from traditionally under-represented backgrounds will be offered opportunities through the programme.

You should base your proposal to deliver value under this Priority Policy Area around the following activities that demonstrate and describe the tenderer's existing or planned:

- Understanding of the issues affecting inequality in employment, skills and pay in the market, industry or sector relevant to the contract, and in the tenderer's own organisation and those of its key sub-contractors.
- Measures to tackle inequality in employment, skills and pay in the Contract workforce. Illustrative examples:
 - Inclusive and accessible recruitment practices, and retention-focussed activities.
 - Offering a range of quality opportunities with routes of progression if appropriate, e.g. T Level industry placements, students supported into higher level apprenticeships.
 - Working conditions which promote an inclusive working environment and promote retention and progression.
 - Demonstrating how working conditions promote an inclusive working environment and promote retention and progression.
 - A time-bound action plan informed by monitoring to ensure employers have a workforce that proportionately reflects the diversity of the communities in which they operate, at every level.
 - Including multiple women, or others with protected characteristics, in shortlists for recruitment and promotions.
 - Using skill-based assessment tasks in recruitment.

- Using structured interviews for recruitment and promotions.
- Introducing transparency to promotion, pay and reward processes.
- Positive action schemes in place to address under-representation in certain pay grades.
- Jobs at all levels open to flexible working from day one for all workers.
- Collection and publication of retention rates, e.g. for pregnant women and new mothers, or for others with protected characteristics.
- Regular equal pay audits conducted.

Our Specification Priorities

1. Introduction and summary of requirements

This schedule sets out the context, scope, application process and assessment criteria for the Industrial Energy Transformation Fund (IETF) Technical Support Services procurement. This procurement is being put in place to provide technical expertise to support the delivery of the IETF. By technical expertise we mean engineering knowledge of a wide range of technologies, including energy efficiency and decarbonisation, and an understanding of a wide range of industrial sectors to enable this technical knowledge to be placed within an industrial context.

BEIS is seeking to identify a supplier or consortium formed from carefully selected suppliers to provide technical expertise to deliver the following tasks:

- A. Assessment of applications for grant funding for Phase 2 of the IETF
- B. Technical Monitoring of Deployment Projects

A. Assessment

As a grant funding programme, IETF funds are distributed through a competitive process whereby applications are assessed and ranked according to pre-decided assessment criteria. The Contractor will provide technical assessors to review the applications, score them according to these assessment criteria developed by BEIS and prepare assessment feedback which can be communicated to the applicants. Due to the nature of the fund, it is necessary for assessors to possess technical expertise and experience so they can accurately rate the merits of a project.

A full description of the duties of a Technical Assessor can be found in Section 4: Methodology and Section 5: Outputs. However, in summary, these duties will include:

- Attending IETF assessor training
- Scoring grant applications according to criteria set by BEIS and quality assuring data from the application
- Providing anonymised feedback for applicants
- Attending moderation meetings to agree consensus scores
- Supporting additional scrutiny or clarification processes (such as interviews or panels), as required by BEIS
- Taking part in a post-assessment evaluation exercise

B. Technical Monitoring

Successful deployment projects require technical monitoring to develop, advise on and verify Measurement & Verification (M&V) plans and to support technical queries or problems during the grant project delivery and project closure phases. After the project has been completed, post-completion technical monitoring will also be required, as well as further support on queries or issues with monitoring during this time. The Contractor will provide Technical Monitoring Officers to support these services.

Whilst conducting technical monitoring activities, Technical Monitoring Officers will be required to work closely with a team of internal BEIS Monitoring Officers, who will be undertaking the non-technical compliance aspects of the monitoring – Technical Monitoring Officers will report to these internal BEIS Monitoring Officers and BEIS analysts with respect to the data collection and processing.

A full description of the duties of a Technical Monitoring Officer can be found in Section 4: Methodology and Section 5: Outputs. However, in summary, these duties will include:

Before project commencement

- Supporting the development of Measurement & Verification plans for deployment projects.
- Filing monitoring and verification plans on BEIS systems.

During project delivery

- Attending quarterly review meetings and overseeing any changes to the monitoring and verification plans for those projects
- Attending site visits with BEIS MOs
- Ensuring updated monitoring and verification plans are provided and filed correctly on BEIS systems.
- Answering technical queries from project representatives regarding monitoring processes for the project
- Inputting into technical elements of any change requests and providing recommendations to BEIS to help make decision to reject or accept the changed plans
- Supporting project closure on completion of the final milestone/transition to long-term monitoring
- Providing responses to ad hoc technical queries from BEIS, if necessary

Post Project Completion monitoring

- Collecting monitoring data from completed projects and verifying it
- Calculating benefits for each deployment project based on the agreed methodology set out in their individual Monitoring and Verification plans by using data provided by the beneficiary
- Inputting benefits and logging benefits calculations on BEIS systems.
- Assessing technical reports against the Measurement & Verification plans set up during project delivery
- Carrying out site visits where necessary with a BEIS Monitoring Officer.
- Providing responses to ad hoc technical queries from BEIS, if necessary

2. Background

The IETF is a grant funding programme, which was announced in the 2018 Budget:

“As part of the Industrial Strategy, the government will establish an Industrial Transformation Fund, backed by up to £315m of investment, to support businesses with high energy use to transition to a low carbon future and to cut their bills through increased energy efficiency.”

BEIS is managing the fund in England, Wales and Northern Ireland – the allocation for this is £289m. The remaining amount (£26m) is administered by the Scottish Government as part of the Scottish IETF.

The objectives of the IETF are to reduce energy costs and emissions for UK industry in the near-term and to bring down costs and risks of industrial decarbonisation technologies through demonstration, by:

- Supporting industry in building a pipeline of future projects by supporting feasibility and engineering studies
- Improving the energy efficiency of industrial processes by bringing payback of projects within an investable range for company decision-makers
- Incentivising early movers by making the low-carbon investment financially more attractive than the carbon-intensive option

The Fund is currently open to the manufacturing sector and data centres.

The IETF is being delivered in two phases. Phase 1 launched in 2020 and contained two funding windows. Phase 2, which covers the remaining funding, will be launching later in 2021 and is expected to run until 2025 but timescales have yet to be confirmed.

More information on the IETF can be found on the gov.uk website [here](#).

Phase 2 will cover Feasibility and Engineering Studies, as well as Deployment Projects in Energy Efficiency and Deep Decarbonisation.

Assessment support will be needed with Phase 2 only; Monitoring Support will be needed for both Phase 1 and Phase 2.

3. Aims and Objectives

The aim of the Technical Services Support (TSS) contract is to provide technical support to BEIS while delivering the IETF, with technical input into all key stages of the grant project lifecycle, including assessment, project initiation, monitoring, closure and any post-closure monitoring activities, as required .

Key objectives of this contract are to ensure that:

1. The IETF is delivered based on high quality technical expertise.
 - a. This will be achieved through provision of technical advice in all areas of IETF as required.
2. Suitable grant proposals are selected on the basis of high-standard technical expertise.
 - a. This will be achieved through assessment of grant applications to the IETF in a consistent and evidence-based manner and in line with IETF project aims, objectives and assessment criteria.

3. Clear and realistic project plans and associated monitoring needs are established and understood for all successful grant projects.
 - a. This will be achieved through the provision of quality technical advice during the review of project milestones, project plans and monitoring and verification plans at project initiation.
4. All grant projects awarded IETF grant funding are managed and monitored against their established project plans and monitoring criteria and any changes to those plans are closely monitored and reported to BEIS for approval or rejection.
 - a. This will be achieved through ensuring that data is collected from beneficiaries in line with their Monitoring and Verification plans (during project lifetime and at project closure) and that appropriate standardisation calculations are applied to this raw data, such that BEIS is provided with high-quality, robust, fit for purpose, coherent and standardised monitoring data on a comparable basis across time and projects.

4. Methodology

Assessment

- Assessment will be delivered through BEIS and the Contractor working in conjunction. The Contractor will provide experienced assessors to review grant applications for Phase 2 of the IETF.
- At the close of each application window, BEIS will communicate the volume of applications received to the Contractor. Following eligibility checks, BEIS will then communicate the number of eligible applications to be assessed. The Contractor will be required to mobilise and allocate a team of assessors ready to undertake training and assess of the eligible applications.
- Each application will need to be marked by three assessors. This will consist of two assessors to be provided by the Contractor, and one BEIS representative.
- Applications will be allocated to assessors by BEIS in a secure and confidential manner, taking into account any conflicts of interest and aiming to match assessors' expertise to the funding opportunity.
- The Applications to be assessed will consist of written answers to questions, and benefits estimates which are inputted as data into a BEIS benefits calculator.
 - The Benefits Calculator details the expected impact of the project on energy consumption and carbon emissions.
- Assessors may be required to support other processes (such as interviews and panels), as required by BEIS

Monitoring

- Each successful deployment project will have an internal BEIS Monitoring Officer (MO) - the BEIS MO will be responsible for handling all non-technical monitoring, such as compliance monitoring. The Technical Monitoring Officers provided by the Contractor will report to the BEIS MOs, as well as to other BEIS employees as necessary.
- There will be three phases to the Monitoring Work Package.
 - Pre-Project commencement – in this phase BEIS MOs will support project initiation and any other processes necessary for the project to begin. Technical MOs will support the production of a Measurement & Verification (M&V) plan for each deployment project and ensure the plans are correctly filed on BEIS systems.

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- During project delivery – Technical MOs will attend quarterly review meetings with project representatives and BEIS MOs. They will make any updates to the M&V plans as necessary and answer any technical queries. Technical MOs will also be required to attend site visits with BEIS MOs to confirm project progress, as agreed with BEIS. At the end of the project delivery phase, Technical MOs will support project closure processes, including verifying final reports and confirming arrangements for Post-Project Completion Monitoring.
- Post-Project Completion monitoring – this takes place after the deployment project has finished delivery. Technical MOs will monitor project benefits for deployment projects by collecting the data specified in the M&V plans from grant recipients and applying the standardisation approach/calculations to it as was specified in that plans during project delivery.
- It is useful if the same Monitoring Officers could carry out all of these functions for each project, but not essential. Where this is not possible, a handover process must be in place to ensure a seamless transition.
- As projects cover a range of technologies, the detailed requirements for Monitoring and Verification plans will vary for different projects, but the resulting benefits data for BEIS should be standardised and coherent across projects.
- BEIS is looking for Technical MOs to carry out all of the phases of Monitoring for Deployment Projects from the Phase 1: Summer 2020 Window, the Phase 1: Spring 2021 Window, and Phase 2 (2021 onwards) for the duration of this contract.

General

- During the contract lifetime, the supplier will be required to create and maintain a Risks and Issues log. This, and any related actions, will be reviewed at regular intervals with the IETF TSS Contract Manager.
- During contract lifetime, the supplier will be required to create and update a Quality Assurance Plan. Adherence to this plan will be reviewed at regular intervals by the IETF TSS Contract Manager.
- BEIS/The IETF may undertake internal or external assurance or audits during contract lifetime. The Supplier will be expected to co-operate with BEIS in such cases and support assurance processes where necessary.

5. Outputs Required

Assessment

Work Package	Outputs
General	<ul style="list-style-type: none">• We expect there to be 4 assessment windows during Phase 2. Our current assumption is that there will be circa 80 applications to assess per window but the actual number is uncertain.• The Contractor will provide 2 Assessors to assess each application.• Each assessor should not review more than 15 applications.
Application Assessment	<ul style="list-style-type: none">• Each question answered within the application requires a score and a short piece of written feedback.• Assessors will need to consider relevant supporting material submitted by the applicant as per BEIS guidance

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	<ul style="list-style-type: none">• Assessors must mark applications objectively according to the assessment criteria provided by BEIS.• Each assessor must submit their scores and feedback within 3 weeks of being assigned the application, unless otherwise agreed.• Scores and feedback must be returned to BEIS in the specified format.• Assessors' feedback will be used to give anonymous feedback to both successful and unsuccessful projects.
Lead Assessor	<ul style="list-style-type: none">• One of the external assessors will act as Lead Assessor for each application.<ul style="list-style-type: none">◦ The Lead Assessor will be responsible for arranging and completing the different stages of the project's assessment.• This includes:<ul style="list-style-type: none">◦ Chairing moderation meetings◦ Returning final, agreed scores and feedback to BEIS,◦ Inputting scores and benefits calculator data into a BEIS produced spreadsheet to calculate benefit-cost ratios◦ Quality assuring the data in applicants' benefits calculators, which details the expected impact of the project on energy consumption and carbon emissions.◦ Carrying out any additional scrutiny processes as requested by BEIS.
Additional Scrutiny	<ul style="list-style-type: none">• Some assessors may be required to support additional scrutiny processes for larger or more complex projects, such as interviews or calls with applicants to clarify parts of their bids.• This will be co-ordinated by BEIS but carried out by the Lead Assessor.
Moderation	<ul style="list-style-type: none">• A short moderation meeting for most applications will be arranged by BEIS once all scores for that application have been assigned.• The Lead Assessor will chair the moderation meeting in order to produce an agreed set of scores and feedback.• The Lead Assessor will be responsible for submitting the final scores and feedback and ensuring sufficient quality assurance.• For some projects, the Lead Assessor may be required to take an average of scores submitted and produce a single, agreed set of feedback for submission.

Pre-commencement Monitoring

Work Package	Output
General	<ul style="list-style-type: none"> • Whilst the actual number is uncertain, we estimate that there will be 20-30 new deployment projects following each assessment window. <ul style="list-style-type: none"> ◦ This includes the Phase 1: Spring 2021 Window and the 4 expected Phase 2 windows. • We also estimate that there will be around 5 deployment projects from the Phase 1: Summer 2020 Window. 1 Technical MO can monitor up to 10 projects
Development of Measurement & Verification Plans	<ul style="list-style-type: none"> • All Deployment projects require a Measurement & Verification plan. • Technical MOs will support the development of acceptable Measurement & Verification plans in line with BEIS guidance for deployment projects. • M&V plans must include the following: <ul style="list-style-type: none"> ◦ An appropriate baseline of historical energy consumption and/or carbon emissions that the post-project consumption can be compared against. To ensure that this comparison is carried out on a like for like basis across different projects, the methodology for benefits calculation needs to specify how data on post-project consumption will be standardised to control for factors that might influence it and allow the impact of IETF project to be identified/isolated from wider changes. ◦ A clear specification of the M&V data that must be provided, and unambiguous instructions as to how measurements would be taken (e.g. specific meter, location in industrial process, serial number). A repeatable formula should be specified if the data to be provided requires the combination of multiple measurements. ◦ A clear specification of the agreed methodology (including fully specified calculation(s)/formulae if relevant) to be applied to the raw M&V data provided by the project, such that differentials in measurements before/after IETF isolate just the impact of IETF and not other exogenous changes (e.g. different operating hours, product mix, equipment load, and any or all other

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	<p>relevant factors which could reasonably affect benefits) – i.e. standardisation.</p> <ul style="list-style-type: none"> ○ A clearly specified list of data to be supplied by the beneficiary at an appropriate timescale. ○ Technical MOs will advise on the appropriateness of these elements and advise on changes where any element may not be fit for purpose.
Filing of Measurement & Verification (M&V) Plans	<ul style="list-style-type: none"> • Technical MOs will ensure M&V plans are filed on the BEIS system in the specified format and location.

Monitoring During Project Delivery

Work Package	Output
Project Initiation Meeting	<ul style="list-style-type: none"> • Technical Monitoring Officers will attend kick-off meetings with project representatives from successful deployment projects and BEIS MOs • MOs will support project initiation procedures as necessary by providing technical expertise and advice • This could include a site visit.
Quarterly Review Meetings	<ul style="list-style-type: none"> • Technical Monitoring Officers will attend quarterly review meetings with project representatives and BEIS MOs. • Project representatives will give project updates and raise any queries.
Updating Measurement & Verification Plans	<ul style="list-style-type: none"> • Technical MOs will make any changes or updates to project M&V plans as required. Revised plans will need to be filed on the BEIS system in the specified format and location.
Technical Support	<ul style="list-style-type: none"> • Technical Monitoring Officers may be asked to answer technical queries from project representatives and provide recommendations to BEIS regarding technical elements of change requests. • Technical MOs may also be required to answer ad hoc technical queries from BEIS relating to studies and deployment projects. • The contractor will be asked to provide feedback as part of ongoing work to refine the design of the scheme.
Site visits	<ul style="list-style-type: none"> • Site visits will be undertaken with the BEIS Monitoring Officer at least once per year for each project.
Project Closure/Transition to Long-term Monitoring	<ul style="list-style-type: none"> • When the project is completed, Tech MOs will support change-over from pre-completion monitoring to long-term monitoring. • This will include but not be limited to: <ul style="list-style-type: none"> ○ Verifying final reports from projects

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	<ul style="list-style-type: none"> ○ Confirming arrangements for Post-Project Completion Monitoring ○ Ensuring all project-related data is filed correctly or erased where necessary
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Post-Project Completion Monitoring

Work Package	Outputs
General	<ul style="list-style-type: none"> • Post-Project Completion Monitoring will last for 5 years after the project completion date. If the extension options for this contract are not utilised, the Contractor will be required to undertake a handover process to ensure a seamless transition to their successor.
Initiation of Project Lifetime Monitoring	<ul style="list-style-type: none"> • Technical MOs will support BEIS in setting up long-term monitoring processes and agreeing these with the project representatives
Benefits Monitoring	<ul style="list-style-type: none"> • Technical MOs will monitor benefits according to the M&V plans drawn up during project delivery. • Deployment projects will submit reports tracking variables such as energy usage, bill savings, CO2 emissions etc. • Technical MOs will be responsible for the collection of raw data from beneficiaries and ensuring that is complete, reporting back to BEIS in the case of any sustained absences in the data. • Technical MOs will use this raw data to calculate benefits on a standardised and coherent basis using the agreed methodology set out in each project's individual Monitoring and Verification plans, as per BEIS guidance. This will be required twice a year. • Having applied the standardisation, Technical MOs will provide BEIS with both the raw data, and the calculations which derived the standardised data for all projects. • The standardised data must be inputted into the central BEIS database on a comparable basis to allow for all project benefits to be aggregated and compared to annual milestones for the programme. • Technical MOs will, in each reporting window, revise the standardisation approach agreed in M&V plans to account for unforeseen exogenous factors if necessary.
Bi-annual Review Meetings	<ul style="list-style-type: none"> • The monitoring reports will be reviewed at twice yearly review meetings with the project representatives. • These meetings may be in-person or virtual. • Any changes that are needed to M&V plans or standardisation calculations can be signed off in these meetings.

6. Ownership and Publication

BEIS will retain full ownership of all materials created as a result of this contract. Publication of any information associated with, or created as a result of this contract, will require prior written approval from BEIS.

7. Quality Assurance

The successful bidder will be responsible for any work they or subsequent work package contractors supply and should therefore provide assurance that all work in the contract is undertaken in accordance with appropriate quality assurance practices. The bidder should include a quality assurance plan as part of their bid to show what arrangements, roles and responsibilities will be put in place to review work internally before submitting it to BEIS. A useful source of guidance and advice that will help bids and the resulting work be of the highest quality includes:

- The Green Book: appraisal and evaluation in central government. <https://www.gov.uk/government/publications/the-green-book-appraisal-and-evaluation-in-central-government>

Where relevant, all bids should refer to these pieces of guidance and advice and how they will be used.

In order to ensure assessment is done to a high standard, BEIS will require assessors to have the required level of experience/expertise laid out in section 15. Lead assessors will be expected to check the data entered into the benefits calculator for anomalies or mistakes and to review the data and calculations at moderation meetings with other assessors.

To ensure monitoring is done to a high standard, technical monitoring officers will be asked to carry out an in-house quality check on their Measurement & Verification plans. Spot checks on these plans will be carried out by BEIS. For long-term benefits monitoring, monitoring reports will be reviewed by BEIS analysts.

8. Timetable

Assessment will be required from the start of 2022 until Spring 2023.

- We estimate there will be 4 assessment windows over 2 years – however this is still under consideration and may be subject to change.
- The estimated timings for these windows are below:
 - Winter 2021/22
 - Spring/Summer 2022
 - Autumn/Winter 2022
 - Winter/Spring 2023
- In total we would expect the whole assessment, moderation, clarification and/or scrutiny process to take no longer than 6 weeks from the point at which assessors are allocated applications.

Monitoring will be required from November 2021 until the end of the contract. Estimated timings for when each new set of projects will begin monitoring are below – however these are subject to change.

- Autumn/Winter 2021
- Spring 2022
- Summer 2022

- Winter 2022/2023
- Spring 2023
- Summer 2023

9. Challenges

As the IETF is a competitive fund, the number of assessments needed per window will not be known until the application windows close. It is possible to estimate an expected number based on previous windows, but the actual number may be higher or lower. This means that the number of assessors needed may not be confirmed until just after the close of each application window, necessitating a quick mobilisation process.

In addition, the range of technologies and industries that projects may cover will also not be certain until after all projects have been submitted. The actual range may be different to predictions. The split between studies and deployment projects or Energy Efficiency and Deep Decarbonisation projects may also not be as expected.

This uncertainty will also exist between windows, as each one may vary from the one before.

Following this, the number of deployment projects will probably vary from window to window, meaning a different number of monitoring officers may be needed for each batch. The projects will also vary in length, so some projects will require monitoring for longer. If projects face delays during delivery, this will also impact how long monitoring is needed for.

Phase 1: Spring 2021 and Phase 2 of the IETF are being delivered through a mixed delivery model, and as such the process involves multiple internal and external delivery partners and stakeholders. The Contractor will be required to integrate effectively with other IETF delivery partners to ensure the smooth and timely completion of each stage of the process. Co-ordination between IETF delivery partners and stakeholders may be challenging and will require careful planning and good, open communication and reporting.

10. 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 'addressing challenges and risks' criterion.

We expect contractors to adhere to the following Government Social Research Principles:

1. Sound application and conduct of social research methods and appropriate dissemination and utilisation of findings
2. Participation based on valid consent
3. Enabling participation
4. Avoidance of personal harm
5. Non-disclosure of identity and personal information

11. Working Arrangements

The successful contractor will be expected to identify one named point of contact through whom all enquiries can be filtered.

The successful contractor will be required to work effectively with a range of other IETF delivery partners and stakeholders throughout the contract lifecycle. The IETF team will

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provide an Intelligent Client Function (ICF) which will comprise the necessary skills, experience, and expertise to provide effective delivery management and control of all IETF delivery partners. Within the IETF ICF, a Contract Manager for the Technical Support Services will be assigned and will act as the central point of contact for the successful bidder for this contract. They will also monitor performance against the contract through regular contract management meetings and working groups. The successful contractor will report regularly to the IETF ICF and will be required to attend contract review meetings, working groups and panels.

Any changes in personnel must be reported promptly to the IETF TSS Contract Manager and an updated personnel list with the appropriate contact details will need to be provided.

For the Monitoring work, the Supplier will be required to keep timesheets detailing how many hours have been worked and by whom. These timesheets will be necessary to support payment for this work.

Meetings between BEIS and the Contractor may be either virtual or in-person depending on circumstances. Travel and subsistence costs reasonably and properly incurred by Monitoring Officers outside of London may be claimed for and submitted to BEIS for reimbursement, in line with the BEIS Travel and Subsistence Policy. Travel inside of London will not be reimbursed. Monitoring Officers will be provided with claims forms and instructed how to submit them. BEIS will only reimburse costs incurred as part of the Monitoring Officers' work to support the IETF.

12. Data Protection

The Contractor will be compliant with the Data Protection Legislation, as defined in the terms and conditions to the Contract. A guide to The General Data Protection Regulation published by the Information Commissioner's Office can be found [here](#).

The only processing that the Contractor is authorised to do is listed below by BEIS, "the Authority" and may not be determined by the Contractor.

Processing, Personal Data and Data Subjects

1. The contact details of the Authority's Data Protection Officer are:

BEIS Data Protection Officer
Department for Business, Energy and Industrial Strategy
1 Victoria Street
London
SW1H 0ET

If sending correspondence by mail, we recommend you email as well to notify us, so we can make sure someone is in the office to collect your letter.

Email: dataprotection@beis.gov.uk

2. The contact details of the Contractor's Data Protection Officer (or if not applicable, details of the person responsible for data protection in the organisation) are specified in Section 26 of the Contract Award Form to this Contract.
3. The Contractor shall comply with any further written instructions with respect to processing by the Authority.

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4. Any such further instructions shall be incorporated into this Annex 1.

Description	Details
Subject matter of the processing	<p>The processing is needed in order to ensure that the Contractor can effectively deliver the contract to provide technical support services. The information will include commercially sensitive information from grant applications and monitoring meetings.</p> <p>The processing of names and business contact details of staff of both the Authority and the Contractor will be necessary to deliver the services exchanged during the course of the Contract, and to undertake contract and performance management.</p> <p>The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.</p>
Duration of the processing	<p>Processing will take place from 15/10/21 for the duration of the Contract (24 months). The Contract will end on 15/10/23 but may be extended until 15/10/25.</p>
Nature and purposes of the processing	<p>The nature of the processing will include reviewing, collecting, recording, structuring, reporting and storing data.</p> <p>Processing will take place for the purposes of assessing grant applications, structuring monitoring practices, supporting project delivery and monitoring project benefits.</p> <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Authority and the Contractor as necessary to deliver the services and to undertake contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.</p>
Type of Personal Data	<p>Types of Personal Data that may be collected include:</p> <ul style="list-style-type: none">• Names• Job titles• Business contact details <p>Names, business telephone numbers and email addresses, office location and position of staff of both the Authority and the Contractor as necessary to deliver the services and to undertake contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.</p>

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Categories of Data Subject	Categories of Data Subject may include: <ul style="list-style-type: none">• Grant Applicants• Applicant Company staff Staff of the Authority and the Contractor, including where those employees are named within the Contract itself or involved within contract management.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under European Union or European member state law to preserve that type of data	The Contractor will provide the Authority with a complete and uncorrupted version of the Personal Data in electronic form (or such other format as reasonably required by the Authority) and erase from any computers, storage devices and storage media that are to be retained by the Contractor after the expiry of the Contract. The Contractor will certify to the Authority that it has completed such deletion. Where Personal Data is contained within the Contract documentation, this will be retained in line with the Department's privacy notice found within the Invitation to Tender.

The nature of the service will require the Contractor to collect personal data directly from data subjects. The Contractor will use the agreed BEIS privacy notice as instructed by the Authority.

13. Cyber Security

In line with [HM Government's Cyber Essentials Scheme](#), the Contractor will hold valid Cyber Essentials certification by the time of contract award. Evidence of the certification must be provided to the Authority in order for the contract to be awarded.

Evidence of renewal of certification must then be provided to the Authority on each anniversary of the first applicable certificate obtained by the Contractor for the duration of the Contract. In the event the Contractor fails to comply, the Authority reserves the right to terminate the Contract for material breach in line with the Standard Terms and Conditions of Contract.

If the Contractor already holds ISO27001 accreditation, no further Cyber Essentials certification will be necessary provided that the certification body carrying out this verification is approved to issue a Cyber Essentials certificate by one of the accreditation bodies.

14. Skills and experience

The Contractor shall demonstrate that you have the experience and capabilities to provide the support services defined in this Contract. Your tender response should include a summary CV detailing each proposed team members experience and capabilities, demonstrating expertise across the team in a wide range of industrial sectors, as well as energy efficiency and decarbonisation technologies.

Contractors should propose named members of the project team, and include the tasks and responsibilities of each team member. This should be clearly linked to the work programme, indicating the grade/ seniority of staff and number of days allocated to specific tasks.

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Contractors should identify the individual(s) who will be responsible for managing the project.

Application Assessment

Skills/qualifications required in assessors are

- An understanding of how the industrial sector operates and some of the challenges that relate to decarbonising the sector.
- An understanding of a range of decarbonisation and energy efficiency technologies, supported by a firm understanding of the advantages and disadvantages of applying these dependent on individual circumstances.
- An understanding of project management and risk management to allow a thorough review of applicants' project delivery and risk management plans.
- Assessors will be expected to appraise a range of assessment criteria, which may include financial information, the technical feasibility of the proposal, project deliverability, risk, whether the project represents value for money, expected benefits and how well the application aligns with government policy on moving to Net Zero.
- BEIS would ideally like assessors to have prior experience working with Government and reviewing Government competitions, though this is not essential.

Technical Monitoring

Skills/qualifications required in monitoring officers are:

- Technical expertise – Engineering background, with experience working on related process energy matters
- Prior project experience in industry. Experience working with a range of industrial sectors preferred.
- Ability to travel in and around the UK to visit applicant sites as required.
- Evaluation expertise - Ability to assess data provided by grant awardees to form an appropriate baseline energy consumption metric to be used in evaluation, and then to subsequently assess provided energy consumption data to verify improvement of the funded intervention
- Understanding of industrial data systems and ability to read and evaluate remote data provided by digital data loggers
- Scheme and contract administration – ability to understand the scheme's red lines, clauses (such as clawback mechanisms) and the applicant's contract with IETF to ensure compliance, effect risk mitigations and develop plausible solutions to deliver maximum benefits to applicants
- Understanding of methods and/or statistical techniques for standardising monitoring data in order to account for exogenous changes such that data can be reported on a consistent basis both within (compared to baseline) and across projects

15. Budget

The budget for this Contract is £600,000 to £1,600,000 excluding VAT.

(Note: this figure refers to the core 24-month contract. The value of the Contract if both extension options are taken up (i.e. a 48-month contract) will be up to £3,000,000 (Ex VAT)).

Schedule 3 (Specification)

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Contractors should provide a full and detailed breakdown of costs (including options where appropriate). This should include staff (and day rate) allocated to specific tasks.

Cost will be a criterion against which bids which will be assessed.

The pricing mechanism for this Contract is a hybrid model, consisting of a Fixed Price (meaning not subject to variation in any way) for Assessment work and Time and Materials for Monitoring work.

Assessment

This element of the Contract will be Fixed Priced. Payments will be linked to delivery of key milestones, i.e. the end of each assessment window. Payments will be made in arrears. The indicative milestones and phasing of payments are as follows – these dates are indicative and subject to change.

- End of Ph2 Assessment Window 1: February 2022
- End of Ph2 Assessment Window 2: June 2022
- End of Ph2 Assessment Window 3: November 2022
- End of Ph2 Assessment Window 4: March 2023

Monitoring

This element will be based on a Time and Materials pricing mechanism. Contractors will require timesheets to be kept detailing the amount of work done by employees for the contract. These will be submitted to BEIS monthly along with an invoice for the amount incurred each month, to be paid monthly in arrears.

In submitting full tenders, contractors confirm in writing that the price offered will be held for a minimum of 60 calendar days from the date of submission. Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

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 the Cabinet Office Mid-Tier terms and conditions of contract which will be used for this Contract.