

# Mini Competition

## Questions



## Department for Energy Security & Net Zero

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

Subject: **RAF011/2526 - Evaluation of the Warm Homes Local Grant (WHLG)**

Sourcing Reference Number: **PS25145**

## **Section 6 – Response Evaluation Questionnaire**

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

Guidance on how to register and use the e-sourcing portal is available at <https://beisgroup.ukp.app.jaggaer.com/>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

**QUALIFICATION QUESTIONNAIRE**

<b>SEL1.1</b>	<b>Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).</b>																							
Bidder Guidance	<p>The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a group/consortium bid is being submitted).</p> <p>This is the legal entity with whom we will Contract if successful.</p>																							
Scoring Criteria	For information only																							
Answer Type	<p>Text</p> <table border="1"> <tr><td>(a)Bidders full legal name</td><td></td></tr> <tr><td>(b)Address line 1</td><td></td></tr> <tr><td>Address line 2</td><td></td></tr> <tr><td>Address line 3</td><td></td></tr> <tr><td>Address line 4</td><td></td></tr> <tr><td>Town / City</td><td></td></tr> <tr><td>Country</td><td></td></tr> <tr><td>Post code (or equivalent)</td><td></td></tr> <tr><td>(c)Bidder contact</td><td></td></tr> <tr><td>(d)Telephone No.</td><td></td></tr> <tr><td>(e)Email</td><td></td></tr> </table>		(a)Bidders full legal name		(b)Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		(c)Bidder contact		(d)Telephone No.		(e)Email	
(a)Bidders full legal name																								
(b)Address line 1																								
Address line 2																								
Address line 3																								
Address line 4																								
Town / City																								
Country																								
Post code (or equivalent)																								
(c)Bidder contact																								
(d)Telephone No.																								
(e)Email																								

<b>SEL1.4</b>	<b>Please state the relevant classification of your organisation (state whether you fall within one of these, and if so which one)</b>	
Bidder Guidance	<p>The Bidder shall choose from the following options;</p> <p>A. SME B. Voluntary Community Social Enterprise (VCSE) C. Sheltered Workshop D. Public Service Mutual E. N/A</p> <p>Where options A, B,C and D are not applicable to your organisation please respond with option E</p>	
Scoring Criteria	For information only	
Answer Type	<p>Option List</p> <p>A. SME B. Voluntary Community Social Enterprise (VCSE) C. Sheltered Workshop D. Public Service Mutual E. N/A</p>	

<b>SEL1.5</b>	<b>Please state the size of your organisation at the time of bid submission</b>	
Bidder Guidance	<p>The Bidder shall choose from the following options;</p> <p>A. Micro – fewer than 10 persons employed</p>	

	B. Small – 10-49 persons employed C. Medium – 50-249 persons employed D. Large – 250 or more persons employed
Scoring Criteria	For information only
Answer Type	Option List  A. Micro – fewer than 10 persons employed B. Small – 10-49 persons employed C. Medium – 50-249 persons employed D. Large – 250 or more persons employed

<b>SEL1.10</b>	<b>Information Security</b>  The following information security requirements are mandatory for this procurement:  1. ISO 27001 certification or, 2. Cyber Essentials certification or 3. Do you operate and maintain a self-certified Information Security Management System demonstrating the effective management of risks to confidentiality, integrity, availability of information?
Bidder Guidance	Bidders can answer  <b>Yes</b> – the requirements are currently in place  <b>Intend</b> – the requirements are not in place and we intend to have them in place for commencement of the contract.  <b>No</b> – the requirements are not in place and we have no intention of having them in place for commencement of the contract  A response of ' <b>Yes</b> ' or ' <b>Intend</b> ' will result in a <b>pass</b> and a response of ' <b>No</b> ' will result in a <b>fail</b> against this question.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Options List  <b>Yes</b> – the requirements are currently in place  <b>Intend</b> – the requirements are not in place and we intend to have them in place for commencement of the contract.  <b>No</b> – the requirements are not in place and we have no intention of having them in place for commencement of the contract

<b>SEL1.10.1</b>	<b>Supporting Documentation for SEL1.10</b>
Bidder Guidance	Where a bidder has responded 'Yes' to SEL1.10 please provide a copy of the valid certificate or demonstrate the effective management of risks to confidentiality, integrity, and availability of information through periodic risks identification, assessment and treatment; assurance of the effective response to information security incidents; managing information security

	<p>risks in relationships within the supply chain; preventing, responding to and recovering from disruptions to continuity of services; compliance with applicable legal, regulatory and contractual requirements.</p> <p>This information should be provided as an attachment to this question.</p> <p>Any bidder responding Yes to SEL1.10 but not providing evidence may not be considered.</p> <p>Bidders that responded "Intend" to SEL1.10 will be asked to provide evidence of meeting these requirements in order for the contract to be awarded. Failure to evidence compliance to these requirements prior contract award will result in the contract not being awarded to the bidder.</p>
Scoring Criteria	For Information Only
Answer Type	Attachment


<b>SEL2.12</b>	<p><b>United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018</b></p> <p><b>The UK GDPR is a mandatory requirement for all contracts or agreements both in the Public, Private and Third sectors that involves the transfer, storing and processing of personal data. The UK GDPR sits alongside the Data Protection Act 2018 as the UK's data privacy law that governs the processing of personal data domestically.</b></p> <p><b>The UK GDPR was drafted as a result of the UK leaving the EU, which resulted in the EU's GDPR not applying domestically to the UK any longer. The UK GDPR sits alongside the Data Protection Act 2018. It is mandatory for bidders to demonstrate that they are able to meet the technical requirements and obligations prescribed by the UK GDPR and Data Protection Act 2018 and that they will adhere to their processing obligations and as detailed in the supporting Annex 1 located within DPS Joint Schedule 11.</b></p> <p><b>All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor or sub-processors) used under this Contract to comply with their information law obligations and indemnify the Contracting Authority (data controller). Please note that the appointment of any sub-processor/s should only occur after authorisation is received in writing from the Data Controller or UKSBS.</b></p> <p><b>Further information and helpful guidance relating to the UK GDPR is available from the Information Commissioners Office (ICO) at: <a href="https://ico.org.uk/">https://ico.org.uk/</a></b></p>
Bidder Guidance	<p>The Contracting Authority actively encourages all bidders to ensure that they visit the ICO website via the advised link and understand the implications of information legislation in the UK (including Data Protection Act, UK GDPR and other relevant legislation) and have your Data Protection Officer complete this section if you have one or alternatively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p>

	<p><b>Yes</b> – We can demonstrate full compliance as is required by the UK GDPR now and will adhere to the processing obligations detailed within Annex 1 – <b>Pass</b></p> <p><b>No</b> – We will not be compliant prior to any award – <b>Fail</b></p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes</b> – We can demonstrate full compliance as is required by the UK GDPR and Data Protection Act 2018 now and will adhere to the processing obligations detailed within Annex 1 – <b>Pass</b></p> <p><b>No</b> – We will not be compliant prior to any award – <b>Fail</b></p>

<b>SEL2.13</b>	<p><b>Data Storage</b></p> <p><b>Please confirm where UK GDPR data, as detailed within the Annex 1, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</b></p>
Bidder Guidance	<p>Bidders are required to confirm where UK GDPR data, as detailed within the Annex 1, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</p> <p>Please note, where successful bidders confirm that data may be stored, transferred, or accessed outside of the UK, there may be a requirement to include additional Contract Clauses to ensure UK GDPR and Data Protection Act 2018 Compliance prior to Contract Award.</p>
Scoring Criteria	For Information Only
Answer Type	Text

<b>SEL2.14</b>	<p><b>Supply Chain Transparency</b></p> <p>The Contracting Authority is committed to having a transparent oversight of its contracted suppliers supply chain.</p> <p>Bidders can answer</p> <p><b>Yes</b> – We have added our supply chain details of subcontractors that will receive more than 10% of the potential contract award, including any dual supply chain subcontractors - <b>Pass</b></p> <p><b>No</b> – We do not have any subcontractors that will receive more than 10% of the potential contract award or we do not intend to subcontract out any supplies and or services, works as part of the performance of any contract awarded and have made this statement on the uploaded form in the supplier's name column - <b>Pass</b></p> <p><b>N/A</b> – We have not yet identified the potential supply chain that we be using for any bid submission and have made this statement on the uploaded form in the supplier's name column – <b>Pass</b> (subject and always to compliance with note 1 below)</p>
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	<p>Note 1 – The bidder accepts and warrants as a condition of participation that this supply chain information, shall be provided to DESNZ upon a reasonable request to do so. Any failure or refusal to provide this information to the Contracting Authority, will result in the entire bid submission being rejected by the Contracting Authority.</p> <p>The Bidder shall answer <b>Yes</b> or <b>No</b> or <b>N/A</b></p> <p>Yes – <b>Pass</b></p> <p>No – <b>Pass</b></p> <p>N/A – <b>Pass</b> (subject to note 1 above)</p>
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<b>SEL2.14.1</b>	<b>Supporting Documentation for SEL2.14 - Supply Chain Transparency</b>
Bidder Guidance	<p>Where a bidder has responded 'Yes', 'No' or ('N/A' subject to note 1) in SEL2.14</p> <p>This information shall be provided as an attachment to this question in order to provide the necessary information in regards to supply chains.</p> <p>See Excel (Supply chain) file attached :</p> <div style="text-align: center;">  <p>Copy of BEIS Commercial - Supply</p> </div>

<b>FOI1.1</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></p> <p><b>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request.</b></p> <p><b>Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website <a href="http://ico.org.uk">http://ico.org.uk</a></b></p> <p><b>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</b></p>
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Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List <b>Yes</b> – Pass <b>No</b> – Fail

<b>FOI1.2</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</b></p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1. If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why?</p>
Bidder Guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the fields below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004; therefore, you will not be approached for consent.</p> <p>Bidders are required to complete the table fields below, highlighting your proposed exemptions to this question.</p> <p>If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).</p>
Scoring Criteria	For information only
Answer Type	Confidential Information and justification for exemption/exception under FOI Act
	Text
	Commercially sensitive information and justification for exemption/exception under FOI Act
	Text
<b>AW1.1</b>	<b><u>FORM OF BID</u></b>



	<p>I declare that to the best of my knowledge the answers submitted in this Mini Competition are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this Mini Competition if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including Mini Competition templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the Request for Quotation, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this Mini Competition, I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this Mini Competition, I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this Mini Competition I agreed and accept that the Contracting Authority reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this Mini Competition, I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fail to be disclosed the Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b> – Pass</p> <p><b>No</b> – Fail</p>

AW1.3	<p><b><u>CERTIFICATE OF BONA FIDE BID</u></b></p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following:</p> <ul style="list-style-type: none"> <li>(a) Communicate to a person other than the person calling for these bids the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations for the preparation of the bid;</li> <li>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted;</li> <li>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other bid or proposed bid for the said supply / service any act or thing of the sort described above.</li> </ul> <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that the Contracting Authority will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority.</p> <p>We agree that the Contracting Authority may disclose the Bidders information/documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b> – Pass</p> <p><b>No</b> – Fail</p>

<b>AW3.2</b>	<p><b>Conflict of Interest</b></p> <p><b>Please confirm you have nothing to declare with respect to any current or potential interest or conflict in relation to this project (or any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.</b></p>
Bidder Guidance	<p>By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project.</p> <p>The Bidder shall answer <b>Yes</b> or <b>No with justification</b>.</p> <p><b>Yes</b>, we can confirm we are not in a position of a conflict of interest – Pass</p> <p><b>No with justification</b>, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification - Pass</p> <p>If your situation changes during the procurement process you must promptly notify the Contracting Authority via the eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.</p> <p>For absolute clarity should a bidder select 'Yes' you are not required to respond to AW3.2.1, however if you select 'No with Justification' you will be required to complete AW3.2.1 in order to be considered.</p>
Scoring Criteria	Mandatory Pass/Fail
Answer Type	<p>Option List</p> <p><b>Yes</b>, we can confirm we are not in a position of a conflict of interest – Pass</p> <p><b>No with justification</b>, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification.</p>

<b>AW3.2.1</b>	<p><b>Where a Bidder has answered question AW3.2 with 'No with justification' they must provide full details of any current or potential interest or conflict in relation to this project (including any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.</b></p> <p><b>Bidders are also required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project.</b></p> <p><b>Where a bidder has responded 'Yes' to AW3.2 you are not required to respond to this question.</b></p>
Bidder Guidance	<p>By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project.</p>

	<p>If your situation changes during the procurement process you must promptly notify the Contracting Authority via the eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.</p> <p>Where there is an actual or potential conflict of interest, it is suggested the organisation (or consortia where applicable) design a working arrangement such that the deliverables cannot be influenced (or perceived to be influenced) by the organisation which is the owner of an actual or potential conflict of interest. For example, consideration should be given to maintain an impartial approach to the project.</p> <p>Bidders are required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project.</p> <p>The information received will be subject a Pass or Fail, according to whether based on the information provided there remains a conflict of interest which may affect the impartiality of the project and the deliverables.</p> <p>Failure to declare or avoid a conflict of interest at this or a later stage may result in exclusion from the procurement process.</p> <p>Any bidder selecting 'No with Justification' to AW3.2 and failing to upload an attachment to this question detailing the information above may not be considered further.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Attachment

<b>AW4.1</b>	<b>Please confirm your acceptance of the Contract Terms that can be found within the Instructional Attachments section within this question.</b>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b>, <b>No with justification</b> or <b>No</b></p> <p><b>Yes</b> – Pass We accept the special terms and condition in their entirety  <b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.  <b>No</b> – Fail</p> <p>For absolute clarity should a bidder select 'Yes' or 'No' you are not required to respond to AW4.2, however if you select 'No with Justification' you will be required to complete AW4.2 in order to be considered.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b>, we accept the terms and condition in their entirety – Pass  <b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.  <b>No</b> – Fail</p>

<b>AW4.2</b>	<p><b>Where a Bidder has answered question AW4.1 with ‘No with justification’ they must detail the justification and the proposed change to the clause.</b></p> <p><b>Where a bidder has responded ‘Yes’ or ‘No’ to AW4.1 you are not required to respond to this question.</b></p>
Bidder Guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> <li>the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and</li> <li>the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.</li> </ul> <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark up, rejection of a clause or a justification for a change then the response will be a Fail.</p> <p>Any bidder selecting ‘No with Justification’ to AW4.1 and failing to upload an attachment to this question detailing the information above will not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Attachment

<b>AW4.3</b>	<p><b>Public Procurement Policy Note 01/22 - Contracts with suppliers from Russia or Belarus</b></p> <p>The Government introduced its Public Procurement Policy Note 01/22 ‘Contracts with suppliers from Russia or Belarus’ (PPN 01/22) in response to the invasion of Ukraine by Russia, which was met with unprecedented global condemnation. The UK Government has introduced financial and</p>
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	<p>investment sanctions aimed at encouraging Russia to cease actions which destabilise Ukraine.</p> <p>The PPN requires the Contracting Authority to decline to consider (or otherwise exclude from participating in the procurement) bids from suppliers (or their sub-contractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency or where materials in the supply chain originate from those states in accordance with Procurement Policy Note PPN 01/22.</p> <p>Unless exceptions within the PPN apply, the Contracting Authority may exclude from this competition any tenders that are deemed from suppliers (including any subcontractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency; or materials within the supply chain originate from those states.</p> <p>Mandatory Information questions:</p> <p><b>Question 1-</b> Please confirm if the country or territory of origin of any supplies to be used within the supply chain for this contract opportunity is the Russian Federation or the Republic of Belarus.</p> <p><b>Question 2-</b> Please confirm if your own (or your subcontractors) location of business activities or interests of a contractor is constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency</p> <p>Bidders are to complete the document provided in the instructional attachment and state Yes or No to each question.</p> <p>If you answer Yes to either of the questions in this table above, then you must clearly set out in your attachment provided, why you believe one of the exceptions within PPN 01/22 apply.</p>
Bidder Guidance	<p>The Bidder shall replicate the above 2 questions in an attachment and answer <b>Yes</b> or <b>No</b> to each of the above, along with an explanation to any question answered as <b>Yes</b>.</p> <p>A failure to provide a Yes or No response will result in your exclusion from further consideration under this procurement.</p> <p>A failure to provide a supporting justification of an exemption to the satisfaction of the Contracting Authority, may result in your exclusion from further consideration under this procurement.</p> <p>The Contracting Authority may seek further clarification from any bidder in regards to any attachment provided, that seeks to rely upon any exemptions provided in PPN 01/22.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Attachment

<b>SEL5.2</b>	<b>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</b>
Bidder Guidance	Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)
Scoring Criteria	For Information Only

<b>AW6.1</b>	<b>Please confirm your compliance to the requirements of Section 4 Specification and all supporting appendices</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List  <b>Yes</b> – Pass <b>No</b> – Fail

<b>AW6.2</b>	<b>Variable Bids</b>
Bidder Guidance	The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regard to variable bids for this Procurement is outlined below.  The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> - We have provided a variable bid only – <b>Fail</b> <b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List  <b>Yes</b> - We have provided a variable bid only – <b>Fail</b> <b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>

## TECHNICAL QUESTIONNAIRE

PROJ1.1	<p><b><u>Approach and Methodology</u></b></p> <p>Please clearly explain and give reasoning for your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification for Workstream 1 (Process Evaluation), Workstream 2 (Case Studies) and Workstream 3 (Impact Evaluation).</p>
Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• Your proposed methodological approach (including sampling &amp; recruitment design, research design, analysis and synthesis approaches) to address the research questions for all Workstreams. Your response should include consideration of any limitations to these.</li> <li>• Practical considerations of applying this approach, including a clear justification as to why your chosen methodologies will address the evaluation questions and overall project objectives, within the project timeframe and budget.             <ul style="list-style-type: none"> <li>○ Where bidders have proposed their own Methodology, please detail how your methods will align or differ with the proposed methodologies outlined within Section 4 – Specification.</li> </ul> </li> <li>• As indicated in Section 4 – Specification, please provide details on the following within your response:             <ul style="list-style-type: none"> <li>○ Your proposed approach to design the two-stage devolution case study. Outline key considerations when scoping up work strands to provide robust insight to DESNZ to inform wider topical policy areas.</li> <li>○ In line with Table 6 of the Specification, please provide details of how you will address the proposed data collection methods for the beneficiary survey, i.e. the two tranche, two wave design. Where bidders have proposed their own Methodology, please detail how your methods will align or differ with the proposed methodologies within Section 4 – Specification and justify their suitability.                 <p>Bidders should consider:</p> <ul style="list-style-type: none"> <li>▪ Insight into how to balance timely data collection for priority inflight impacts (i.e. rental market impacts in 2026/27) as well as generalisable impacts from an appropriate sample in 2027/28.</li> <li>▪ How to combine analysis across both tranches to provide robust insight and outline what factors need to be considered to do this effectively.</li> <li>▪ Suitable analytical methodologies for different scheme outcomes</li> </ul> </li> <li>○ The approach to the Private Rented Sector impact evaluation questions with consideration to the Landlord Declaration data and Beneficiary survey design.</li> </ul> </li> <li>• Outline the sample sizes for qualitative research that enable a sufficient spread of insights to be gathered in relation to the process evaluation and case studies.</li> </ul> <p>Bidders should include detail on the following:</p>



	<ul style="list-style-type: none"> <li>○ Please provide details and justification for volumes which exceed sample sizes outlined in the specification.</li> <li>○ Where the bidder believes additional stakeholders would add value to workstream e.g. case studies they should include this within their response</li> <li>○ <b>NB. The quantitative research sample sizes (beneficiary survey &amp; LA survey) are firm targets.</b> However, please outline considerations to meeting appropriate sample sizes and mitigations where appropriate.</li> </ul> <ul style="list-style-type: none"> <li>• How evidence will be managed, collated and synthesised from across the evaluation's data collection methods to answer the evaluation questions.</li> <li>• Your approach to Quality Assurance Processes. <ul style="list-style-type: none"> <li>○ Bidders should be clear on who is responsible for providing final sign-off of materials submitted to DESNZ, and how they will ensure a sufficient level of quality assurance has been carried out on both analysis and written outputs.</li> </ul> </li> <li>• Set out how the proposed reporting and dissemination deliverables meet the project's objectives.</li> <li>• Outline any methodological risks with your planned approach, and mitigation for these.</li> <li>• Data protection processes and assurances</li> <li>• Consideration of any ethical risks and mitigations.</li> </ul> <p>Bidders should attach their response as a PDF to this question.</p> <p>This question is limited to 20 sides of A4 <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses must be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring Criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: 35.00%</b></p> <p><b>Any bidder which achieves a score of less than 60 in this question will not be considered for appointment.</b></p>
Answer Type	Attachment

<b>PROJ1.2</b>	<p><b><u>Staff to Deliver</u></b></p> <p>Please demonstrate the skills and expertise of your team and how they will support the successful delivery of this project. Please outline the team roles and structure you would put in place to deliver this contract. Please also provide your approach as to how you will maintain your ability to deliver these throughout the lifetime of the project.</p>
Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• An explanation of how your organisation is well placed to undertake this project.</li> <li>• Roles and responsibilities of the team who would deliver this contract, including senior oversight and project management. This</li> </ul>

	<p>should also include job titles/seniority of staff and days/time allocated for each task/deliverable.</p> <ul style="list-style-type: none"> <li>• Any knowledge and/or expertise of working with local authorities.</li> <li>• The required skills and expertise as outlined in in 'Section 4 – Specification' that the team would bring to this work, to ensure data collection, analysis and reporting are consistent and high quality.</li> <li>• Details of the project team's relevant expertise in delivering projects of this nature in line with the requirements set out within the specification. Bidders should demonstrate knowledge and skills in the following areas: <ul style="list-style-type: none"> <li>○ Evaluation design for complex policy areas</li> <li>○ Fieldwork conducting research activities including in-depth interviews, focus groups and any other methods suggested by the bidder.</li> <li>○ Expertise in thematic and quantitative secondary data analysis</li> <li>○ Synthesising evidence from multiple evidence sources to answer research questions with high-quality written and visual materials</li> </ul> </li> <li>• Where bidders belong to a consortium, details should be provided as to how the lead contractor will manage sub-contractors and the level of interaction DESNZ can expect to have with sub-contractors.</li> <li>• CVs of staff members who will form the main team for this project, limited to a maximum of 2 pages per CV. Please note that CV's will not be scored but will be used to validate the details of the project team provided within the written response.</li> </ul> <p>Bidders should attach their response as a Zip folder to the question as Jaggaer will not allow for more than one attachment.</p> <p>This question is limited to 5 sides of A4 plus CVs. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> CVs will not count to the page limit within this question. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring Criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: 15.00%</b></p> <p><b>Any bidder which achieves a score of less than 60 in this question will not be considered for appointment.</b></p>
Answer Type	Attachment
<b>PROJ1.3</b>	<p><b><u>Understanding the Project Environment</u></b></p> <p>Please demonstrate your understanding of the project environment, detailing any knowledge relevant to the project and policy/programme area, including any data sources or research relevant to the project.</p>
Bidder Guidance	As a minimum your response should include:

	<ul style="list-style-type: none"> <li>• An understanding of domestic energy efficiency policy and schemes, and how WHLG fits within the wider policy landscape, including the government's Net Zero commitments</li> <li>• An understanding of domestic retrofit technologies, buildings' energy use and individual energy consumption</li> <li>• An understanding of existing research in the area.</li> <li>• Interpretation of the project and what is required, including: <ul style="list-style-type: none"> <li>○ An understanding of the aims and objectives of the contract, and how it will achieve these.</li> <li>○ Demonstration of how this contract will add value to policymaking</li> <li>○ An awareness of where workstreams could inform wider Government policy areas</li> </ul> </li> </ul> <p>Bidders should attach their response as a PDF to this question.</p> <p>This question is limited to 5 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm</p>
Scoring Criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: 15.00%</b></p> <p><b>Any bidder which achieves a score of less than 60 in this question will not be considered for appointment.</b></p>
Answer Type	Attachment

<b>PROJ1.4</b>	<p><b><u>Project Plan, Timescales and Risk Management</u></b></p> <p>Please outline your proposed project plan and timescales for each Workstream of this project, ensuring that the key deliverables outlined in the specification are met. Please also provide details of key risks that could affect the delivery of the project.</p>
Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• A detailed timetable for carrying out the process, impact and case study Workstreams based on the proposed approach and methods. This should include sampling, data collection, analysis and reporting, with indicative timeframes and lengths for each research activity. This should also include risk mitigations and buffer time (where appropriate), to ensure delivery of each research output is on time. Where an alternative timeline is suggested, bidders must provide a clear rationale.</li> <li>• Highlight key milestones and deadlines, including suggested meetings and progress reports. All project plans and timescales should explicitly highlight how evidence will be delivered in time for the required reports.</li> <li>• A demonstration of project and budget management plans/tools you will use.</li> <li>• Arrangements for contract management, addressing risks and challenges.</li> </ul>

	<ul style="list-style-type: none"> <li>• Risk associated with specific project deliverables, and a demonstration of your tools and processes to mitigate risk and manage uncertainty throughout the lifetime of this contract. Bidders should demonstrate how they will ensure timelines remain on-track in the instance of staff absences (long or short-term).</li> </ul> <p>Bidders should provide a Risk Register and a GANTT chart in their response to this question which will not contribute to the page count permitted.</p> <p>Bidders should attach their response as a Zip folder to the question as Jaggaer will not allow for more than one attachment.</p> <p>This question is limited to 6 sides of A4 plus a Risk Register and GANTT Chart in a Word table or Excel sheet. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring Criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: 15.00%</b></p> <p><b>Any bidder which achieves a score of less than 60 in this question will not be considered for appointment.</b></p>
Answer Type	Attachment

<b>PROJ1.5</b>	<p><b>Social Value Theme: Tackling Economic Inequality</b></p> <p><b>Model Award Criteria: MAC 3.3: Support the development of scalable and future-proofed new methods to modernise delivery and increase productivity.</b></p> <p><b>How will you support DESNZ mission to drive productivity improvements across the economy?</b></p>
Bidder Guidance	<p>For the Theme &amp; Model Award Criteria detailed please describe the commitment(s) your organisation will make. You should include:</p> <ul style="list-style-type: none"> <li>- a 'Method Statement' stating your commitments, how you will achieve them, and highlighting how your commitments meet the Award Criteria.</li> <li>- a detailed project plan and process, including how you will implement your commitments and by when, how they will be monitored, measured and reported. You should include specific metrics, the tools / processes that will be used to gather data and report on it, feedback and improvement, and how the whole process will maintain transparency.</li> <li>- an overview of how you will influence staff, suppliers, customers and communities to support delivery of your commitments (for example through engagement, co-design / creation, training and education, partnering / collaborating, volunteering, etc.)</li> </ul> <p>Planned Metrics are provided below, your commitments to social value should align to one or more of these metrics. If you believe that alternative</p>

	<p>metrics would be more effective at achieving the Theme / Measure, please outline them in your proposal with a clear explanation of the comparable benefit.</p> <p>For each theme, we will be assessing the qualitative aspects and outcomes of your commitments. Priority should be given to incremental value that you will commit to as a direct result of being awarded this contract. If you are not in a position to commit to specific Social Value deliverables directly related to this contract award, you must demonstrate your corporate track record of delivering Social Value that aligns with the Theme and Model Award Criteria.</p> <p>Sub-Award Criteria:</p> <ul style="list-style-type: none"> <li>• Modernising delivery and increasing productivity</li> <li>• Understanding of scalable and future-proofed new methods to drive greater modernisation of delivery and increase productivity.</li> <li>• Approach to organisational learning and continuous improvement.</li> <li>• Creation of a design and tendering environment that is conducive to the development of scalable and future-proofed new methods to modernise delivery and increase productivity. Illustrative examples: outcomes-based specifications enabling alternative approaches to be offered; co-design with users and communities; approaches that invite innovative approaches to be proposed and developed; activities that promote collaboration to access new technologies/green technologies and/or approaches.</li> </ul> <p>Planned Metrics:</p> <ul style="list-style-type: none"> <li>• Percentage annual cost reduction during the term of the contract (i.e. commitment to achieve 2% savings per annum)</li> <li>• The number of feasible ideas generated / proposed to improve productivity within the contract (supplier must provide sufficient detail in their proposals to demonstrate feasibility).</li> <li>• The number of generated product and/or service innovations relating to Climate Mitigation &amp; Adaptation that have been made available to the wider market / industry</li> <li>• The percentage of accredited carbon literate individuals employed by the Supplier</li> </ul> <p>This question is limited to 4 sides of A4, font 11pt Arial. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 5.00%</b></p>
Answer Type	Attachment
PROJ1.6	<p><b>Social Value Theme: Tackling Economic Inequality</b></p> <p><b>Model Award Criteria: MAC 2.2: Create employment and training opportunities particularly for those who face barriers to employment</b></p>

	<p><b>and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors</b></p> <p>How will you create employment and training opportunities, particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors?</p>
Bidder Guidance	<p><b>Sub-Criteria</b></p> <p>Describe the commitments your organisation(s) will make to ensure that the opportunities under the contract demonstrate effective measures to deliver the sub-criteria for <b>Employment</b> directly through the contract. The bulleted suggestions describe some relevant examples of how you could demonstrate this.</p> <p>Activities under contract delivery that demonstrate and describe the bidders planned:</p> <ul style="list-style-type: none"> <li>• Implementation of recruitment practices and employment conditions, such as the five foundational principles of quality work set out in the Good Work Plan, in relation to the contract that will attract good candidates from all backgrounds, minimise turnover of staff and improve productivity.</li> <li>• Creation of employment opportunities particularly for those who face barriers to employment, such as prison leavers, and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors.</li> <li>• Promotion of awareness of careers and recruitment opportunities relating to known skills shortages or in high growth sectors relating to the subject matter of the contract.</li> <li>• Support for the contract workforce by providing career advice and providing opportunities for staff working on the contract with in-work progression career development into known skills shortages or high growth areas.</li> <li>• Measures to ensure equality and accessibility, without discrimination, to employment and workforce related opportunities on the contract.</li> </ul> <p>Please note that DESNZ will evaluate responses proportionally to bidders' capacity, to ensure that SMEs are not disadvantaged.</p> <p>Please include:</p> <ul style="list-style-type: none"> <li>• Your 'Method Statement', stating how you will achieve this <b>directly through delivering this contract</b>, and how your commitment meets the Award Criteria</li> <li>• A timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. Your response should include but not be limited to: <ul style="list-style-type: none"> <li>○ Timed action plan</li> <li>○ Use of metrics</li> <li>○ Tools/processes used to gather data</li> <li>○ Reporting</li> <li>○ Feedback and improvement</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Transparency</li> </ul> <p>This question is limited to 3 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm</p>
Scoring Criteria	<p>Scoring is based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 5.00%</b></p>
Answer Type	Attachment

## COMMERCIAL QUESTIONNAIRE

<b>AW5.1</b>	<p><b>Please confirm your bid submission price for completion of all the Services as detailed in the Section 4 Specification.</b></p> <p><b>All prices shall be in £ GBP and exclusive of VAT.</b></p>
Bidder Guidance	<p>Bidders shall provide their bid submission price for completion of all Services as detailed in the Section 4 Specification.</p> <p>The scoring methodology for this question shall be:</p> <p>Price will be evaluated using proportionate pricing (lowest bid / bid * mark). A bidder's score will be based on the lowest total score received divided by their total cost and then multiplied by the marks available.</p> <p>For example, if the total basket price for three bid responses is received and Bidder A has quoted £50,000 as their total price, Bidder B has quoted £80,000 and Bidder C has quoted £100,000 then the calculation will be as follows:</p> <p>(Maximum marks available in this example being 12.5)</p> <p>Bidder A Score = <math>50000/50000 \times 12.5 = 12.5</math></p> <p>Bidder B Score = <math>50000/80000 \times 12.5 = 7.81</math></p> <p>Bidder C Score = <math>50000/100000 \times 12.5 = 6.25</math></p> <p>This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criterion, but will still be subject to a commercial review.</p> <p>The lowest score possible is 0.</p>
Scoring Criteria	<b>Maximum Marks: 10.00%</b>
Answer Type	<b>Numeric</b>
<b>AW5.2</b>	<p><b>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</b></p> <p><b>All prices shall be in £ GBP and exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>
Bidder Guidance	<p>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</p>



	<p>All prices shall be in £ GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> <p>The total submitted within your excel pricing schedule must equal the total price submitted in AW5.1</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

<b>AW5.3</b>	<b>Please confirm your price shall remain firm and fixed for the full term of the Contract.</b>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>

<b>AW5.4</b>	<p><b><u>Maximum Budget</u></b></p> <p><b>As stated within the tender documents, the maximum budget for this requirement will be £710,000.00 ex VAT.</b></p> <p><b>Please confirm that your final price submitted within AW5.2 will fall within this budget.</b></p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>