**Specification for “Data on non-residential buildings decarbonisation”**

Tender Reference Number: **BN/0322**

**Specification of Requirements**

Invitation to Tender for **Data on non-residential buildings decarbonisation**

Tender Reference Number: **BN/0322**

Deadline for Tender Responses: **25th February 2022**

**Contents**

1. Introduction and summary of requirements / Preamble

2. Background

3. Aims and Objectives

4. Methodology

5. Outputs Required

6. Ownership and Publication

7. Quality Assurance

8. Timetable

9. Challenges

10. Ethics

11. Working Arrangements

12. Required Skills

13. Consortium Bids

14. Budget

15. Evaluation of Tenders

1. **Introduction and summary of requirements / Preamble**

The Climate Change Committee (CCC) is an independent, statutory body established under the Climate Change Act 2008. Our purpose is to advise the UK and devolved governments on emissions targets and to report to Parliament on progress made in reducing greenhouse gas emissions and preparing for and adapting to the impacts of climate change.

**The CCC is seeking data relevant to tracking progress in decarbonisation of non-domestic buildings in the UK.**

1. **Background**

Every summer, the CCC publishes the [UK Progress Report](https://www.theccc.org.uk/publication/2021-progress-report-to-parliament/), assessing UK progress towards Net Zero. For each key sector, we publish a set of indicators to monitor progress. We are currently refreshing our indicators for buildings.

In recent years, CCC’s indicators for buildings have largely focussed on residential buildings. Residential buildings comprise a more significant component of buildings emissions, and data is more readily available to track progress. Given the heterogeneous stock of non-residential buildings, data on roll-out of low carbon heating technologies or insulation measures is often unavailable or not robust.

Despite these challenges, the CCC plans to develop indicator(s) on non-residential building decarbonisation for the 2022 Progress Report and beyond.

The main areas of progress we would like to track are:

* **Roll-out of energy efficiency and demand reduction measures**
* **Adoption of low-carbon heating (heat pumps, low-carbon heat networks etc)**

Our internal scoping has identified several datasets regularly published by the government which we can use, including the ND-NEED dataset. However, gaps in the data remain, and, we recognise **there may be data or approaches to constructing indicators beyond those datasets currently published by government which we could draw on**.

1. **Aims and Objectives**

**The key aim of this project will be to provide the CCC with additional data sources for indicators covering the areas of progress outlined above.**

Specifically, the work would involve the supplier sharing with the CCC data relevant to one or ore of the areas outlined above.

We welcome alternative suggestions of relevant data, but some data sources which would be useful include:

* Data on heat pumps installed in non-domestic buildings (particularly useful when this links with floorspace or energy demand of the building)
* Data on non-domestic buildings linked to low-carbon heat networks (particularly useful when this links with any of floorspace/energy demand/building type)
* Energy intensity (kWh/m2/year) (gas or oil) of non-domestic buildings
* Number/proportion of non-domestic buildings which had to replace their heating system in a given year, and chose a low-carbon heat technology versus a boiler
* The roll-out of insulation to commercial or public sector buildings (particularly useful when linked to building size/use)
* Data pulling together reported changes in energy consumption, heating technology or emissions in public sector buildings
* Data on the price of large heat pumps (particularly useful when it is relative to operating costs/savings, and relative to alternative technologies)

**An optional secondary aim of this project is to set out how the data can be used to construct annual milestones, which mark what sufficient progress would look like.**

* We welcome bidders who set out how they would procure and then manipulate data in order to arrive at an appropriate dataset.
* This may include setting out approaches for how they would construct an indicator (i.e. how the data put forward, and Sixth Carbon Budget pathway, can be used to construct an annual milestone for progress), **but this secondary aim is not required**.

**We anticipate each bid may only be able to offer to provide one data source** **– so several bids may be successful.**

1. **Methodology**

The tasks should be carried out based on existing knowledge and/or ownership of public and private datasets.

Bids should set out clearly how the dataset is disaggregated, what units it is in, what the source is, what year it applies to, its geographic coverage, and any gaps/limitations.

1. **Outputs Required**

The main output of this work is an Excel workbook including the relevant data, clearly showing any analysis that underpins it and any assumptions.

The Excel workbook should be shared fully unlocked, allowing future capability to update assumptions and to manipulate the data. Any assumptions should be clearly set out and formatted, maximising ease of future use and reference for users not directly involved in the work.

1. **Ownership and Publication**

The key deliverables will be handed over to the CCC. We anticipate we will use the findings to inform indicators used in our future Progress Reports and publish the data to track annual progress towards Net Zero.

1. **Quality Assurance**

This project must comply with the ‘CCC – Quality Assurance of Evidence and Analysis’ guidance[[1]](#footnote-1) and bidders must set out their approach to quality assurance in their response to this ITT.

All research tasks and modelling must be quality assured and documented. Contractors should:

* Include a quality assurance (QA) plan that they will apply to all of the research tasks and modelling,
* Specify who will take lead responsibility for ensuring quality assurance and ensure that this responsibility rests with an individual not directly involved in the research, analysis or model development,
* Provide QA log to demonstrate the QA undertaken, including who undertook the QA and the scope, type and level of QA that has been undertaken (e.g. a log entry only stating ‘the data was checked’ will not be sufficient),
* Allow for a meeting with CCC staff to run through QA performed.

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

The successful bidder will be responsible for any work supplied by sub-contractors and should therefore provide assurance that all work in the contract is undertaken in accordance with the quality assurance expectation agreed at the beginning of the project.

1. **Timetable**

Where work involves transferring a dataset, the work should be transferred by 21st March, with the CCC having the opportunity to review and feedback on the dataset before work concludes end of March.

Where work involves some analysis by the supplier, the work should be concluded by end of March at the latest, with the CCC having the opportunity to review and feedback on the dataset before work concludes.

Suppliers should set out their proposed timelines in the bid.

1. **Challenges**

 The specific challenges that the CCC envisage with this project include accessing high quality data on non-residential buildings

Bids should set out how these risks will be managed alongside any other risks and challenges to successfully undertaking this work.

1. **Ethics (amend to suit or delete if not applicable)**

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 GSR Principals:

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

# Working Arrangements

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

# Skills and experience

 CCC would like you to briefly demonstrate that you have the experience and capabilities to undertake the project. Your tender response should include a summary of each proposed team members experience and capabilities.

 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.

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

# Consortium Bids

In the case of a consortium tender, only one submission covering all of the partners is required but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification. We expect the bidder to indicate who in the consortium will be the lead contact for this project, and the organisation and governance associated with the consortia.

Contractors must provide details as to how they will manage any sub-contractors and what percentage of the tendered activity (in terms of monetary value) will be sub-contracted.

If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided. However, please note CCC reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 28 of the Public Contracts Regulations 2006.

CCC recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to CCC so that it can make a further assessment by applying the selection criteria to the new information provided.

# Budget

The budget for this project is £5,000 - 20,000 excluding VAT. There is a large range of budget, as it depends on the scale and quantity of datasets a supplier can provide.

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.

Payments will be linked to delivery of key milestones. The indicative milestones and phasing of payments can be adjusted and agreed with the contractor and Project Manager. Please advise in your tender response how this breakdown reflects your usual payment processes:

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

# Evaluation of Tenders

Contractors are invited to submit full tenders of no more than (5 - 10pages) pages, excluding declarations and CV’s. Tenders will be evaluated by at least three CCC staff.

CCC will select the bidder that scores highest against the criteria and weighting listed below, see the ITT for further information.

**EVALUATION CRITERIA AND SCORING METHODOLOGY**

|  |  |  |
| --- | --- | --- |
| Criterion | Description | Weighting  |
| 1 | RELEVANT EXPERIENCE / DEMONSTRATION OF CABABILITY | 10% |
| 2 | QUALITY ASSURING THE SERVICES YOU PROVIDE | 10% |
| 3 | QUALITY AND RELEVANCE OF DATA (AND METHOD WHERE RELEVANT) | 75% |
| 4 | UNDERSTANDING OF REQUIREMENTS | 5% |
|  |  | 100% |

**Scoring Method**

Tenders will be scored against each of the criteria above, according to the extent to which they meet the requirements of the tender. The meaning of each score is outlined in the table below.

The total score will be calculated by applying the weighting set against each criterion, outlined above; the maximum number of marks possible will be 100. Should any contractor score 1 in any of the criteria, they will be excluded from the tender competition.

|  |  |
| --- | --- |
| **Score** | **Description** |
| 1 | Not Satisfactory: Proposal contains significant shortcomings and does not meet the required standard |
| 2 | Partially Satisfactory: Proposal partially meets the required standard, with one or more moderate weaknesses or gaps  |
| 3 | Satisfactory: Proposal mostly meets the required standard, with one or more minor weaknesses or gaps. |
| 4 | Good: Proposal meets the required standard, with moderate levels of assurance |
| 5 | Excellent: Proposal fully meets the required standard with high levels of assurance |

**Scoring for Pricing Evaluation**

Price will be marked using proportionate pricing. Please see the example below.

Marking proportionate to the lowest price.

Price will be scored as set out below.

There will be a maximum of e.g. 20 marks

The lowest priced bid will receive the full 20 marks, all other bids will then be marked as set out below.

Proportionate Pricing scoring example

If 20% = 20 marks

|  |  |  |
| --- | --- | --- |
| Supplier | Price | Marks |
| 1 (lowest bid) | £50,000 | 20 |
| 2 | £60,000 | 50/60 \* 20 = 16.7 |
| 3 | £75,000 | 50/75 \* 20 = 13.3 |

**Structure of Tenders**

Contractors are strongly advised to structure their tender submissions to cover each of the criteria above and supply a price schedule specifying the daily rates (ex-VAT) you will charge for each level of your staff.

**Evaluation for Interviews, if held**

CCC reserves the right to award the contract based on applicants’ written evaluation only if one candidate emerges from the evaluation stage as significantly stronger than the others.

Should interviews go ahead, CCC will shortlist the top three suppliers with the highest marks from the written proposals. Interviews are provisionally expected to be held on 28 February. If this date changes, CCC will notify applicants.

The areas to be covered in the interview, and markings allocated to each topic area will be sent to the shortlisted supplier prior to interview.

Further details of interviews will be sent to successful applicants on selection.

**Feedback**

Feedback will be given in the unsuccessful letters or emails.

1. [Quality Assurance (QA) of Evidence and Analysis (theccc.org.uk)](https://www.theccc.org.uk/wp-content/uploads/2020/04/CCC-%E2%80%93-Quality-Assurance-of-Evidence-and-Analysis.pdf) [↑](#footnote-ref-1)