**Q. Does registration on HELGA need to be completed (i.e. finished) by the 6th March?**

A. Yes, the process must have been completed through to the end by 6th March 2019. From start to end this can take a minimum of ten working days, but usually takes fifteen.

**Q. What are the requirements for subcontractors on HELGA? Do they have to be registered in their own right, do they need to be mentioned in a main supplier’s registration, or do they not need to be mentioned at all?**

A. Subcontractors do not need to be registered on HELGA in their own right. However, they do need to be named in a main supplier’s registration if they intend to work with subcontractors. A main supplier will take on the liability for any subcontractors that they work with.

If a supplier wishes to update their subcontractor list at any point, for instance due to a new tender opportunity, a supplier’s subcontractor list on their HELGA registration can be changed at any point using the process included within the supplier’s bid pack. This should be done before the contract award, to ensure the subcontractor is registered on the system in the case of the supplier being successful. Please ensure there is sufficient time for the HELGA DPS team to process this change in time for the award date.

If a subcontractor is changed after a contract is entered into, the customer (the Department for Business, Energy and Industrial Strategy) and the supplier will need to agree this in writing, in accordance with the Department’s standard terms and conditions.

**Q. Would it be a pass / fail criteria if a supplier’s subcontractors aren’t named on HELGA?**

A. Yes, clause 25.1.2 in the Crown Commercial Service HELGA Dynamic Purchasing System explicitly states that there is a need for ‘prior written consent’ for a change in subcontractor to be given to both CCS and the Customer (BEIS, in this instance). Therefore, this would be a failing criteria.

**Q. There is a 1% fee of overall project costs that goes to HELGA. How should this be demonstrated in** **a tender document?**

A. The commission fee payable to CCS on successful award of a contract is payable by the supplier and should not be recharged to the customer. The commission should be considered as a cost within the supplier’s proposal and managed accordingly.

**Q. Will you be using a supplier shortlist for this contract by using a particular service or filter on** **HELGA. If so, does this increase the risk of some suppliers not accessing the invitation to tender** **when it might have been relevant to them?**

A. We will be using ‘Service 1: Energy Advisory, Design and Technical Services’ with a filter on ‘Bioenergy and energy from waste’. This means that only suppliers who have confirmed that they can do these services will receive the invitation to tender. As such, it is vital to ensure you are registered in these categories if you wish to bid.

**Q. Will you send out the invitation to tender to all suppliers who have registered under ‘Energy** **Advisory, Design and Technical Services’ and ‘Bioenergy and energy from waste’, or do they have to express an interest?**

A. Everyone in the ‘Energy Advisory, Design and Technical Services’ with a filter on bioenergy and energy from waste will be invited to tender for this requirement.

**Q. Can suppliers edit the services and filters that they might have originally selected when they** **signed up to HELGA? Would this involve going through further checks by the Crown Commercial** **Services?**

A. Yes suppliers can change the services and filters that they originally selected at any time. This does not usually involve any further checks by the Crown Commercial Services unless it affects the financial checks that have been undertaken; e.g. if the supplier originally said they can do small projects and then say that they can do large projects, there may be further checks to ensure that the company is financially able to do this. The additional checks, if necessary, would take place within ten working days.

**Q. What is the geographic scope of the project?**

A. The geographic scope of this project is the UK, including England, Wales, Scotland and Northern Ireland.

**Q. Do subcontractors have to be from the UK or can they based in other countries?**

A. There is no requirement for subcontractors to be UK companies.

**Q. Does ‘innovation’ only refer to technology innovation or can this be interpreted more broadly?**

A. This project is part of an Energy Innovation Portfolio, which focuses on technology innovation. Therefore, whilst other areas of innovation may be of interest, bids should primarily focus on technological and biological innovation.

**Q. Is it just a single contract to cover all the tasks, and if so are consortia and contractual groupings** **allowed or does it have to be done by one organisation?**

A. The work is covered by one contract and is not split up into lots. Consortia and subcontracting is permitted. The important factor is to ensure there is expertise in the bioenergy feedstocks mentioned in the invitation to tender. These feedstocks include:

* Long rotation forestry
* Energy forestry (willow and poplar (short rotation forestry (SRC), hazel, and chestnut)
* Energy crops (miscanthus, canary reed grass, reeds)
* Crop residues

**Q. During the presentation on HELGA it was mentioned that Scottish public sector organisations** **can’t use the HELGA dynamic purchasing system to procure. Does this mean that Scottish suppliers** **can’t use the use the system either?**

A. No, Scottish suppliers can use the system and are welcome to submit tenders through HELGA.

**Q. Does the scope include the consideration of non-carbon reduction benefits / the quantification of** **ecosystems?**

A. The focus should be on reducing the costs of decarbonisation. However, if it is possible to quantify the benefits then this is beneficial. As such, it will be included in the invitation to tender. It is important to remember, though, that this is a feasibility study addressing the opportunity to develop demonstration projects, and is not policy exploration.

**Q. Are you including any guidance on how to interpret the Agriculture Bill currently progressing** **through Parliament?**

A. No, there will be no guidance on how to interpret the Agriculture Bill for this requirement.