

Call-Off Schedule 20 (Call-Off Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

Statement of Requirements document for:

GFC EV Charging Point Pilot

Contract: K280022331

Driver & Vehicle Standards Agency

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CONTENTS

1.	P33	
2.	Background to the 33	
3.	Background to 33-4	
4.	45	
5.	45	
6.	The 45-6	
7.	46	
8.	Management 57	
9.	Sustainability	7
10.	57	
11.	Price	8
12.	Service Levels and Performance	8
13.	Security and Confid58	
14.	Payment and Invoicing	8
15.	Contract Management	9
16.	Location	9

1. PURPOSE

DVSA (Driver and Vehicle Standards Agency) is seeking a single supplier for the provision and installation of 20 residential EV charging points in various locations across the UK (Excluding Northern Ireland (NI)). DVSA require a full end-to-end service for supplying and installation of the charging points, including site assessments prior to installation, as well as management through the supplier's back-office functionality. All installation work will need to be completed by no later than 19th May 2024.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

DVSA is an executive agency, sponsored by the Department for Transport (DfT). The agency carries out driving tests, approves people to be driving instructors and MOT testers, carries out tests to make sure lorries and buses are safe to drive, carries out roadside checks on drivers and vehicles, and monitors vehicle recalls.

DVSA helps you stay safe on Great Britain's (GB's) roads by:

Helping you through a lifetime of safe driving.

Helping you keep your vehicle safe to drive.

Protecting you from unsafe drivers and vehicles.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

The Government Fleet Commitment (GFC) sets out the accelerated government ambition for 25% of the government car fleet to be ultra-low emission vehicles (ULEVs) by 31 December 2022, and for 100% of the government car and van fleet to be fully zero emissions at the tailpipe by 31 December 2027.

The DVSA are already leading the way across government in fleet decarbonisation, having exceeded the 2022 target with the current fleet comprised of almost 60% ULEVs. To maintain this reputational advantage and continue to be a front-runner in the decarbonisation space, DVSA must now convert the existing fleet of 933 in-scope vehicles to zero emission vehicles (ZEVs) and develop options for charging solutions that meets the GFC requirement.

It is important that DVSA maintain continuity of service throughout the change period. There is a primary reputational risk for DVSA of no change to the as-is state because although DVSA would be continuing to deliver services the vehicles being used would be non-compliant with government standards.

This project is therefore time-sensitive, not only to meet the GFC requirements, but also to avoid the disbenefit of early termination fees for terminating vehicle leases within their lifecycle.

4. THE REQUIREMENT

DVSA is seeking to award a contract to a single supplier for:

Full end-to-end service for supply and installation of 20 residential 7kw wall mounted charge points at different locations UK wide (Excluding NI). As a result, the supplier will need to be able to provide nationwide coverage.

All charge points should have a warranty period of 12 months as a minimum. Once the pilot is complete any warranty must be able to be passed to the home owner/charge point owner.

Site assessments prior to installation.

All installation work will need to be completed by no later than 19th May 2024.

DVSA require the following data to be collected. This data needs to be available for DVSA to access in real-time and published to the DVSA's back office on a daily basis:

1. **Length of time spent charging for each individual charging cycle** - length of time from plugging vehicle into charger to when vehicle is unplugged from the charger, initial level of battery charge before it is plugged-in, and resulting battery charge when the vehicle is untethered at the end of the charging period.
2. **Energy usage per charge** (kWh)
3. **ID Reference, date and time stamp for each charge** – ID reference, date (DD/MM/YY) and time (00:00)
4. **Any other additional relevant information captured by supplier.**

Please note, data collection and transfer elements will need to be tested prior to trial start date of 19th May 2024.

5. KEY MILESTONES & DELIVERABLES

The following milestones & deliverables shall apply:

Deliverable	Description	Timeframe or Delivery Date
1	Contract start meeting with Agency/project board	Within 2 days of contract award
2	Site surveys of 20 participants homes	29 March – 12 April 2024
3	Installation of 20 residential charge points	29 March – 19 May 2024

6. MANAGEMENT INFORMATION/REPORTING

The supplier will share progress reports weekly with DVSA's Project Manager and Senior Responsible Owner detailing the progress of the work towards the deliverables and the amount of work remaining. Progress reports should also highlight any risk/issues which may impact on progress/timeframes.

7. SUSTAINABILITY

The supplier shall ensure that they consider the relevance of sustainability at all stages of the Services provided under this contract. This includes not only consideration of commercial needs and minimisation of negative impacts but also the maximisation of positive impacts on society and the environment.

The supplier shall, where applicable, effectively manage the goods and/or services supplied under this contract, in order to minimise any impact on the environment.

<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

Suppliers are asked to submit their company sustainability policy as part of their bid to demonstrate their compliance.

8. PRICE

The estimated maximum price of this contract is £xx,xxx

9. SERVICE LEVELS AND PERFORMANCE

The service levels for this procurement will be measured against the milestones & deliverables as stated in Section 5.

10. SECURITY AND CONFIDENTIALITY REQUIREMENTS

All proposed staff working on this commission must, as a minimum, be BPSS cleared.

11. PAYMENT AND INVOICING

The contract will be paid once accepted Milestones & deliverables are completed.

- a. The supplier will adhere to DVSA's Purchase order process which will be submitted upon delivery.
- b. Invoices should be submitted to: Driver and Vehicle Standards Agency ,Shared Service Arvato, 5 Sandringham Park, Swansea Vale, Swansea, SA7 0EA.
- c. Alternatively, electronic invoices can be sent to:
ssa.invoice@sharedservicesarvato.co.uk

12. CONTRACT MANAGEMENT

The supplier shall within two (2) days of signing the intended contract send to DVSA's Contract Manager, the name and contact details (including email address and telephone number) of the Account Manager responsible for managing the intended contract and arrange a contract implementation meeting.

13. LOCATION

Locations of 20x residential charge points will be UK wide (Excluding NI), all locations will be confirmed at contract start meeting at the latest.

The supplier team will be expected to travel to different site locations during the delivery of the project.

The Supplier is required to support the DVSA during normal opening hours (Monday to Friday 07:00 to 19:00) as required.

Microsoft Teams will be utilised for remote project meetings.