**Prior Information Notice**

The purpose of this Prior Information Notice is to alert potential suppliers to an opportunity in relation to a potential requirement to support the Department for Energy Security and Net Zero (“DESNZ”) deliver its legal obligations in relation to historic concessionary fuel liabilities.

DESNZ wishes to commission a contract to manage the purchasing, distribution, and administration of solid fuel benefits to qualifying individuals under the National Concessionary Fuel Scheme (NCFS).

We are looking to contract a supplier for up to 6 years (likely to be split into an initial 3 year term with an option to extend for an additional 3 years subject to requirements) to manage all aspects of the solid fuel supply element of the NCFS to around 3400[[1]](#footnote-1) concessionaires who receive their concessionary fuel entitlement through a delivery of solid fuel. This number is declining in line with mortality rates. We expect the contract to commence on 29th March 2025 when a predicted 2680 concessionaires will remain.   
  
It is a demand led contract based on decreasing numbers with a number of variables and uncertainties. We therefore require a flexible service which allows for a decrease of the business and unpredicted changes in requirements.  
  
***The full requirements will be set out in the specification but will include:***

Purchase of all solid fuels – see Annex A for the list of current fuels.

Delivery of solid fuel to households across Great Britain (England, Scotland, and Wales)

General administration of services to Beneficiaries including correspondence relevant to the services eg issuing the delivery letter annually

Effective liaison with the National Concessionary Fuel Office (a trading name of Capita Pension Solutions Limited)

***The support services are likely to include:***

Provision of information and reporting to the Department on beneficiary numbers, deliveries, operations, complaints, and financial data

Stakeholder communication with relevant parties

Financial forecasting, modelling and in year monitoring

Governance, including fraud controls, audit and risk management

Business Continuity and Disaster Recovery arrangements

Data handling compliance including GDPR considerations and cyber security provisions

Effective IT systems to enable regular data exchanges with the National Concessionary Fuel Office

Transition management to enable the contract to go live on 29th March 2025

Exit management including full cooperation with DESNZ and others as required.

**Annex A - Total Annual Tonnages & Fuel Beneficiary Numbers – October 2023**

|  |  |  |
| --- | --- | --- |
| **Fuel Type** | **Annual Tonnage** | **Beneficiary Numbers** |
| Anthracite Beans | 1625.300 | 383 |
| Anthracite Grains | 1317.980 | 289 |
| C/APP BRIQUETTE (CPL) | 1651.800 | 371 |
| CPL C/APP COKE ALT BRQ | 399.250 | 81 |
| CPL O/FIRE COKE ALT BRQ | 85.000 | 17 |
| Homefire | 1493.255 | 427 |
| Homefire Ovals | 1776.631 | 439 |
| OPEN FIRE BRIQUETTES (CPL) | 292.650 | 68 |
| Phurnacite | 4406.129 | 1137 |
| Supertherm | 729.650 | 175 |
| Taybrite | 73.925 | 17 |
| **Total:** | **13851.570** | **3404** |

**Information requested by Monday 20th November 2023 13:00 -**

|  |  |
| --- | --- |
| Please provide details, with examples, of any experience working with government to deliver services. |  |
| Please provide details, with examples, of your experience in delivering different fuel types nationwide. |  |
| Please provide details of your capacity to deliver the different fuel types stated above, or equivalents. |  |
| What are the key points you would like us to address in any specification, to enable you to produce a quality bid? |  |
| Please provide company accounts/ financial statements for the last 2 years to demonstrate you will have the financial capacity to deliver this contract. |  |

Please provide the information by accessing the event and uploading your responses as a PDF document via the following Jaggaer link

<https://beisgroup.ukp.app.jaggaer.com/go/90019233018B3DA49DBC>

To register for a Jaggaer account please follow this link –

<https://beisgroup.ukp.app.jaggaer.com/>

1. Number as at October 2023. The number of concessionaires when the contract commences will be lower. [↑](#footnote-ref-1)