

This notice in TED website: <https://ted.europa.eu/udl?uri=TED:NOTICE:555029-2020:TEXT:EN:HTML>

**United Kingdom-Glasgow: Energy-efficiency consultancy services
2020/S 225-555029**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Official name: Scottish Government

Postal address: 5 Atlantic Quay

Town: Glasgow

NUTS code: UKM SCOTLAND

Country: United Kingdom

E-mail: Paul.packett@gov.scot

Telephone: +44 1412425962

Internet address(es):

Main address: <http://www.scotland.gov.uk>

Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.publictendersscotland.publiccontractsscotland.gov.uk/web/login.html>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.publictendersscotland.publiccontractsscotland.gov.uk/web/login.html>

I.4) Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local subdivisions

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Administration and Management of the Community and Renewable Energy Scheme (CARES)

II.1.2) Main CPV code

71314300 Energy-efficiency consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description:

The service provider will be responsible for the delivery of the administration and recovery of all existing loan repayments and the delivery and administration of existing grant schemes for the duration of the contract which will include management of the budget for the following schemes:

- 2.2.1 CARES start-up grants,
- 2.2.2 CARES development grants,
- 2.2.3 CARES development loans.

II.1.5) **Estimated total value**

Value excluding VAT: 4 000 000.00 GBP

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.2) **Additional CPV code(s)**

71314300 Energy-efficiency consultancy services

II.2.3) **Place of performance**

NUTS code: UKM SCOTLAND

II.2.4) **Description of the procurement:**

The Scottish Government (Energy Division) is seeking a suitably qualified and experienced service provider (service provider), to deliver the Community and Renewable Energy Scheme (CARES) in Scotland.

The main components of CARES are local energy ownership and shared ownership both of which are facilitated through a range of interventions summarised as follows:

- CARES is designed to support the delivery of the Scottish Government's targets:
- Of 2 Gigawatts by 2030; and
- For at least half of newly consented renewable energy projects to have an element of shared ownership;
- Net zero emissions by 2045
- the service provider may be required to implement additional and or enhanced interventions to support decarbonisation and a more localised energy supply and demand in line with Scottish Government policy and priorities;
- bespoke advice and support to eligible applicants on a broad range of issues involved in owning a renewable energy project, or taking a share in a commercial scheme;
- administration and management of a range of grant and loan support schemes, from start-up grants through to post planning capital loans to help projects reach financial closure and/or reach investor readiness;
- the promotion of CARES which is mainly facilitated through a dedicated website and annual conference;
- support for a local energy systems approach, understanding of how local energy systems are developed and operate, including integration of generation, storage, supply and demand modification technology.

The service provider shall be responsible for reviewing the support currently in place to ensure it can continue to deliver the Scottish Government's ambitions and targets.

The requirement also includes:

- loans — recovery of all existing loan repayments from current loan schemes, including those which have been closed or will no longer be available at the contract start date;
- grants — the need to ensure recipients comply with the terms and conditions of issue;
- administration and management including the processing, assessment and decision-making of applications received to the various funding programmes;
- support on complex financial matters associated with investing in a renewable energy and or low carbon project including the refinancing of operational projects.

The period of contract is from 1 April 2021 to 31 March 2025.

II.2.5) **Award criteria**

Criteria below

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

II.2.6) **Estimated value**

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.13) **Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14) **Additional information**

Section III: Legal, economic, financial and technical information

III.1) **Conditions for participation**

III.1.2) **Economic and financial standing**

List and brief description of selection criteria:

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Financial Ratios (ESPD 4B6) — bidders must demonstrate a current ratio of 1 (one) or more. Current ratio will be calculated as follows:

Net current assets divided by net current liabilities. Bidders should state if they have applied IFRS15 to their accounts.

Minimum level(s) of standards required:

Bidders must have in place the following minimum insurance levels:

— public liability insurance: GBP 2 500 000 and unlimited in total;

— professional indemnity insurance: GBP 2 500 000;

— employer's liability insurance: GBP 5 000 000.

Such insurances must be maintained for the duration of the contract and for a minimum of 5 years following the expiry or termination of the contract as appropriate.

In respect any other economic or financial requirements: there must be no qualification or no contra-indication from any evidence provided in support of the bidder's economic and financial standing.

III.1.3) **Technical and professional ability**

List and brief description of selection criteria:

Minimum level(s) of standards possibly required:

Technical and professional ability:

4C.1.2: Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services as described in part II.4 of the OJEU contract notice or the relevant section of the site notice.

4C.7: Bidders will be required to confirm that they will employ environmental management measures as described within 4C.12.

4C.8.1: Bidders will be required to confirm their average annual manpower for the last 3 years.

4C.8.2: Bidders will be required to confirm their number of managerial staff for the last 3 years.

4c.10: Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

1st Statement 4D.1: The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent)

2nd Statement 4D.1 If the bidder does not hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent) then the bidder must have the following:

A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has, and continues to implement, a quality management policy that is authorised by their Chief Executive, or equivalent, which is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

1st Statement 4D.2: the bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate.

2nd Statement D4.2: If the bidder does not hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate, then the bidder must have the following:

(a) Documented arrangements for ensuring that the bidder's environmental management procedures are effective in reducing/preventing significant impacts on the environment. This should evidence that the bidder's organisation's environmental policy implementation plan provides information as to how the organisation aims to discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to the workforce in relation to environmental matters including: sustainable materials procurement; waste management; energy management. This should include the arrangements for responding to, monitoring and recording environmental incidents and emergencies and complaints.

(b) Documented arrangements for providing employees with training and information on environmental issues, including evidence that the bidder has in place, and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various duties. This should include a programme of refresher training that will keep the workforce updated on relevant legal requirements and good environmental management practice.

Please note that bidders who cannot demonstrate equivalence to ISO 9001 and 14001 will be rejected.

III.2) **Conditions related to the contract**

III.2.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision:

Execution of the service is reserved to a particular profession
Reference to the relevant law, regulation or administrative provision:
Appropriately registered with the Financial Conduct Authority (FCA).

III.2.3) **Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV: Procedure

IV.1) **Description**

IV.1.1) **Type of procedure**

Open procedure

IV.1.3) **Information about a framework agreement or a dynamic purchasing system**

IV.1.8) **Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

IV.2) **Administrative information**

IV.2.2) **Time limit for receipt of tenders or requests to participate**

Date: 18/12/2020

Local time: 12:00

IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**

IV.2.4) **Languages in which tenders or requests to participate may be submitted:**

English

IV.2.7) **Conditions for opening of tenders**

Date: 18/12/2020

Local time: 12:00

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

Estimated timing for further notices to be published:

Early 2024.

VI.3) **Additional information:**

ESPD will be scored on a pass/fail basis.

Question scoring methodology for award criteria outlined in Invitation to Tender.

0 Unacceptable Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 Poor Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 Acceptable response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 Good response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 Excellent response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

Please note there are minimum requirements concerning Cyber Security for this contract to which a pass/fail marking will be included in the ITT. A contract condition for this procurement requires the tenderer to comply with the minimum security requirements.

The total budget established for this contract of GBP 4 000 000 includes for the 4 years of the contract.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17397. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The contracting authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the procurement Reform (Scotland) Act 2014) in this contract for the following reason:

The terms and conditions included the detail of the requirements in respect of sub contracting arrangements. community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

The buyer is using PCS-Tender to conduct this ITT exercise. The project code is 17397. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The contracting authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

It has been decided a Sub Contract clause does not benefit this contract.

The contracting authority does not intend to include any community benefit requirements in this contract for the following reason:

It has been decided a community benefit clause would not benefit this contract.

(SC Ref:635660)

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: Edinburgh Sheriff Court and Justice of the Peace Court 27

Postal address: Chambers Street

Town: Edinburgh

Postal code: EH1 1LB

Country: United Kingdom

Telephone: +44 1312252525

Internet address: <https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>

VI.5) **Date of dispatch of this notice:**

13/11/2020