

1 Purpose of Tender

The purpose of this tender is for Catalyst Housing Limited ('Catalyst') to establish a 'Framework' agreement with suitable electricity and gas suppliers for the supply of electricity and/or gas to, what in the beginning will be:

- i) approximately 980+ Non Half Hourly supply points (the majority of these supplies have a contract renewal point of 1st Oct 2015).
- ii) 5 or more Half Hourly supply points (the majority of these supplies have a contract renewal point of 1st Oct 2015).
- iii) and approximately 130+ gas supply points (the majority of these supplies have a contract renewal point of 1st Oct 2017).

- that are mainly situated in the area of London, Oxfordshire, Bedfordshire, Buckinghamshire, Hertfordshire and Berkshire.

Over the 4 years of the framework agreement this number of supplies is estimated to increase by circa 5% each year in line with the projected growth of the Housing Group.

Over the 4 years of the framework agreement along with additions to the portfolio it may be further necessary to remove supplies from the portfolio in the natural course of the contracting authorities' business (eg as properties are disposed of or redeveloped in such a way that it necessitates the removal of the supply point).

For the purpose of this contract notice and any subsequent contracts arising from it the contracting authority, Catalyst Housing Limited ('Catalyst'), will act as a central purchasing body. Catalyst and all its subsidiaries and named affiliates shall be able to use the framework. These subsidiaries include (but not exclusively):

Catalyst Housing Charitable Trust, Charity Commission No 1113922 and Company No 5677196.

Southall Day Centre Limited, Charity Commission No. 1025600 and Company No. 2633497.

CHL Developments Limited, Company No. 4383701.

Barnet Community Homes Ltd, Company No. 4137272.

Vintage Care Limited, Company No. 4332708.

Catalyst Finance Limited, Company No. 4285958.

Catalyst By Design Limited, Company No. 6345572.

Catalyst Developments (Brent) Limited, Company No. 6244183.

Dee Park Developments (Catalyst) Limited, Company No. 6133854.

Named Affiliates:

Lambert Smith Hampton Ltd, Company No. 02222001

The contracting authority makes no guarantee that any contracts will be entered into at any subsequent 'call-off' stage. Contracts may be awarded following further competition (mini-tenders) between suppliers at subsequent call-off stages. Contract awards will be made in line with the most economically advantageous tender in terms of the criteria stated in the

specifications in this invitation to tender.

There are 3 LOTS all or any of which can be tendered for:

LOT 1: Half Hourly electricity supplies

LOT 2: Non Half Hourly electricity supplies

LOT 3: mains gas supplies

Those suppliers who are selected to be part of the framework, as a consequence of this tender, at a later date will be requested to make bids through a mini-tender on the lots they have indicated in the boxes below.

Please note: The framework is for 4 years and though you may presently believe in the case of some of the supplies (NHH or HH electricity or gas) that your company will not be competitive you may judge that circumstances may change in the future. If this is the case please mark the box for the supply concerned and make your tender. This then, if successful, will afford you the chance as part of the framework to choose to bid in later years.

If you do not mark the relevant boxes for the Lots 1 - 3 below and complete the schedules you cannot be considered in later call-offs/mini-tenders. Your entry into the framework does not mean that you must bid at later call-off stages only that you can if you wish, when invited.

Please mark with an 'X' the boxes of those lots for which you are tendering to enter the framework to supply (you may mark more than one)

- LOT 1: Half Hourly metered supplies
- LOT 2: Non Half Hourly metered supplies
- LOT 3: Mains Gas supplies

2 Selection Criteria

Selection Criteria

Selection Criteria Questionnaire (SCQ)

Notes for completion

1. The "authority" means the public sector contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable Suppliers to participate in this procurement process.
2. "You"/ "Your" or "Supplier" means the body completing these questions **i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided**. The 'Supplier' is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. This Selection Criteria Questionnaire (SCQ) has been designed to assess the suitability of a Supplier to deliver the authority's contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.
4. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly 'N/A'.
5. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.
6. **Please ensure you complete all questions of the Selection Criteria Questionnaire.**

Verification of Information Provided

7. Whilst reserving the right to request information at any time throughout the procurement process, the authority may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet the specified requirements (such as the questions in section of this SCQ relating to Technical and Professional Ability) the authority may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier(s) only.

Sub-contracting arrangements

8. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.
9. The authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the authority immediately of any change in the proposed sub-contractor arrangements. The authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

Consortia arrangements

10. If the Supplier completing this SCQ is doing so as part of a proposed consortium, the following information must be provided;

- names of all consortium members;
- the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
- if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

11. Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the authority as being necessary for the satisfactory performance of the contract.

12. All members of the consortium will be required to provide the information required in all sections of the SCQ as part of a single composite response to the authority i.e. each member of the consortium is required to complete the form.

13. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate attachment.

14. The authority recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

Confidentiality

15. When providing details of contracts in answering section 6 of this SCQ (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

16. The authority reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

17. The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contracts Regulations.

3 Selection Criteria Questionnaire (SCQ)

3.1 Supplier Details

Full name of the Supplier completing the SCQ

Registered company address

Registered company number

Registered VAT number

Name of immediate parent company

Name of ultimate parent company

Please, chose the relevant option to indicate your **Trading Status**:

 ▼

Please, specify Trading Status, if you selected **vi) other**

Please select the relevant option to indicate whether any of the following classifications apply to you:

* for ii) see EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition>

 ▼

3.2 Bidding Model

Please, select the relevant option to indicate whether you are.

- For answers ii & iii, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

- For answer iv, please include details of your consortium in the next column and use an attachment functionality to explain the alternative arrangements i.e. why a new legal entity is not being created. Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. Please, list **Consortium Members** and indicate the **Lead Member**.

- For answer v, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model and upload relevant documentation. Please, list **Consortium Members** and indicate the **Lead Member** and the **Name of Special Purpose Vehicle**.

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Please, include details here if you selected options ii, iii, iv, or v:

Please, attach relevant documents here if you selected options iv or v. You can attach more than one file of any type.

3.3 Contact Details

Supplier contact details for enquiries about this SCQ.

Name:

Postal address:

Country:

Mobile:

E-mail:

3.4 Licensing and registration

3.4.1. Registration with a professional body

If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).

If Yes, please provide the registration number in the field below.

- Yes
- No

Registration number:

3.4.2. Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?

If Yes, please provide additional details in the field below of what is required and confirmation that you have complied with this.

- Yes
- No

Compliance details:

4 (SCQ CONTINUED) Mandatory Exclusion Grounds

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered "yes" to question 4.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate attachment section. You may contact the authority for advice before completing this form.

4.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?

A) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime:

- Yes
 No

B) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906:

- Yes
 No

C) the common law offence of bribery:

- Yes
 No

D) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;

- Yes
 No

E) Any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:

i) the offence of cheating the Revenue;

- Yes
 No

ii) the offence of conspiracy to defraud;

- Yes
 No

iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978

- Yes

No

iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006

Yes

No

v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994:

Yes

No

vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;

Yes

No

vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969:

Yes

No

viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006:

Yes

No

ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act:

Yes

No

F) Any offence listed:

i) in section 41 of the Counter Terrorism Act 2008:

Yes

No

ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection

Yes

No

G) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph **(F)**:

Yes

No

H) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002:

Yes

No

I) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996:

Yes

No

J) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004:

Yes

No

K) an offence under section 59A of the Sexual Offences Act 2003:

Yes

No

L) an offence under section 71 of the Coroners and Justice Act 2009:

- Yes
 No

M) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994:

- Yes
 No

N) Any other offence within the meaning of Article 57(1) of the Public Contracts Directive:

i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland:

- Yes
 No

ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland:

- Yes
 No

Non-payment of taxes

4.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?

If you have answered Yes to this question, please use the field below and attachment section to provide further details. Please also use this section to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?

Please, provide further details if you answered yes to section 4.2.

Please, attach relevant documents here if you answered yes to section 4.2. You can attach more than one file of any type.

5 Discretionary Exclusion Grounds – Part 1

The authority may exclude any Supplier who answers 'Yes' in any of the following situations set out in paragraphs (A) to (I). All of the questions in this section are marked with * and mandatory to answer.

5.1. Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.

A) Your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time:

- Yes
 No

B) Your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors,

where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State

- Yes
 No

C) Your organisation is guilty of grave professional misconduct, which renders its integrity questionable

- Yes
 No

D) Your organisation has entered into agreements with other economic operators aimed at distorting competition:

- Yes
 No

E) Your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures:

- Yes
 No

F) The prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures:

- Yes
 No

G) Your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions

- Yes
 No

H) Your organisation:

i) Has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria:

- Yes
 No

ii) Has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015:

- Yes
 No

I) Your organisation has undertaken to:

i) Unduly influence the decision-making process of the contracting authority

- Yes
 No

ii) Obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure:

- Yes
 No

J) Your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

- Yes
 No

Conflicts of interest

In accordance with question 3.1 (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the authority should not represent a conflict of interest for the Supplier.

Taking Account of Bidders' Past Performance

In accordance with question (g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this SCQ. The authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

'Self-cleaning'

Any Supplier that answers 'Yes' to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place

subsequently and effectively "self cleans" the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

6 Discretionary Exclusion Grounds - Part 2

Not applicable

Please note that Section 4 relating to tax compliance only applies where the authority has indicated that the contract is over £5million in value, and the authority is a Central Government Department (including their Executive Agencies and Non-Departmental Public Bodies).

7 (SCQ CONTINUED) Economic and Financial Standing

7.1. Please provide one of the following to demonstrate your economic/financial standing:

7.2. Where the authority has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this SCQ, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here.

- Yes
 No

7.3. Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please provide the name below.

- Yes
 No

If you answered yes to above please provide the Name of the organisation and relationship to the supplier completing the SCQ.

If you answered yes to question 7.3, please provide Ultimate / Parent company accounts if available. You can attach more than one file of any type.

If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?

- Yes
 No

If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?

- Yes
 No

8 Technical and Professional Ability

8.1. Relevant experience and contract examples.

Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to the authority's requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years, and VCSEs may include samples of grant funded work.

The named customer contact provided should be prepared to provide written evidence to the authority to confirm the accuracy of the information provided below.

Consortia bids should provide relevant examples of where the consortium has delivered similar requirements;

if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).

Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.

Contract 1

1. Name of customer organisation

2. Point of contact in customer organisation. Position in the organisation. E-mail address.

3. Contract start date. Contract completion date. Estimated Contract Value.

4. In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.

Contract 2

1. Name of customer organisation

2. Point of contact in customer organisation. Position in the organisation. E-mail address.

3. Contract start date. Contract completion date. Estimated Contract Value.

4. In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.

Contract 3

1. Name of customer organisation

2. Point of contact in customer organisation. Position in the organisation. E-mail address.

3. Contract start date. Contract completion date. Estimated Contract Value.

4. In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.

8.2. If you cannot provide at least one example above, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.

9 (SCQ CONTINUED) Additional SCQ Modules

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking 'X' in the relevant boxes.

A – Project specific questions to assess Technical and Professional Ability

Further project specific questions relating to the technical and professional ability of the Supplier:

1.1. Suppliers of electricity shall comply with the requirements of the Electricity Act 1989 and any regulations made there under both as amended or re-enacted from time to time.

1.2. Suppliers of electricity shall hold a Public Electricity Supply License granted under Section 6 (1) or (2) of the Electricity Act 1989.

a) Please detail here the electricity supply licences you hold that pertain to the supply of electricity to the supplies within the portfolio of supplies that Catalyst itself pays for. These include Profile classes: 01,02,03,04,05,06,07,08 & 00:

b) Please state if you envisage any difficulty in licencing that may hinder or prevent your ability to supply power to any of these classes of profile.

1.3. Suppliers of gas shall hold a Public Gas Supply Licence granted under Section 7A (1) of the Gas Act 1986. Please attach to the tender document any certificates and/or accreditation pertinent to this.

1.4. Suppliers of gas shall comply with the requirements of the Gas Act 1986 and any regulations made there under both as amended or re-enacted from time to time.

c) Please detail here the gas supply licences you hold that pertain to the supply of gas to the supplies within the portfolio of supplies that Catalyst itself pays for. These include supplies with past annual consumption figures of less than 2000kWhs, at least one supply with more than 2GWh's of past annual consumption and consumptions for the majority of supplies between these figures.

d) Please state if you envisage any difficulty in licencing that may hinder or prevent your ability to supply gas to any supply point.

B - Insurance

Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Employer's (Compulsory) Liability Insurance = £5m

Public Liability Insurance = £5m

* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

- Yes
 No

C – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.

1. In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?

- Yes
 No

2. In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?

If you have answered "yes" to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.

If the investigation upheld the complaint against your organisation, please use the section below to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.

You may be excluded if you are unable to demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.

- Yes
 No

Please, provide explanations if you answered "yes" for the two above questions.

D - Environmental Management

1. Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?

If your answer to this question is "Yes", please provide details in a separate in the field below of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.

The authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.

- Yes
 No

2. If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?

- Yes
 No

Please, provide details here if you answered "Yes" to question 1.

E - Health and Safety

1. Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.

- Yes
 No

2. Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?

If your answer to this question was "Yes", please provide details in the field below of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.

The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.

- Yes
- No

3. If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?

- Yes
- No

Please, provide details here if you answered "Yes" to question 2.

8 - Declaration

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement, and I am signing on behalf of:**(insert Name of Supplier below)**

I understand that the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to the authority's requirement.

SCQ COMPLETED BY:

Name:

Role in organisation:

Date:

10 Award Criteria

The award criteria for entry to the framework will be based on the most economically advantageous tender in terms of the criteria immediately below:

Criteria	Weighting
1. Account management / billing management	80
2. Registration	30
3. Invoicing	140
4. Social Value	100
5. AMR/Smart Metering (possible option in future call-offs)	100
6. Provision of electricity from renewable sources. (possible option in future call-offs)	100

These criteria are the areas of business/service covered by the schedules below numbered 1 to 6, which you are being asked to complete and return as part of your tender to be part of the framework.

Please note we are not asking for any prices from suppliers at this time as we appreciate that come the time of any call-offs for any subsequent specific contracts market prices are very likely to have changed.

But during any subsequent call-offs/mini-tenders for specific contracts members of the framework who are participating must submit prices and detail any other pertinent costs for the supply of electricity and/or gas and the related services/provisions.

In the case of specific call-off contracts these will be awarded on the basis of the most economically advantageous tender in terms of the criteria above and price/cost. Weightings will be specific and appropriate* to each call-off and suppliers will be informed of them at the start of each call-off stage.

*(*E.g. a call-off for gas supplies will have a weighting of zero against criteria 6 as that criteria concerns electricity)*

3. Contract Prices

Prices submitted during future call-offs / mini-tenders will be fixed for the duration of the contract with allowance for some pass through charges.

4. Questions about the ITT

Vendors may submit questions relating to this procurement by emailing our energy purchasing consultant Graham Harrison at: grahamharrison@energypurchaseconsultant.co.uk or by calling Tel: 0208 699 3877 Mob: 07915 616724

A copy of any email should also be sent to Russell Herbert, who is the Head of Procurement for Catalyst: Russell.Herbert@chg.org.uk

Catalyst will circulate its answers to individual questions via the 'Clarifications' function/section of this website, so that all bidders are privy to the same information.

5. By responding to this ITT, the tendering party accepts:

- That they fully bear all costs for preparation of the response, and that Catalyst will not be liable for any associated costs;
- That there is no contract or obligation, implied or otherwise, between Catalyst and the tendering party;
- That Catalyst may choose not to evaluate any response submitted later than the target date and time;

Participating suppliers in the tender shall regard all information supplied by Catalyst in connection with this invitation to tender as confidential except that such information may be disclosed (in confidence) for the purpose of obtaining sureties necessary for the submission of the tender.

6. Options

6.1 Due to the volatility of the market the contracting authority reserves the right to request more than one bid from suppliers during a call-off process.

6.2 Catalyst reserves the option to add supplies to any call-off contracts of this Framework Agreement, without resort to further tender, if the supplies to be added are priced, by the Supplier of a call-off contract still underway, at rates that create an annual cost to a site, which is estimated to be:

6.2.1 for supplies added within 12mths of the start of the call-off contract, no greater than 2% more than the cost to any similar supply already contracted at the start of the call-off period.*

6.2.2 for supplies added between 12mths to 24mths of the start of the call-off contract, no greater than 3% more than the cost to any similar supply already contracted at the start of the call-off period.*

6.2.3 for supplies added after 24mths of the start of the call-off contract, no greater than 4% more than the cost to any similar supply already contracted at the start of the call-off period.*

*(*To affect any comparisons the proposed rates of any additional supply point will be compared against an already contracted supply that has, in the case of electricity, the same profile and similar register configuration and with an estimated annual consumption figure that approximates the estimated annual consumption of the proposed addition, and, in the case of gas, an estimated annual consumption figure that approximates the estimated annual consumption of the proposed addition. The terms above are only relevant where the length of a framework call-off can accommodate an addition ie that there is still time to run on a call-off contract's term.)*

6.3 Catalyst reserves the option, at any future call-off tender, to ask for and consider bids that include AMR provision, and its related services, to NHH meters (Supply profiles 01-04) &/or gas supplies. These bids may be viewed in conjunction with bids where this option is not called on. The bids may be required to include, but not exclusively, meter-data reporting facilities, meter data analysis facilities & exceptions facilities, energy management facilities, details of how those services would be accessed, their ease of use and application, cost, any ability to allow them to work with billing data provided in a way that adds value; targeting of supplies for installation to increase efficiencies and reduce cost; management of installation; speed of installation and any other added value that can be given as a consequence of this provision.

It is the present vision of Catalyst that within the earliest, or earlier, call-offs we ask for and receive bids from suppliers that include AMR provision to NHH supplies, which are of sufficient value to afford the entry by Catalyst into a long term agreements for supply and NHH AMR provision (eg 3yrs). The purpose of this is in the direction of increasing efficiencies and reducing costs, which includes the reduction of costs through meaningful energy management.

6.4 Catalyst reserves the option, at any future call-off tender, to ask for and consider bids that require electricity to be supplied from renewable energy sources to a specified number of properties. Bids for supplies from renewable sources may be asked for and considered alongside bids for where this option is not required i.e. where the electricity can come from any source. Renewable Energy Guarantees of Origin (REGOs) & Levy Exemption Certificates (LECs) for the supply points contracted to be supplied with electricity from renewable sources, or other suitable proofs that can be easily verified, which demonstrate that the supplies in question will be viewed by the UK government as being from renewable energy sources, must be provided.

7. Commission

Commission will be payable by you to Catalyst's energy purchasing consultant, as Catalyst may appoint from time to time. Commission payable is £25 per supply point per year (pro rata) for any supply point that is contracted with you at any subsequent call-off stage. This commission must be built into each supply points Standing Charge (or if this not an option by another agreed method). Commission must be paid under no longer term than quarterly-in-arrears upon our consultant invoicing you after each quarter of the contract expires.

8. Submission Language

All tenders must be submitted in English.

9. Method statements and schedules to be completed and returned in your tender.

As part of your tender submission Catalyst requests clear answers to the questions and method statements asked for in the schedules below. You should set out your procedures and processes for addressing the requirements of the contract in addition to any specific questions asked. Suppliers must satisfy Catalyst of their capability and capacity to provide the Service.

Please qualify any of your answers as you see fit and expand any sections to accommodate your answers.

Please state clearly if anything you declare is only applicable to particular type(s) of supply:

- **NHH electricity supplies,**
- **HH electricity supplies**
- **gas supplies.**

11 Award Criteria Questionnaire

Schedule 1: Account Management

Question (weighting 80 points)

Please describe in detail how you would manage all aspects of the accounts on a day-to-day basis, including what control mechanisms you would have in place to ensure quality of service to Catalyst and what the process and structure of query escalation is. Please address among your other comments the following (*marking your responses with the relevant letter i.e. 'a)', 'b)', 'c)', etc. to indicate the point being addressed*):

- a) If you will provide a single named account manager/billing manager with whom we can confer directly by phone and email. If not please explain how quality and efficiency of account management/billing management and query resolution is maintained.
- b) If the Account Manager/billing manager(s) will investigate invoice and metering queries themselves and make changes to the account records as necessary or will they pass them to another person or department?
- c) Who it is that takes responsibility for the various types of query and follows them through to their resolution?
- d) Under what timescales do you guarantee to answer telephone calls from Catalyst to the Account Manager/billing manager (or colleague on their team, please specify)?
- e) Under what timescales do you guarantee to respond to emails sent to the Account Manager/billing manager (or colleague on their team, please specify)?
- f) From time to time, if we request, will you provide us with, or give us quick and easy access to, consumption reports for all the supplies within the portfolio?
- g) Are there any other Account Management/billing management services not already mentioned that would add value.

Schedule 2: Registration

Question weighting 5 points

Will we have a registrations manager with whom we can confer directly by phone and email regarding the progress of the registration of individual supplies? Please also describe how any objections are dealt with and the speed and manner with which you will inform us of objections or any other problems.

Question weighting 10 points

Will you give co-terminus contract end dates to supplies added during the period of the contract (ie End dates to match the contract end date realised as a consequence of an earlier call-off)? How close to the end of a contract will you allow this? Please describe the procedure for the addition of supplies to the contracted portfolio during the course of the contract?

Question weighting 15 points

What procedure do you follow to allow for the removal of supplies from the billing portfolio during the course of the contract? What costs would Catalyst incur, or do you commit to allowing removals (carried out in the course of Catalyst's normal operation) at no cost to Catalyst? Are there any qualifications to such a commitment?

Schedule 3: Invoicing

Question weighting 30 points

Can you accommodate a BACS payment term of 30 days from the date Catalyst receives the EDI files (EDI Files that detail and accurately reflect any paper bills issued to Catalyst, in a format that is easily read and understood by a person whilst the data is in its original form)? If not what length of payment term do you allow for BACS payment?

Question weighting 20 points

Will you provide for centralised invoicing, so that all paper invoices are sent in their appropriate multi-site groupings to the various payment centres of Catalyst?

Question weighting 15 points

Can you provide PDF copies of invoices and credit notes, and by what methods can these PDF copies be obtained by Catalyst?

Question weighting 40 points

Will you email e-billing / EDI spreadsheets, which detail and accurately reflect any paper bills issued? **The EDI will be used as the primary data from which to process payments of your invoices and must be suitable for this task** (EDI Files must detail and accurately reflect any paper bills issued to Catalyst, in a format that is easily read and understood by a person whilst the data is in its original form). Please confirm if this will be possible. Please explain if you can provide a single spreadsheet that will cover all multi-site billing groups such that excel can be used to 'filter' the sheet so that one of many multisite groups can be viewed alone.

Question weighting 15 points

If required can you provide **paperless billing** using a method that allows for billed invoice data to be electronically presented in file types such as '.xls', '.xlsx', '.edi' and '.csv' (please list the file types you can accommodate in your answer)? And has this method of invoicing by you been HMRC approved? And what industry standards can you conform to (please list them)?

Question weighting 20 points

Please describe in detail the facilities available on any website of yours that Catalyst and their agents would have access to? Would this allow the facility to view and download invoicing information? Would PDF (or similar) pictures of bills, 'e-billing' reports that mirror the information on multi-bill paper invoices, consumption reports etc be downloadable? Would this functionality be able to be applied to whole groups of supplies (Eg a consumption report for a whole group containing 1000 supplies, which can be downloaded in one go)? Can HH data be downloaded? Is there any other functionality that adds value? *What are the costs and restrictions for any of these services?*

Schedule 4: Social Value

Question weighting 100 points

Please describe in detail how you might add value to any call-off contracts you enter into with Catalyst with regard to Catalyst's social goals in the service and support of the communities in receipt of the electricity & gas supplies contracted. How might your operational model contribute to efficiencies and savings? This could include your own social endeavours and how these might be applied within Catalyst's communities, which **may** include the provision of fuel poverty schemes payable retrospectively as a percentage of annual spend.

Schedule 5: AMR/Smart Metering provision (and related services) [Possible option in future call-offs].

Question weighting 100 points

As already stated: Catalyst reserves the option, at any future call-off tender, to ask for and consider bids that include AMR provision (and its related services), to NHH meters (Supply profiles 01-04) and gas meters. If provision for 01 & 02 profile supplies requires that they be reclassified as 03 or 04 profile supplies this may be allowed by Catalyst for properties which are simply communal area Landlords Supplies but further assessment by Catalyst as to the appropriateness of such a change for any supply to a 'supported living situation' would have to be done on a case by case basis. Any cost implication would also be taken into account.

Catalyst is aware that roll-out/installation of smart/AMR metering, as instigated by the UK government, is underway and should be fulfilled as a matter of course by the end of 2020. Catalyst aims to consider bids that effectively, and at low cost, achieve this goal sooner.

Please explain how you can arrange & manage the provision of AMR metering (and its related services) to profiles 01-04 supplies. In your reply please address the following points (marking your responses with the relevant letter i.e. 'a)', 'b)', 'c)', etc. to indicate the point being addressed):

- a) If you cannot do this for all these profiles please stipulate any profiles that can be provided for and any that can be provided for if it is possible to effect a conversion of profile. Please include how you would manage that conversion and explain if there are cost implications for Catalyst as a result.
- b) Where there is a Supply Agreement in place with you could the associated costs of AMR metering (and its related services) be included in the supply invoicing? If the costs can only be included in a limited way please explain what can be included and what would be invoiced for separately.
- c) Please give a full description of the various levels of reporting, data interrogation tools and exceptions tools (to highlight unusual activity), energy management facilities and any other service around the use of the data that you can provide. Please include how these services are accessed (there ease of access, availability, flexibility eg in allowing multiple users

with different levels of access).

- d) Please explain how you would manage the installation process for the meters in question (including how this might be effected by the volume of meters to be installed). Please include how you would liaise with Catalyst's officers and 'site contacts' to effect the installations.
- e) Please would you describe the timescales for installation and how the timing of installations might be brought forward.
- f) Please explain how you would reduce costs and increase efficiencies by targeting particular meters first: e.g. those meters that registered the highest AQ's, those meters that had the most problematic access, those meters that had certification end dates that were furthest off.
- g) Please explain how you might facilitate supplies already with AMR (who may not be with your chosen provider) being included in and receiving your 'AMR related services'. It may be permissible to replace meters to facilitate this. Please include any costs involved. By 1st Oct 2015 (Proposed Start Date of first major NHH electricity supply contract) we estimate that there may be 40-50 AMR meters already fitted.
- h) Please say if your 'related services' for AMR can be made available to HH supplies and how that would be implemented and charged for.
- i) Please detail any other aspect of this provision (and related services) not already mentioned that might add value.
- j) Please state how long metering data collected will be available for and for how long such data can be 'acted' upon using your service (AMR's related services).
- k) Please explain what would happen to effect access to the data and related services if there is a change of supplier.

Schedule 6: Electricity supplies from renewable sources) [Possible option in future call-offs]:

Question weighting 100 points

Please state if you can provide electricity from renewable sources. Please explain what proof(s) you would provide that would confirm that the supply points concerned had all their electricity provided for from renewable sources. Please also describe in detail any services around the provision of electricity from renewable sources that might add value to any call-off contracts entered into.

11.1 Your Tender Declaration

TO: Catalyst Housing Limited

TENDER FOR MEMBERSHIP OF THE FRAMEWORK TO SUPPLY ELECTRICITY &/or GAS TO CATALYST HOUSING LIMITED:

Having examined these tender documents and being fully satisfied as to my/our abilities and experience in all respects to satisfy the requirements herein (within the scope of any qualifications made and communicated to you in this return).

I/We hereby tender and undertake to execute and complete the service required, as described in this document, to be performed in accordance with our terms and conditions of supply and as we have detailed in the enclosed schedules:

Schedule 1. Account management / billing management

Schedule 2: Registration

Schedule 3: Invoicing

Schedule 4: Social Value

Schedule 5: AMR Metering

Schedule 6: Provision of electricity from renewable sources

FULL NAME:

For and on behalf of (The Supplier):

Date: