

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/018142-2021>

Tender

## **PS21102 Administration of the Green Deal Oversight and Registration body**

Department for Business Energy and Industrial Strategy

F02: Contract notice

Notice identifier: 2021/S 000-018142

Procurement identifier (OCID): ocds-h6vhtk-02ce4c

Published 29 July 2021, 5:29pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Department for Business Energy and Industrial Strategy

1 Victoria Street

London

SW1H 0ET

#### **Contact**

Joe Wightman

#### **Email**

[professionalservices@uksbs.co.uk](mailto:professionalservices@uksbs.co.uk)

#### **Telephone**

+44 1793425052

#### **Country**

United Kingdom

**NUTS code**

UKI - London

**Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy>

Buyer's address

<http://www.ukpbs.co.uk>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.delta-esourcing.com/respond/79Q3T283Q3>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Other activity

Business and Industrial Strategy

---

## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

PS21102 Administration of the Green Deal Oversight and Registration body

Reference number

PS21102

#### II.1.2) Main CPV code

- 75100000 - Administration services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

The final date and time for the submission of bids is Friday 3rd September at 11:00.

DO NOT apply directly to the buyer.

All tender information MUST be submitted through the Delta eSourcing Portal.

The Department for Business, Energy & Industrial Strategy (BEIS) is looking for a contractor to administer the Green Deal (GD) Oversight and Registration Body (GD ORB) from 1 November 2021. The GD ORB acts on behalf of the Secretary of State as the delivery arm to administer the functions of the GD, as set out in the Energy Act 2011 and Green Deal Framework (Disclosure, Acknowledgement, Redress etc) Regulations (the 'Framework Regulations'). The successful tenderer will be expected to be familiar with, and have proper regard to, the relevant GD provisions of the Energy Act 2011 and the Framework Regulations when acting in this capacity.

The Contract duration shall be for a period of 20 months. There is the potential to extend the contract for 1+1 years, subject to budgetary approval. It is likely that all of the activity areas will still be necessary in years 3 and 4. However, this could be varied depending on whether the Government reviews, and consults on, the future of the scheme.

Payments to be made monthly in arrears, upon receipt of invoice for work completed.

How to Apply

UK Shared Business Services Ltd (UK SBS) will be using the Delta eSourcing Portal for this procurement.

To register on the Delta eSourcing portal please use the link <https://www.delta-esourcing.com/> and follow the instructions to register.

If you are already registered on the Delta eSourcing Portal and wish to participate in this procurement, please use the link: <https://www.delta-esourcing.com/> and the follow the instructions to 'Log in'

Once you are logged into the system you will be able to link yourself into this procurement using the Access Code:79Q3T283Q3

#### **II.1.5) Estimated total value**

Value excluding VAT: £865,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

- 75110000 - General public services
- 75120000 - Administrative services of agencies
- 75130000 - Supporting services for the government

#### **II.2.3) Place of performance**

NUTS codes

- UKI - London

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

The final date and time for the submission of bids is Friday 3rd September at 11:00.

DO NOT apply directly to the buyer.

All tender information MUST be submitted through the Delta eSourcing Portal.

The GD ORB will administer the following activity areas:

(a) Authorise GD Providers and Certification Bodies (and withdraw authorisation where appropriate) and issue licences for the GD Quality Mark, liaising with the REC as necessary. A GD Provider is responsible for providing the finance and arranging for the installation of the agreed energy efficiency improvements through a GD Installer (the terms of these arrangements are set out in a GD Plan) and the ongoing obligations in relation to the GD Plan. The GD ORB will assess companies' applications to become a domestic and/or non-domestic GD Provider and make recommendations to BEIS on whether they should be authorised. When an authorised GD Provider no longer wishes or can no longer be authorised as a GD Provider, the GD ORB will manage the withdrawal of authorisation and any implications this brings. For GD Installers and GD Assessors, this role is performed by GD Certification Bodies. The GD ORB will manage the authorisation and withdrawal of GD Certification Bodies. Authorisation processes and criteria already exist. The GD ORB will also license GD Participants to use the GD Quality Mark.

(b) Maintain and publish the Register of GD Participants (GD Providers, GD Installers and GD Assessors) and GD Certification Bodies on the GD ORB website. The GD Participant and GD Certification Bodies Registers are a regulatory requirement showing all parties certified to operate under the GD. The GD ORB enters data on certified GD Providers and GD Certification Bodies, whilst GD Certification Bodies do this for GD Installers and GD Assessors that they certify. The members section of the GD ORB website provides functionality to do this.

(c) Provide information on the administration of the GD scheme to industry participants via the GD ORB website (including the members area), a helpdesk service (operated by email) and engage with industry as required. This will include maintaining the key operating rules and procedures for the scheme as published on the GD ORB website currently. The GD ORB will maintain the functionality and use of the GD ORB website to provide relevant information to GD Participants. The members area is a secure area for GD Participants and GD Certification Bodies to access key information and update the details held within the Registers.

(d) Report on information contained in the GD Participants and GD Certification Bodies Registers and the on-going administration of the GD to BEIS. The GD ORB will ensure that the information on the Register databases is compiled and shared with the BEIS statistical team and the operator of the GD Registers (the Registers containing details of domestic and non-domestic GD Advice Reports (GDARs), GD Improvement Plans (GDIPs) and GD Plans) as requested. The GD ORB will also provide information for BEIS on the on-going operation of the GD scheme and management of the contract.

(e) Monitor GD Participants' and GD Certification Bodies' compliance with the Framework Regulations, GD Code of Practice and GD Branding Guidelines and address breaches identified, in conjunction with BEIS. Breaches will range from minor infringements of the Branding Guidelines, to serious breaches such as mis-selling of GD Plans. The GD ORB will liaise with a number of other regulators and enforcement bodies to ensure a joined-up

approach to monitoring and enforcement such as, the Financial Conduct Authority (FCA) and local Trading Standards Authorities. A variety of approaches will be used to monitor and address breaches.

(f) Liaise as necessary with the Retail Energy Code (REC), which is a multi-party agreement that governs, among other matters, payment collection and remittance of GD charges and the operation of this by parties to the Code, including GD Providers, GD Finance Parties and electricity suppliers. This may include the occasional transfer to REC of Assets (documents) relating to the Green Deal Arrangements Agreement (GDAA) owned by BEIS in line with an Asset Transfer Agreement between BEIS and REC. (The GDAA preceded the REC, until 1 September 2021, as the agreement governing the payment collection and remittance of GD charges.) It will also include communications to facilitate the accession of new GD participants, participant withdrawals, and industry communications.

### How to Apply

UK Shared Business Services Ltd (UK SBS) will be using the Delta eSourcing Portal for this procurement.

To register on the Delta eSourcing portal please use the link <https://www.delta-esourcing.com/> and follow the instructions to register.

If you are already registered on the Delta eSourcing Portal and wish to participate in this procurement, please use the link: <https://www.delta-esourcing.com/> and follow the instructions to 'Log in'

Once you are logged into the system you will be able to link yourself into this procurement using the Access Code: 79Q3T283Q3

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £865,000

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

Start date

1 October 2021

End date

30 June 2025

This contract is subject to renewal

Yes

Description of renewals

Initial end date of 30/06/2023 (with potential end dates of 30/06/2024 and 30/06/2025 under +1 year +1 year contract arrangement.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.14) Additional information**

DO NOT APPLY DIRECTLY TO BUYER

All submissions will be assessed in accordance with the Public Contracts Regulations 2015, for procurement values that exceed Regulation 5 (Threshold amounts).

Responses must be received by the date and time in the tender documentation; responses received outside of the deadline or not sent via the Delta eSourcing portal will not be accepted or considered by the Contracting Authority further for this opportunity. Interested organisations should ensure that they allow a sufficiency of time, prior to the deadline to allow all sections to be completed in full and any attachments to be uploaded.

As a user of the Delta eSourcing Portal you will have access to the Delta messaging service which facilitates all messages sent to you and from you, as well as other messages and updates in relation to any specific tender event. Please note that any and all information secured outside of the messaging service, shall have no merit or worth and should not be relied upon by any organisation submitting a tender response.

Please note it is your organisations responsibility to access these messages on a regular basis to ensure you have sight of all relevant information applicable to this opportunity.

The Contracting Authority expressly reserves the right:

i. not to award any contract as a result of the procurement process commenced by publication of this notice; and

ii. to make whatever changes it may see fit to the content and structure of the procurement; and under no circumstances as part of your organisations participation in this opportunity, will the Contracting Authority be liable for any costs incurred by any organisation as a result. If the Contracting Authority decides to enter into a contract with any successful organisation(s), this does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of your organisation in doing so.

Closing date and time for Bidder to request RFP documents: 3rd September 2021 @ 10:59

Closing date and time for Bidder to submit their response ('the deadline'): 3rd September @ 11:00

#### About UK Shared Business Services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our contracting authorities to improve efficiency, generate savings and modernise.

Where UK SBS is not named as the Contracting Authority within the documentation, UK SBS will be acting as an agent on behalf of the Contracting Authority.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

For full details of our partner base please review the following link:

<http://www.uksbs.co.uk/services/procure/contracts/Pages/default.aspx>



---

## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

---

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **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

3 September 2021

Local time

11:00am

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 2 November 2021

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

Date

3 September 2021

Local time

11:01am

---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

UK Shared Business Services

Swindon

SN2 1FF

Email

[policy@uksbs.co.uk](mailto:policy@uksbs.co.uk)

Telephone

+44 1793867005

Country

United Kingdom

Internet address

[www.uksbs.co.uk](http://www.uksbs.co.uk)

#### **VI.4.4) Service from which information about the review procedure may be obtained**

UK Shared Business Services Ltd

Polaris House, North Star Avenue

Swindon

SN2 1FL

Email

[policy@uksbs.co.uk](mailto:policy@uksbs.co.uk)

Telephone

+44 1793867005

Country

United Kingdom

Internet address

[www.uksbs.co.uk](http://www.uksbs.co.uk)