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Tender

## **Provision of Energy Transition Adviser and Project Coordinator for ORION**

Shetland Islands Council

F02: Contract notice

Notice identifier: 2021/S 000-025151

Procurement identifier (OCID): ocids-h6vhtk-02e9ad

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

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

Shetland Islands Council

8 North Ness Business Park, Lerwick

Shetland

ZE1 0LZ

#### **Contact**

Colin Black - Procurement Manager

#### **Email**

[contract.admin@shetland.gov.uk](mailto:contract.admin@shetland.gov.uk)

#### **Telephone**

+44 1595744595

#### **Country**

United Kingdom

**NUTS code**

UKM66 - Shetland Islands

**Internet address(es)**

Main address

<http://www.shetland.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00402](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00402)

**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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Provision of Energy Transition Adviser and Project Coordinator for ORION

Reference number

I/14/21

#### **II.1.2) Main CPV code**

- 71314000 - Energy and related services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The requirement is for Project Coordination and Energy Transition Advisor Services for a six month period with an option for the Council at its sole discretion to extend for a further period or periods of six months up to a total contract length of 3 years. The services required are for the ORION Project which has broad underlying aims of: making significant progress towards greener forms of fuel as an alternative to fossil fuels; tackling fuel poverty in Shetland by, among other things, creating affordable alternatives to existing energy provision; and for Shetland, particularly Sullom Voe, continuing as an energy hub and maintaining high levels of well-paid employment. The successful tenderer shall contribute to these aims by providing strategy and planning, governance and management support, coordinating and leading on networking, advising on project activity and promotion, all as more fully described in the tender documents.

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

This contract is divided into lots: No

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

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

- 71314000 - Energy and related services

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

NUTS codes

- UKM66 - Shetland Islands

Main site or place of performance

Shetland Islands and as required by the Contracting Authority.

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

The type of contract to be awarded is a services contract for the provision of advisory and project management services.

It will be a regulated procurement in terms of the Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014. The estimated total contract value for the provision of the required services over the maximum term of three years is 300,000 GBP.

The tendering process being followed is a restricted procedure with a view to receiving five tenders for evaluation.

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

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

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

Duration in months

6

This contract is subject to renewal

Yes

Description of renewals

The Council's Infrastructure Directorate seeks Project Coordination and Energy Transition Advisor Services for the ORION Project for a six month period with an option for the Council at its sole discretion to extend for a further period or periods of six months up to a total contract length of 3 years.

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Maximum number: 5

Objective criteria for choosing the limited number of candidates:



This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made via the Public Contracts Scotland (PCS) messaging system.

The process we will apply will be:

- Statements including the specific requirements can be found within Section III.1.1, III.1.2 and III.1.3 of the Contract Notice.

- Bidder's must pass the minimum standards sections of the Single Procurement Document (SPD) (Scotland).

Part III and Sections B and C of Part IV of the SPD (Scotland) (except 4C 1.2) will be scored on a pass/fail basis. Question 4C 1.2 will be scored in the

following way:

0 - 3 Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion.

4 - 7 Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains

insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability.

8 - 12 Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and

skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar

nature.

13 - 17 Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or

skills/capacity/capability relevant to providing similar services to similar clients.

18 - 20 Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates

thorough experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

- The responses to the questions of Section III.1.3 of the Contract Notice will be weighted the following way: Please see SPD (Scotland)

Question 4C.1.2. Responses must address the Relevant Examples and shall be weighted 20% for each:

New Business Opportunities in Major Energy Transition Projects:

- Generated outline business case
- Initiated projects with vision, purpose and values
- Communicated project drivers at all levels of organisations, governmental agencies and supply chain
- Created networks and engagement to ensure success of energy transitions projects

Provide Two Examples, Weighting 20%

Organisational change management:

- Identified the need for change and created the business drivers
- Executed the restructuring & change management of major organisations and or government agencies with energy transition as a key driver

Provide Two Examples, Weighting 20%

Stakeholder management:

- Engagement with senior executives within Energy Companies, Government Ministers and or Academia that has led to material change to carbon reduction programmes
- Communication with all levels of stakeholders and evidence of working within Governmental agencies



Provide Three Examples, Weighting 20%

Project management:

- Led multiple large-scale projects of greater than 100M GBP CAPEX
- Developed the outline business case to support investment & implementation
- Managed project health, safety, security & environment (HSSE)
- Led technical and commercial drivers
- Led the successful execution of the project(s) through to handover and close out

Three Examples, Weighting 20%

Communications:

- Engagement and communication with the local, national and international media within the energy transition arena
- Clear articulation of project ambitions, both through interview and other media channels including public events

Three Examples, Weighting 20%

- We will take the five highest scoring bidders through and they will be invited to submit a tender.

#### **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

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### **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

Economic Operators must include up to date financial information that confirms the tenderer's financial capacity to fulfil the terms of the contract. Audited accounts and bank references are the preferred evidence but other relevant financial documents and data can be supplied by tenderers that do not hold company status.

Minimum level(s) of standards possibly required

Three years accounts and business reports for the contracting entity;

A current bank reference report at a minimum value of 50,000 GBP;

Evidence of current Employers and Public Liability Insurances to the minimum extent of 10,000,000 GBP and 5,000,000 GBP respectively;

Evidence of current professional indemnity insurances with minimum level of 1,000,000 GBP for any one event.

The Contracting Authority will carry out an Equifax check where a Bank Reference cannot be obtained and this will form part of the economic and financial evaluation of economic operators.

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

List and brief description of selection criteria

4C.1.2 of the SPD (Scotland): Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services as described in part II.1.4 of the Contract Notice.

No questions from Section D of Part IV of the SPD (Scotland) (Quality assurance schemes and environmental management standards) will be used, so no statements for those questions are listed in this Contract Notice.

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

#### **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

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## **Section IV. Procedure**

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

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

Restricted 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

8 November 2021

Local time

3:00pm

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

12 November 2021

#### **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**

Duration in months: 3 (from the date stated for receipt of tender)

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Please note that it is an essential requirement of the procurement process that Tenderers fully complete and submit a satisfactory Single Procurement Document (SPD) and satisfy all requirements specified or referred to in the Contract Notice and Procurement Documents.

The contract shall be subject to Scots Law and the jurisdiction of the Scottish Courts.

GBP means Great British Pounds.

III.1.2 - Economic operators who do not obtain a satisfactory financial evaluation may not be considered for contract award.

The UK has left the EU and the transition period after EU came to an end on 31 December 2020. From 1 January 2021, relevant references to the EU and EU procurement legislation will either be updated or removed from the Public Contracts Scotland site where appropriate. This will be an ongoing process.

Despite the reference to the EU Directives embedded in the header of the Contract Notice, the EU Directives do not apply to this procurement.

III.1.2 - A Bank Reference Mandate Form is included with the procurement documents for completion by economic operators where a Bank Reference is not submitted direct by the economic operator.

The Council will carry out an Equifax check where a Bank Reference cannot be obtained and this will form part of the economic and financial evaluation of economic operators.

For the avoidance of doubt Tenders are not required for Stage 1, the Selection stage. The draft Invitation to Tender document is for information only and will be distributed in final form

to those economic operators who are to be invited to tender at Stage 2 of the procedure.

VI.4.1 - Review body. The review body noted is Lerwick Sheriff Court, but Economic Operators should contact the Contracting Authority in the first instance if any issue needs to be addressed. The court may be contacted where legal proceedings are contemplated.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=668410](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=668410).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:668410)

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

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

Lerwick Sheriff Court

King Erik Street

Lerwick

ZE1 0HD

Email

[lerwick@scotcourts.gov.uk](mailto:lerwick@scotcourts.gov.uk)

Telephone

+44 1595693914

Country

United Kingdom