**Stage 2**

**Invitation to Tender**

**South Thames College Group**

**Utilities Broker & Services and Carbon Accounting & Management**

MultiQuote Reference CA15864

Date & Time for Return of Tenders: **Noon, on 18th July 2025**

Anticipated Contract Commencement Date: **1st February 2026**

(Appointed Utilities Broker will be required to implement a Utilities Services contract to go live on 1st October 2026)

Anticipated Initial Completion Date: **31st January 2028**

Utilities Services Completion Date: 30th September 2029

**A Competitive Flexible Procedure**

**comprising a two-stage restricted tender process**

**conducted in accordance with the Procurement Act 2023**

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**Section 1: Introduction to the Group and the proposed contract**

South Thames College Group (STCG) invites qualified suppliers to submit proposals for a combined utility brokerage, energy management services, Water Supplier and Carbon Accounting and Management Assistance contract. The primary goals are to secure cost-effective utility rates, optimise energy usage, enhance sustainability, and support our energy efficiency initiatives across all facilities.

Services are to be provided across the following sites:

**Carshalton College (Main building & associated buildings)**

15,408 Sq Metres spread over one main location.

Nightingale Road

Carshalton

Surrey

SM5 2EJ

A 5 storey building with additional phases and annexes added over the years. Includes Laboratory workshops and a Sports Complex.

**Kingston College**

25,116 Sq Metres spread over two main sites

Kingston Hall Road

Kingston

KT1 2AQ

A 12 storey building with additional phases and annexes added over the years. Includes Laboratory workshops, Transport workshops and a Sports Complex.

**Creative Industries Centre**

55 Richmond Road

Kingston

KT2 5BP

Originally a 2 storey primary school built circa 1900, it benefitted from a three storey £10m extension in 2015.

**South Thames College Group –Wandsworth**

The original Heritage Grade 2 Listed Frontage of 8,260 square metres has within the last 15 years been extensively refurbished and extended with a new 5 storey extension of 18,500 square metres added. Recently the West Wing of the building was leased to the DFE giving a new foot print of 20,907

**South Thames College Group – Merton**

A single site complex of 7 blocks totalling 18,000 square metres

**South Thames College Group – Tooting:**

Comprises of a 2 storey complex above Sainsburys supermarket

**Appendix A: Contract Specification:**

This tender opportunity has been split into two lots as follows:

Lot 1: Utility Broker & Utility Services

Lot 2: Carbon Accounting & Management

The services under both lots 1 and 2 will include Carbon Accounting and Management Assistance, water Retail Services and a comprehensive utility brokerage services, including energy procurement, contract negotiation, and risk management, as well as energy management services, such as monitoring, reporting, efficiency planning, and implementation of energy-saving measures. This combined approach is intended to achieve significant cost savings, optimise resource usage, and support our sustainability targets.

Suppliers are able to bid for either lot 1 or lot 2, or both lots. Suppliers will not be disadvantaged if bidding for either lot 1 or lot 2 only.

These locations of the sites STCG have are as follows:

**Sites:**

1. Kingston College - Kingston Hall Rd, Kingston upon Thames KT1 2AQ (KHR)
2. Creative Industries, 55 Richmond Rd, Kingston upon Thames KT2 5BP (CIC)
3. Carshalton College - Nightingale Rd, Carshalton SM5 2EJ (CC)
4. Merton College - London Rd, Morden SM4 5QX (MC)
5. Wandsworth College - Wandsworth High St, London, SW18 2PP (STH)
6. Tooting College - 71 Tooting High Street, London, SW17 OTQ

Estimated usage per annum is:

* 6,662,000 kWh electricity
* 7,360,000 KwH gas
* 22,044 Supply water / Waste & sewage Water M3
* Approx No meter points: Electricity: 10
* Approx No meter points: Natural Gas: 14
* Approx No SPIDS (meters): Water Retails Services: 10

All with a volume tolerance requirement of +/- 20%.

## **OBJECTIVES**

## The objectives of this contract are to:

## Achieve competitive utility rates and substantial cost savings through effective brokerage

## Enhance operational energy efficiency and enhance sustainability and minimise carbon footprint across estate

## Reduce overall energy consumption by 20% within the contract period.

## Increase awareness and engagement among stakeholders regarding energy conservation.

## Improve transparency in energy and utility management through detailed monitoring and reporting with the aim of reducing utility expenses.

## **SCOPE OF WORK**

The scope of work under this contract includes, but is not limited to, the following services:

Lot 1 Utility Broker & Utility Services:

The appointed Utility Broker will be required to source and implement a Utility Services contract for the Group to begin from 1st October 2026. This will be for a 3 year duration until 30th September 2029. The Utility Broker will be required to arrange for the Utility Services provider to enter into a contract with the Group and will be responsible for providing these terms and conditions through to ensuring the contract is signed.

**Utility Brokerage Services:**

## **Market Analysis and Forecasting**: Conduct in-depth market analysis to identify optimal timing and strategies for procurement, based on energy price trends and forecasts.

## **Supplier Identification and Negotiation**: Engage with utility suppliers to secure competitive rates and favourable contract terms for electricity, gas, water, and any additional utilities.

## **Contract Management:** Manage all aspects of utility contracts, including initial negotiations, renewals, and adjustments, ensuring cost efficiency and regulatory compliance.

## **Risk Mitigation**: Develop strategies to hedge against price volatility and manage risks associated with utility procurement.

* **General Support**: Provide support to the Client regarding any queries in regard to energy charges
* **Capacity Review**: Carry out a capacity review upon starting the contract, and annually thereafter. Ensure KVA level are set at the appropriate levels and provide advice. Facilitate adjustments in coordination with the client.
* **Tender Preparation**: Compile an appropriate tender submission including all required data and client specific requirements.
* **Offer Evaluation**: Undertake a detailed cost evaluation and ranking of all offers received from potential Energy Suppliers.
* **Report & Sign Off**: Compile summary report of the Offer Evaluation and submit to the client and provide appropriate contracts for sign -off.
* **Verify Implementation**: Implement a post’ sign off’ process to address implementation issues early and promote a hassle – free transfer.
* **Ongoing Invoice Validation**: Validation, Error identification and query resolutions.

**Water Retail Services**

## **Strategy Review**: Review historic purchasing methods, consider potential alternatives, and agree future procurement strategy.

* **Tender Preparation**: Compile an appropriate tender submission including all required data and client specific requirements.
* **Offer Evaluation**: Undertake a detailed cost evaluation and ranking of all offers received from potential Water Retailers.
* **Report & Sign Off**: Compile a summary report of the Offer Evaluation and submit to the client and provide appropriate contracts for sign off.
* **Verify Implementation**: Implement a post’ Sign off’ process to address implementation issues early and promote a hassle – free transfer.
* **General Support**: Provide support to the Client regarding any queries in regard to retail water charges.
* **Ongoing Invoice Validation**: Validation, Error identification and query resolutions.

**Monitoring and Reporting**

* + Implement or utilise existing energy monitoring systems to track consumption in real time.
  + Provide monthly, quarterly, and annual reports with insights and trends in energy usage.
  + Monitor progress against energy reduction targets and highlight areas for improvement.
  + Access on a live on-line platform which will assist in budget forecasting, market price data, invoice data, storage and consumption analysis.
  + On a monthly basis, provide budget forecast for energy and water spend in our current financial year
  + As required, provide forecasting for the next financial year.

The College Group would require a dedicated Account Management Support.

**Lot 2: Carbon Accounting & Management:**

The appointed Supplier will provide a Carbon Accountancy platform and act as a consultant advising the College Group on but not limited to the following:

## **Energy Audits and Assessments**: Perform detailed audits of energy consumption across STCGs Facilities/Locations to identify areas for savings and efficiency improvements.

## **Monitoring and Reporting:** Deliver monthly, quarterly, and annual reports with insights into consumption patterns and recommendations for improvement.

## **Energy Efficiency Initiatives:** Develop and implement initiatives to optimize energy usage, including operational changes, equipment upgrades, and renewable energy integration.

## **Training and Engagement:** Provide training for staff on energy management practices and conduct workshops to increase awareness of energy-saving opportunities.

## **Compliance and Reporting**: Ensure compliance with all relevant regulatory standards and support any required environmental reporting

## **Set up Dashboard**: Input data. Provide training on the system for key Group Staff.

## **Scope 3 Carbon Reporting:** Assist the College Group in ensuring the Group’s Scope 3 emissions are identified and measured. Ongoing process of refining the methodology for Scope 3 data collection to enable measurements to become more accurate.

The College Group require dedicated Account Management Support.

**3.5 Value-Added Services**

**3.5.1 Energy Audit and Assessment**

* + Conduct detailed annual energy audits of STCGs sites.
  + Identify areas for energy savings and efficiency improvements.
  + Assess the feasibility of renewable energy sources and low-carbon solutions.

**Section 2: Tendering instructions and information**

**Note:**

Only suppliers successful at Stage 1 (Procurement Specific Questionnaire) will be invited to submit a tender response to this Stage 2 Invitation to Tender. **Do not complete and return this Stage 2 Invitation to Tender unless specifically invited to do so, following evaluation of the Stage 1 Procurement Specific Questionnaire.**

**Introduction**

1. The enclosed invitation to tender provides information for consideration with respect to South Thames College Group’s (“the Group”) contract for Utilities Broker & Services and Carbon Accounting & Management.
2. Tenderers are required to answer all applicable questions and include all documentation requested. The tender must be completed in English.
3. All information received in connection with this tender application will be treated in the strictest confidence.
4. Tenders must be submitted in accordance with these tendering instructions. Non-compliant tenders may be rejected by the Group, whose decision in this matter shall be final.
5. If the contract is split into individual lots, these instructions will apply to each lot, individually.
6. These tendering instructions relate to the supplies, services or works advertised in the UK Find a Tender Service which notice contains the MultiQuote tender reference stated on the front cover of this Stage 2 tender document.

**Tender Timescale**

1. An indicative timetable for the tender process and award of contract is given in the table below:

| **Activity** | **Date** |
| --- | --- |
| Issue Stage 1 Procurement Specific Questionnaire (PSQ) | 16th May 2025 |
| Final date for submission of Stage 1 PSQ | 10:00 16th June 2025 |
| Stage 1 PSQ evaluation period | 16th – 18th June 2025 |
| Notification of Stage 1 PSQ evaluation outcome | 23rd June 2025 |
| Issue of Stage 2 Invitation to Tender to successful suppliers | 23rd June 2025 |
| Microsoft Teams Suppliers Clarification Call | 10:00 25th June 2025 |
| Final date for tender clarifications | 17:00 10th July 2025 |
| **Final date for Stage 2 Invitation to Tender submissions** | **12:00 18th July 2025** |
| Tender evaluation period | 18th July – 1st August |
| Supplier presentations | 28th August 2025 |
| Issue of award decision & assessment summaries | 1st December 2025 |
| Publication of contract award notice | 1st December 2025 |
| Standstill period | 2nd – 11th December 2025 |
| Formal confirmation of post-standstill award | 12th December 2025 |
| Mobilisation period (including contract signing) | From 15th December 2025 |
| Contract commencement | 1st February 2026 |

**Online Supplier Clarification Meeting**

1. A clarification meeting has been arranged for 10:00 on 25th June 2025 via Microsoft Teams. The purpose of the meeting is to provide all tenderers with the opportunity to discuss the Group’s requirements and raise any clarification questions directly with the Group.
2. The meeting will take place with all tenderers attending on the same date and time to ensure transparency in information provided. Each tenderer will have a timeslot to raise any clarification questions with the Group.
3. Please advise attendance at this meeting by contacting the CPC via the tender messaging tool on MultiQuote (<https://suppliers.multiquote.com/Page/Login.aspx>), the eProcurement portal used by the Group. Confirmation of attendance and names, job title and email address of the attendee(s) should be received by the CPC not later than 12:00 24th June 2025.
4. Any questions and responses discussed at the campus visit will be noted and will be shared with all tenderers via the opportunity advertised on the CPC eProcurement portal.

**Tender Return & Validity**

1. Tenders must be submitted via the advertised tender opportunity on MultiQuote, the CPC eProcurement portal (<https://suppliers.multiquote.com/Page/Login.aspx>) not later than **12:00** on **18th July 2025** which shall be the date fixed for submission of tenders. Late responses will not be considered.
2. Tenders must be returned via the submission facility for the advertised tender on MultiQuote, the CPC eProcurement portal. No other form of tender submission will be accepted.
3. If you require assistance with making your submission, contact the MultiQuote helpdesk on 020 3920 8054 or by email to [support@elcom.com](mailto:support@elcom.com). **Allow sufficient time to upload your Tender Return Documents prior to the deadline**.
4. Tenders shall be submitted on the basis that the offers contained therein shall remain in force for a minimum of six months from the date fixed for the submission of tenders.
5. In submitting the tender, the tenderer shall undertake that, in the event of the tender being accepted by the Group, within fourteen days of being called upon to do so, the tenderer will execute a formal contract consisting of the terms and conditions of contract, this tender document and the successful tenderer’s tender submission. Until such date as the contract is executed this tender, together with the formal written acceptance of it by the Principal or Authorised Officer on behalf of the Group, will form a binding agreement between the Group and the tenderer.
6. Failure by the successful tenderer to execute a formal contract within the time specified above will render the contract voidable at the option of the Group at any time.
7. Tenders shall only be submitted on the basis that they are bona fide competitive tenders. The Group shall have the power to cancel the contract and to recover from the tenderer the amount of any loss arising from the cancellation if either the tenderer:
   1. shall have offered or given or agreed to give any officer or member of the Group staff any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure. The word "tenderer" for these purposes shall be deemed to include any person employed by the tenderer, or person purporting to act on the tenderer’s behalf, whether the tenderer is aware of their acts or not; and/or
   2. shall have communicated to any other person than the Group the amount or approximate amount of the proposed tender other than in confidence to obtain quotations necessary for the preparation of the tender, or for insurance purposes; and/or
   3. shall have entered into any agreement or arrangement with any person or company as to the amount of any proposed tender or that the person or company shall refrain from tendering.
8. At no time should the tenderer, prior to submitting or following the tender submission, communicate with any person within the Group in the first instance other than CPC. Failure to abide by this requirement may disqualify the tenderer’s proposal from being considered. All communication should be conducted via the tender messaging tool on MultiQuote, the eProcurement portal used by the Group (<https://suppliers.multiquote.com/Page/Login.aspx>).
9. Tenders must be based upon the terms, conditions and specification(s) and tender return documents set out in this tender document, otherwise they may be rejected based on unsuitability and non-compliance. Tenderers must complete the tender return documents listed in the table of contents and return them unaltered and in their native file formats. Tenderers shall not modify any of the tender return documents or reformat/rebrand them.
10. The Group will exclude tenderers at any time throughout the tender process should any grounds for exclusion pursuant to s.57 of the Procurement Act 2023, as amended from time to time, be found to apply.

**Acceptance of Tender**

1. The Group shall not be under any obligation to accept the lowest, or any tender.
2. The Group reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the tenderers.
3. The Group shall have no liability to settle any cost incurred by the tenderer resulting from this tendering procedure, or any re-tendering procedure.
4. Tenderers will be notified of the outcome of their tender submission in accordance with the tender timeline set out in this tender document. No tender will be deemed to have been accepted unless such acceptance has been notified to the tenderer in writing.

**Pricing**

1. Prices shall be submitted in accordance with TR2 Schedule of prices.
2. Unit rates and prices must be quoted in pounds’ sterling. Tenders should be submitted exclusive of Value Added Tax (VAT). Further instructions in respect of price submission are included in TR2 Schedule of prices.
3. If the Group suspects that there has been an error in pricing of the tender, the Group reserves the right to seek clarification as it considers necessary from that tenderer only.
4. If a tender appears to be abnormally low in relation to the requirements of the tender, the Group will request a clarification in writing and/or explanation concerning its elements. The Group reserves the right to exclude a tender if, after verification based on explanations and evidence received from the tenderer, it concludes that the tender is abnormally low.

**TUPE**

1. TUPE does not apply to this contract

**Contract Commencement & Duration**

1. The successful tenderer(s) shall be prepared to commence the provision of the proposed supplies, services or works on 1st February 2026, being the commencement date referred to in the contract terms and conditions at Appendix B of this tender document. The duration of the contract will be for a period of 2 years.
2. The Utilities Broker appointed under Lot 1 will be required to implement a Utilities Services contract from 1st October 2026. The duration of the Utilities Services contract will be for 3 years until 30th September 2029.

**Tender Queries**

1. Where tenderers have any queries about the tender documentation which may have a bearing on the offer to be made, these should be raised by contacting the CPC via the tender messaging tool on MultiQuote (<https://suppliers.multiquote.com/Page/Login.aspx>), the eProcurement portal used by the Group as soon as possible, and in any case **not later than calendar ten days** before the date fixed for submission of tenders for return of tenders. The CPC will circulate to all tenderers, a copy of all tender queries and replies provided. Tenderer anonymity will be preserved.
2. Where tenderers have any queries in respect of specific condition of the Contract terms and conditions, these should be raised by contacting the CPC via the tender messaging tool on MultiQuote (<https://suppliers.multiquote.com/Page/Login.aspx>), the eProcurement portal used by the Group as soon as possible, and in any case **not later than calendar ten days** before the date fixed for submission of tenders for return of tenders. Please ensure the specific condition(s) queries and any proposed amendment(s) are provided. These will be reviewed by the Group on a case-by-case basis, and, if accepted, revised terms and conditions will be issued to all tenderers. **Failure to otherwise accept the proposed Contract terms and conditions may result in the tender being rejected by the Group**.

**Tender Clarifications**

1. The Group may, during its evaluation of tender submissions, require clarification of parts of submissions from one, several, or all tenderers. Where practicable such clarifications will be conducted through the messaging tool on MultiQuote with the individual tenderers concerned and which will create an audit trail for that purpose.
2. Should the Group deem it necessary to hold a tender clarification meeting with one or more tenderers, such meetings will be arranged as soon as practicable and during the week identified in the tender timescale set out in this invitation to tender. Such meetings will be held only to clarify matters within tenderers’ submissions and will not be used to elicit additional information. Such meetings will not form part of the scored element of tender evaluation but will be to assist the Group with scoring of the tender submission(s) received.

**Tender Submission Checklist**

1. Tenderers shall ensure that they:
   1. Complete, sign and return TR1 Form of Tender
   2. Complete and return TR2 Schedule of Prices
   3. Complete and return TR3 Quality and Technical Questions
   4. Complete, sign and return TR4 Conflict of Interest Declaration
   5. Complete, sign and return TR5 Non-Collusion/Canvassing Declaration
   6. Complete, sign and return TR6 Declaration of Confidential Information
   7. Provide copy insurance documentation as follows, or provide a statement to confirm that such insurance will be in place upon entering into a contract should the tenderer’s offer be accepted:
      1. Employer’s Liability – £5 million
      2. Public Liability - £5 million
      3. Product Liability – £5 million
      4. Professional Indemnity – £2 million
2. Tenderers may submit additional supporting information, which must be clearly referenced to the element of the tender to which it refers. Tenderers shall not use this facility to increase any question word count, nor rely upon such additional information in isolation to address the requirements of the question to which the documents refer.

**Amendments to the Tender Documents**

1. The Group reserves the right to make changes of a minor drafting nature to the tender and contract documentation.
2. The Group reserves the right to make changes to the tender evaluation methodology stated Part 3. Tenderers will be informed of any changes prior to the date fixed for submission of tenders.

**Use of Tender Documents**

1. These tender documents shall be treated as private and confidential. Tenderers must not disclose that they have been invited to tender or release details of the tender documents, other than on an “in confidence” basis to those who have a legitimate need to know, or to those professional advisers whom the tenderer needs to consult for the purposes of preparing the tender.
2. Any information given to the tenderer by way of guide quantities and any plans, drawings or reports in the attached appendices are only given as a guide. The tenderer warrants that it has ascertained for itself the accuracy of the information. No claim against the Group shall be allowed whether in contract or in tort or under the Misrepresentation Act 1967 or otherwise on the ground of inaccuracy.
3. The copyright in these tender documents is vested in the CPC. They may not be reproduced, copied or stored in any medium without the prior written consent of the CPC other than for use strictly for the purpose of preparing a response to this invitation to tender.

**Freedom of Information & Duty to Disclose**

1. Tenderers shall specify with reasons if any information contained in their tender submissions is to be treated by the Group as confidential. This information can be provided by completion of TR6 Declaration of confidential information.
2. The Group will use reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2000 or the Procurement Act 2023.

**Equality and Diversity**

1. The successful tenderer(s) shall adhere to their own equality and diversity policies, copies of which shall be made available to the Group on request. As a minimum, these policies should reflect the requirements and values of the Group’s equality and diversity policies, copies of which will be supplied upon request.

**Safeguarding Young People and Adults**

1. The Group recognises that everyone has a right to protection from abuse and takes seriously its responsibility to protect and safeguard the welfare of children, young people, and vulnerable adults.
2. Where a tenderer’s personnel may encounter children, young people or vulnerable adults, or be expected to hold sensitive personal information in relation to them, the Group will require such Tenderer’s personnel to hold DBS clearance to the same level of DBS clearance, monitoring and verification as the Group would expect of its directly employed staff.
3. The Specification at Appendix A sets out whether such provision in respect of DBS clearance is required. If it is stated as being required, the tenderer will ensure that all costs incurred by the tenderer in respect of obtaining such DBS clearance for its relevant personnel is included in its tendered prices. No additional claims for costs associated with compliance with the requirements of DBS clearance will be accepted by the Group.

**Section 3: Award criteria and tender evaluation methodology**

1. The Contract will be awarded to the most advantageous tender(s) applying the award criteria and evaluation methodology detailed below.

**Technical Quality Requirements (Non-Price)**

1. Scores for each question will be awarded on the following basis:

|  |  |
| --- | --- |
| **Assessment of Response** | **Score** |
| Excellent: Meets all expectations / Demonstrates complete understanding of all the requirements of the specification / No reservations | 4 |
| Good: Meets most expectations / Demonstrates good understanding of most of the requirements of the specification / No reservations | 3 |
| Satisfactory: Meets some expectations / Response is standardised with limited understanding of the requirements of the specification / Minor reservations | 2 |
| Poor: Does not meet expectations / Response is weak & does not adequately address the specification / Significant reservations | 1 |
| Unacceptable: Response is missing / Response is very weak and does not address the specification / Major reservations | 0 |

**Price**

1. Scores will be awarded for price on the following basis:

The lowest Contract price submitted for each part in accordance with Schedule of Prices will be awarded the highest score and all other Tenderers will be awarded pro rata scores on the relative competitiveness of their Contract price compared to the lowest e.g. (Contract Price – Lowest Contract Price / Lowest Contract Price \* 100) = X%. This percentage will be deducted from the total score available.

**Award Criteria & Weightings**

1. Tender Responses will be evaluated on the award criteria and weightings set out in the table overleaf:

**Lot 1 Utility Broker & Utility Services:**

|  |  |  |
| --- | --- | --- |
| **Award Criteria** | **Requirements** | **Sub-Criteria / Question Weighting (%)** |
| **Technical Quality Requirements (Non-Price)** | | |
| Technical Expertise (25%) | Provide a detailed overview to explain your approach to utility brokerage, energy management, and sustainability services that would be provided if successful under this contract | 20% |
| Identification of potential risks for this contract and proposed mitigation strategies | 10% |
| Proposed list and description of the range of services and systems to be provided and how these would be utilised by the Group over the course of the contract | 10% |
| Detail the management systems and structure you have in place for this contract. Including the following:   * Proposed Structure and Systems to be implemented at the Group. * How data is managed and stored. * Information security processes. * Disaster recovery procedures. | 10% |
| Detail any financial incentives you may receive from utility companies under the utilities services contract | 10% |
| Outline the procurement route to market you intend to follow to purchase the Group’s energy supply whilst demonstrating compliance with the Procurement Act 2023. For example, auction, direct contract etc. | 10% |
| Detail your approach to manage the change over period with utility suppliers | 10% |
| - Details of the management information will be reported to the client.  - How often it will be communicated.  - Details of how this will be communicated. | 20% |
|  | | |
| Presentation (20%) | Presentation of online platform giving examples of spending and consumption forecasts, what reports are available to us, invoice validation | 70% |
| Detail how tolerances are managed and any financial impact including how this information is communicated and reported back to Group | 30% |
|  | | |
| Sustainability & Innovation (15%) | Please describe what reporting tools and analysis you can provide members to help them to understand current energy usage and make efficiencies and improvements to their energy consumption. | 50% |
| Provide a case study for a previous customer to demonstrate recommended and implemented efficiencies and improvements to their energy consumption | 50% |
|  | | |
| Added Value & Additional Services (10%) | Description of additional services or benefits the bidder can provide | 100% |
| **Price** | | |
| Schedule of Prices (30%) | Contract Price i.e. Total Contract Price for the entire contract duration | 100% |
| **Total (100%)** |  | |

**Lot 2:**

|  |  |  |
| --- | --- | --- |
| **Award Criteria** | **Requirements** | **Sub-Criteria / Question Weighting (%)** |
| **Technical Quality Requirements (Non-Price)** | | |
| Technical Expertise (25%) | How you propose to support the Group to assist them in achieving a Green Gown award or similar within the next two years. Please include an example of support provided to another education customer to support your response. | 15% |
| Demonstrate how you propose to support the Group in achieving ISO14001 accreditation including examples of support provided to other similar customers | 15% |
| Detail your experience in supporting other education customers in achieving net zero | 15% |
| Details of how you propose to work with and support the Group to help track and report on their Scope 3 emissions | 15% |
| Details of the energy audits and assessments to be provided to the Group including frequency and how these will be provided to the Group. Please include an example within your response | 15% |
| Details of the reports to be provided to the Group to highlight consumption patterns and recommendations for the Group’s consideration. Please detail proposed frequency of reports | 15% |
| Detail the support to be provided to the Group with environmental days such as World Earth Day or similar. Please include another customer example to support your response. | 10% |
|  | | |
| Presentation (20%) | Provide a demonstration of an overview of the online platform proposed for this contract | 70% |
| Examples of case studies where your company has assisted other clients in Carbon Reduction | 30% |
|  | | |
| Sustainability & Innovation (5%) | Please confirm within your response how you ensure compliance with regulatory standards and support on environmental reporting | 100% |
|  | | |
| Added Value & Additional Services (20%) | Description of additional services or benefits the bidder can provide | 30% |
| Detail the support to be provided to the Group in tracking and reducing their carbon footprint in its entirety | 70% |
| **Price** | | |
| Schedule of Prices (30%) | Contract Price i.e. Total Contract Price for the entire contract duration | 100% |
| **Total (100%)** |  | |

**Presentations Shortlist:**

It is envisioned that the top three scoring Suppliers following the initial quality evaluation for each lot will be invited to present, although South Thames College Group reserve the right to increase or decrease this number for each lot depending on the pre-presentation scoring.