



User Guide

Zero Carbon – Consult, Design
and Install
Dynamic Purchasing System
Reference: Y21009

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Zero Carbon Consult, Design and Install

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Introduction

LASER, Kent County Council's energy group, has established a Dynamic Purchasing System (DPS) of potential consultants and suppliers to help public bodies in achieving their low or zero carbon aspirations. The DPS is divided into 4 Lots:

- Lot 1 Site survey and modelling
- Lot 2 Energy/Sustainability management consultancy
- Lot 3 Technological solutions consultancy
- Lot 4 Technological solutions delivery

The full range of services included within each Lot can be found on Page 6. Where you wish to procure services through the DPS, suppliers who can provide that particular specialism are to be invited to participate in a mini-competition. This document sets out:

- Details and structure of the DPS
- The services contained within each Lot of the DPS
- Links to view the full supplier panel for each Lot and service
- How to use the DPS
- Links to template documents to run a mini-competition

The DPS (DPS Opportunity number DN535888) provides a procurement route compliant with UK Public Procurement Regulations to arranging services, goods and works for energy/carbon efficiency and renewable energy related Consultancy, Design and Installation.

DPS Details

Start Date: 18/05/2021

End Date: 02/07/2026 with potential for extension

Contracts put in place under the DPS may extend beyond the end date of the DPS.

Suppliers:

In-order for suppliers to be awarded a place on the DPS they have satisfied initial requirements and provided details of their experience and ability across one or more of the DPS specialisms. Suppliers can apply to join the DPS at any time. For the current list of suppliers for each Lot and service, please contact your LASER Account Manager.

Eligible Customers:

Available to all public sector and third sector bodies throughout the UK.

DPS Information:

Tender Reference Y21009

Opportunity number DN535888

DPS Terms and Conditions:

Standard terms and conditions for this DPS will be provided to all Customers seeking to use it. They form the basis of the management of the DPS and are also applicable to services and works undertaken within it. Suppliers may submit terms and conditions in response to a mini-tender to reflect the specific services being procured by the Participating Authority ('Service Specific Terms and Conditions'). The DPS Terms and Conditions, Service Specific Terms and Conditions, Mini-Tender Competition Documents and Supplier Mini-Tender responses will all apply to any contracts secured under this DPS. In the event of a conflict between the documents, the following order of precedence applies:

- 1) Zero Carbon – Consult, Design and Install Terms and Conditions for Dynamic Purchasing System Y21009
- 2) Zero Carbon – Consult, Design and Install Call-Off Contract Terms and Conditions for Dynamic Purchasing System Y21009

- 3) Any written clarifications issued by the Participating Authority during the mini-competition
- 4) Mini-Competition Specification outlining the required Goods, Works or Services of the Participating Authority and any service specific terms and conditions required by the Participating Authority.
- 5) The Supplier's mini-competition Response
- 6) Any supplier service specific terms and conditions as submitted by the supplier in response to the Mini-Competition.

The LASER Solution

Benefits of using LASER's solutions

- Public Sector expertise – we are a public body, operating in the energy sector to reduce energy costs since 1989.
- Central Purchasing Body - no need to run a separate process to use the LASER frameworks or Dynamic Purchasing Systems (DPS)
- Range of Energy and Carbon related procurement solutions to suit different needs
- Public Sector ethos and ownership - transparency of services and fees
- Continuous improvement - committed to service development and participating authority satisfaction
- Compliant route to market

Additional benefits of this DPS

- In house knowledge and expertise
- Ongoing review of supplier relationships
- Flexible options available to suit individual authority low or net zero carbon strategies
- Evolving list of providers
- Ability to run mini competitions in house using supporting templates
- Option to have LASER advertise and run mini competitions

DPS Lots and Specialisms

LOT 1 Site surveys and modelling

This Lot is designed for public bodies to access consultants capable of providing energy and / or carbon related site surveys, audits and assessments. The full list of services included within this Lot is as follows:

Lot 1 - Site survey and modelling
<p>Specialism 1 General energy surveys at individual sites or portfolio of sites to review building energy performance and propose energy reduction measures, potentially including investment grade audits. This may also include the evaluation of existing Display Energy Certificates or Energy Performance Certificates or other reports such as condition surveys in order to identify a set of interventions, technologies or projects to reduce emissions in individual buildings or across estates.</p>
<p>Specialism 2 Surveys to deliver compliance type surveys and audits including Display Energy Certificate (DEC) and Energy Performance Certificates (EPC) or equivalents in future.</p>
<p>Specialism 3 Building performance modelling, analytics and simulation. Using sophisticated software to model the energy performance of planned and/or operational buildings in order to simulate performance and advise on operational or technical improvements in order to reduce energy use.</p>
<p>Specialism 4 Technical site surveying to review mechanical or electrical services, structural survey or ground survey. For example, to assess constraints or practical implications of installing on site renewable energy infrastructure such as PV on roofs, heat mains for district heating or boreholes for GSHP.</p>

LOT 2 Energy/sustainability management consultancy

This Lot is designed to enable public bodies to access consultants across a broad range of specialisms supporting planning and management of their net zero journey. The full list of services included within this lot is as follows:

Lot 2 - Energy/Sustainability management consultancy
<p>Specialism 1 Energy infrastructure consultancy such as feasibility study, front end engineering design, planning application, environmental audits. Covering a range of technologies e.g., solar farms, battery parks, hydrogen production etc. Suppliers on this specialism will be able to offer a range of services to support public bodies planning their own renewable or smart energy infrastructure.</p>
<p>Specialism 2 Grid connection consultancy for renewable generation or 'spill'. Suppliers will write grid connection applications, provide advice to public bodies planning renewable or smart energy infrastructure, and liaise with DNOs under instruction from public bodies.</p>
<p>Specialism 3 Vehicle fleet management / planning for low carbon alternatives. Suppliers in this specialism will support public bodies planning to reduce emissions from their vehicle fleets. This may include analysing current fleets, practices and processes and providing advice to public bodies such as changes to practices and transitioning to alternative transport fuels and/or vehicle types.</p>
<p>Specialism 4 Specialist Legal/financial/structural specialisms around large carbon saving projects. Suppliers to this specialism will support public bodies with legal and financial aspects of larger carbon saving projects such as low carbon heat networks, renewable generation or smart energy facilities, to include for example:</p> <ul style="list-style-type: none"> • Initial investment and ROI assessment and advice • Full commercialisation consultancy • Consultancy on structuring of deals or Special Purpose Vehicles etc. • Legal advice on contract with third parties to build, operate or procure renewable or smart energy facilities or infrastructure.
<p>Specialism 5 Carbon offset and sequestration schemes consultancy. Consultants to this specialism will advise on appropriate schemes, accreditations, costs and carbon saving calculations from carbon offsetting or sequestration. This may include formal third-party schemes but also sequestration activity such as land management and planting trees.</p>

Lot 2 - Energy/Sustainability management consultancy

Specialism 6 Net zero emissions buildings retrofit programme management. Consultants to this specialism will advise on the design and oversee the delivery of estate wide carbon reduction programmes. They may directly subcontract the supply and installation element of projects or they may be overseeing contractors procured through other Lots on this framework or procured by public bodies through other routes.

Specialism 7 Renewable electricity and heat energy generation programme. Consultants to this specialism will advise on the design and oversee the delivery of renewable or smart energy programmes. They may directly subcontract the supply and installation element of projects or they may be overseeing contractors procured through other Lots on this framework or procured by public bodies through other routes.

Specialism 8 Education and communications to encourage engagement and change amongst staff, Councillors and wider stakeholders. Consultants in this specialism will advise public bodies and provide specialisms to help communicate to and train public body staff, elected members or wider stakeholders such as businesses, communities and wider public.

Specialism 9 Supply chain and/or lifecycle carbon footprint analysis. Consultants to this specialism will provide expert advice and specialisms to analyse and measure carbon lifecycle or emissions resulting from public bodies' supply chains e.g., GHG Protocol Scope 3 emissions. This may include examination of embodied carbon in infrastructure type projects such as roads and buildings.

Specialism 10 Electric Vehicle Charging network infrastructure planning consultancy. Suppliers in this specialism would advise and support public bodies with developing strategies for Electric Vehicle charging networks and infrastructure. This may include modelling the demands, assessing existing infrastructure, mapping potential locations, and overlaying data such as access to electricity infrastructure, future planned developments etc.

LOT 3 Technological solutions consultancy

This Lot is designed to enable public bodies to access consultants with specific technical solution design and feasibility capability. The full list of services included within this lot is as follows:

Lot 3 - Technological solutions consultancy
Specialism 1 Heat pump systems air/water/absorption/ground source
Specialism 2 District Heating schemes
Specialism 3 Heat metering for District Heating or any form of submetering
Specialism 4 Rooftop Solar PV
Specialism 5 Ground mounted solar PV farm
Specialism 6 Solar Thermal heating systems
Specialism 7 Combined Heat and Power
Specialism 8 Battery Storage standalone grid connected or behind the meter including microgrids
Specialism 9 Building Management Systems and discrete controls
Specialism 10 Biomass heating
Specialism 11 Insulation of buildings and pipework
Specialism 12 Anaerobic digestion and bio digester specification
Specialism 13 Hydro power (small and micro run of river)
Specialism 14 HVAC System Upgrade (fan/pump motor replacements, system rebalance, occupancy-based control, boiler replacement)

Lot 3 - Technological solutions consultancy

Specialism 15 Site level Smart grid, local active network management technologies and virtual power plant technologies. For example, to integrate technologies such as solar PV, battery storage, EV charging and electrically powered heating on a local smart network.

Specialism 16 Hydrogen systems including production and/or storage, distribution and end point delivery

Specialism 17 New and emerging technologies. This lot is open to technologies not listed in other Specialisms which reduce carbon emissions through efficiency improvements or renewable energy forms.

LOT 4 Technological solutions delivery

This Lot is designed for public bodies to access suppliers capable of supplying and installing low and zero carbon technological solutions. The full list of services included within this lot is as follows:

Lot 4 Technological solutions delivery
Specialism 1 Heat pump systems air/water/absorption/ground source
Specialism 2 District Heating schemes
Specialism 3 Heat metering for District Heating or any form of submetering
Specialism 4 Rooftop Solar PV
Specialism 5 Ground mounted solar PV farm
Specialism 6 Solar Thermal heating systems
Specialism 7 Combined Heat and Power
Specialism 8 Battery Storage standalone grid connected or behind the meter including microgrids
Specialism 9 Building Management Systems and discrete controls
Specialism 10 Biomass heating
Specialism 11 Insulation of buildings and pipework
Specialism 12 Anaerobic digestion and bio digester specification
Specialism 13 Hydro power (small and micro run of river)
Specialism 14 HVAC System Upgrade (fan/pump motor replacements, system rebalance, occupancy-based control, boiler replacement)

Lot 4 Technological solutions delivery

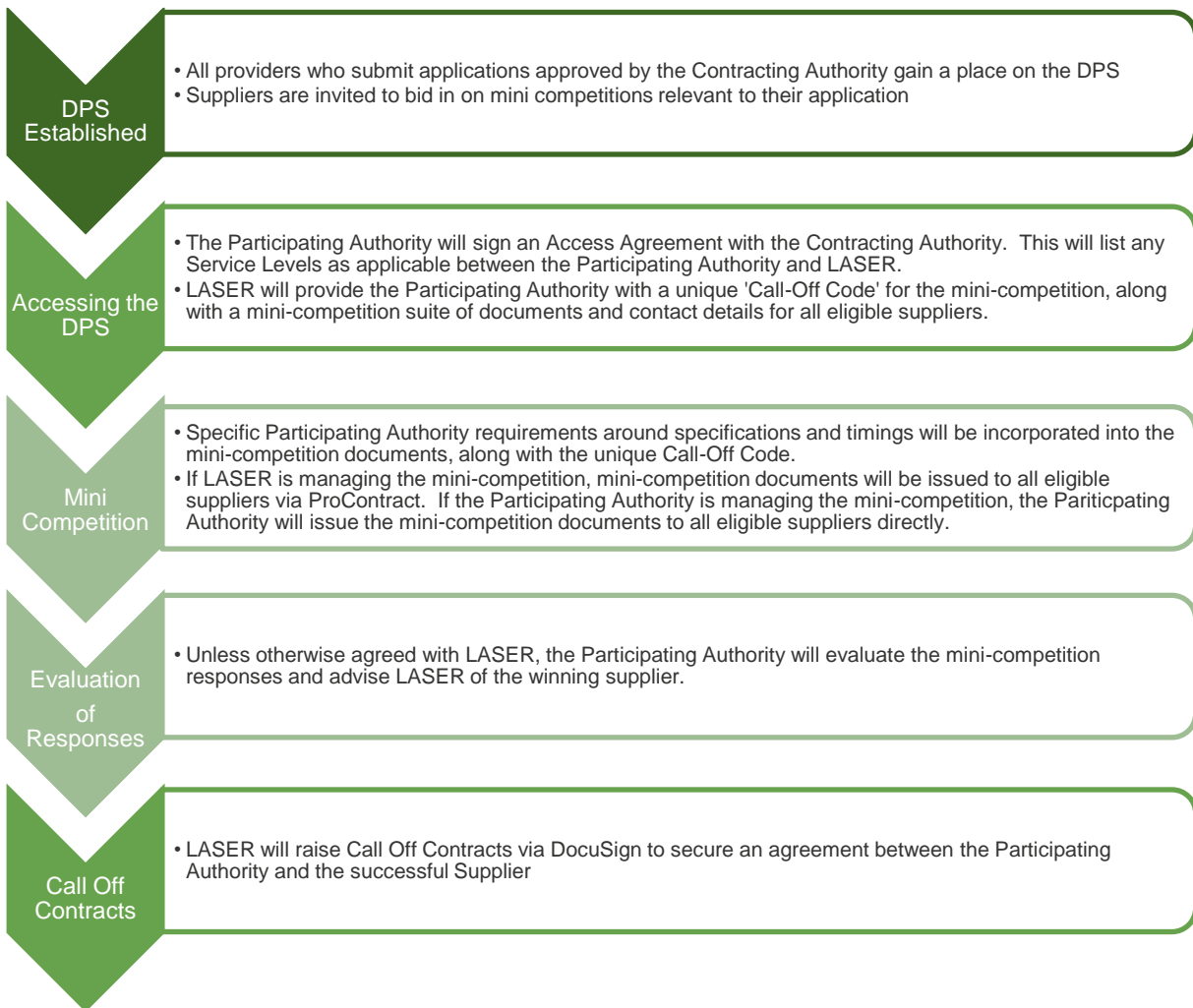
Specialism 15 Site level Smart grid and local active network management technologies. For example, to integrate technologies such as solar PV, battery storage, EV charging and electrically powered heating on a local smart network.

Specialism 16 Hydrogen systems including production and/or storage, distribution and end point delivery

Specialism 17 New and emerging technologies. This lot is open to technologies not listed in other Specialisms which reduce carbon emissions through efficiency improvements or renewable energy forms.

Contracting Process Guide

The following chart summarises the overall process of using the DPS. Information on Page 14 gives more detail on how to run a mini-competition under the DPS.



How to use the Dynamic Purchasing System

A Participating Authority wishing to source services through the DPS will need to:

1. Obtain and sign an Access Agreement with LASER This sets out the terms of using the Dynamic Purchasing System.
2. Once the Access Agreement is signed, LASER will provide you with:
 - a. A set of template documents that can be used to run a mini-competition.
 - b. A Call-Off code to insert into the mini-competition documents (or multiple Call-Off codes if multiple competitions are being run).
 - c. The latest contact details for all suppliers eligible to supply the service(s) you are seeking to procure.
3. Into the mini-competition documents, the Participating Authority will insert:
 - a. The Specification of the services to be procured.
 - b. Timescales
 - c. Pricing requirements (e.g. how price offers are to be provided by the suppliers)
 - d. Evaluation criteria
 - e. Any specific contract terms, such as payment terms, liabilities etc. Suppliers will submit their standard terms and conditions with their tender response, so it's important that you include any specific terms you are seeking for the final contract.
 - f. The Call-Off code provided by LASER. Please note that the procurement will only be compliant under the DPS where a unique Call-Off code provided by LASER is used.
4. Issue the mini-competition to all suppliers providing the set of services to be procured.
5. Evaluate the suppliers' responses in accordance with the Evaluation Criteria specified.
6. Provide to LASER an Award Report summarising the submissions received, the successful supplier(s)' submission and the original mini-competition documents. LASER will insert these into a Call-Off contract and arrange for customer and supplier execution by DocuSign.
7. Notify unsuccessful suppliers

LASER can also offer a 'managed service' to advertise and run the mini tender on your behalf. To discuss this option, please speak with your Account Manager.

User Guide Document Glossary

Access Agreement

The Access Agreement is between the Participating Authority and the Contracting Authority (Kent County Council LASER) and allows a Participating Authority to access the DPS. It is essential that the Access Agreement is signed prior to any mini-competition being run or Call-Off Contracts being put in place.

Award Report

This is a report summarising the evaluation of the responses to the mini competition. It will include the Suppliers ranking with a summary paragraph of each bid noting where their submission was strong, and where more points could have been scored. This will usually be produced by the Participating Authority and will be shared with the Contracting Authority (Kent County Council LASER) to inform the Call-Off Contract.

Call-Off Contract

This is between a Participating Authority and the chosen Supplier and provides a clear statement of the goods/services/works to be delivered. The Participating Authority will provide the successful supplier(s)' submission and the original mini-competition documents to LASER who will create the Call-Off Contract in DocuSign to be executed by the Participating Authority and the Supplier. The Call-Off Contract is valid from the date the Supplier signs and returns the Order Form.

Terms and Conditions

The terms and conditions under which a Supplier is to operate will be submitted by the Supplier in response to the mini competition stage and will be agreed as part of the Call-Off issued to the Supplier. Please note, the Supplier Terms and Conditions differ to the DPS Terms and Conditions (which dictate how a Supplier must operate under the DPS, including criteria such as GDPR, Modern Slavery and Freedom of Information).

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To find out more about **LASER's Zero Carbon Future** please contact us or visit www.laserenergy.org.uk

