



European Union

European Structural
and Investment Funds

MAYOR OF LONDON

This procurement process is being conducted under the Restricted Procedure pursuant to Regulation 28 of the Public Contracts Regulations as amended ("PCR 2015"). The procurement process for the GLA 81088 - Technical Assistance Team for the London Homes Energy Efficiency Programme is being managed by Transport for London (TfL) on behalf of the Greater London Authority (GLA) the "Contracting Authority" and the services will be jointly funded by the GLA and the European Regional Development Fund (ERDF) / European Structural and Investment Funds (ESIF).

The Contracting Authority is looking for a Service Provider with a proven track record of delivery, technical ability and innovation to deliver this exciting and challenging programme, and help to deliver the Mayor's ambitions for a zero-carbon London.

About this procurement

- The Greater London Authority (GLA) and the European Regional Development Fund (ERDF) are co-funding a technical assistance programme to enable housing providers to deploy 'deep' energy efficiency retrofit of existing London homes.
- This procurement exercise is being undertaken to appoint a specialist Service Provider to assume the role of the programme's Technical Assistance Team.
- The contract will run for three years from the contract start date, expected to be in March 2019 (with the option of extending it for up to a further two years).
- Working primarily with social landlords, the Service Provider will be expected to deliver:
 - **ERDF Key Performance Indicators:** the retrofit of 50 homes (resulting in a saving of 124 tonnes of carbon dioxide equivalent [tCO₂e] per annum) within the contract period, and
 - **GLA Key Performance Indicators:** evidence that a further 1,678 homes will be retrofitted during or after the contract period as a direct outcome of the programme's activity (resulting in an estimated saving of 4,161 tCO₂e per annum).
- In line with the Mayor of London's ambition for London to be a zero carbon city by 2050, this programme will build on the success of the GLA's previous domestic retrofit programme, RE:NEW, but aim for a deeper level of retrofit and longer-term strategic outcomes through:
 - an average carbon reduction of 60% across the delivered homes, compared to an average reduction under RE:NEW of less than 25%
 - deployment of whole-house/multi-measure retrofits (singular energy efficiency measures, such as loft insulation in isolation, cannot count towards ERDF KPIs)
 - development of self-sustaining business models and finance solutions to make deep retrofit attractive to housing providers.
- The GLA is looking for a service provider with a proven track record of delivery, technical ability and innovation to deliver this exciting and challenging programme, and help to deliver the Mayor's ambitions for a zero carbon London.

The appointed team skills will encompass a range of technical and professional abilities, including: an ability to form productive relationships with housing partners, technical skills to assess housing stock and develop innovative deep-retrofit solutions, knowledge of the finance sector and the ability to develop new routes to financing retrofit and the vision to create solutions which enable deep-retrofit to be rolled out in areas comprising social rent, private rent and owner occupied housing.

The procurement process is to be conducted in accordance with the Restricted Procedure, under Directive 2014/24/EU (public) on the award of public sector contracts, as implemented in the UK by the Public Contracts Regulations 2015.

This procurement is also to be conducted in accordance with the Contracting Authority's drive to deliver best value whilst meeting its own requirements.

Award criteria

Criteria below

Quality criterion - Name: Quality - Proposed Methodology and delivery strategy / Weighting: 25

Quality criterion - Name: Quality - Proposed Team - Key knowledge and competencies / Weighting: 15

Quality criterion - Name: Quality - Proposed approach to meeting the Key Performance Indicators / Weighting: 15

Quality criterion - Name: Quality - Proposed Programme Management / Weighting: 15

Price - Weighting: 30

At the end of this procurement process, the Contracting Authority may choose to award a contract.

The Restricted Procedure comprises two stages: Selection Stage and Invitation to Tender Stage. At the Selection Stage a Standard Selection Questionnaire (SSQ) will be used in line with the Public Procurement Regulations 2015 European Single Procurement Document (ESPD) (regulation 59). Project Specific and Technical and Professional Ability questions will form part of the SSQ and will be scored out of 100%.

The Contracting Authority intends to invite up to five (5) highest scoring applicants that passed the SSQ Part 1 (Supplier Information), Part 2 (Exclusion Grounds) and Part 3 (Supplier Selection) to participate in the ITT Stage.

Please note: In the event that more than one applicant achieves the same total score for the fifth place, all applicants with this same total score that passed the SSQ Part 1 (Supplier Information), Part 2 (Exclusion Grounds) and Part 3 (Supplier Selection) will also be selected to participate in the ITT Stage.

The contract period is 36 months from the commencement date. The Authority has an option, exercisable at its sole discretion, to extend the duration of the Contract for a further period or periods up to a total of 24 months by notice in writing to the Service Provider provided that such notice is served at least one month prior to the expiry of the initial duration of the Contract or the expiry of any previous extension, if later. Any extension will be at the Authority's sole discretion and subject to the appointed Service Provider's satisfactory performance and availability of funds.

Additional information:

Transfer of Undertakings (Protection of Employment) (TUPE)

The Transfer of Undertakings (Protection of Employment) Regulations 2006 may apply to the Contract. It is the responsibility of Potential Service Providers to take their own advice and consider TUPE implications and to act accordingly. The Potential Service Providers are encouraged to carry out their own due diligence exercise. The Contracting Authority will be providing the information provided by the current Service Provider in good faith. The Contracting Authority will not be able to warrant the accuracy or completeness of this information and will not bear any liability for any inaccuracy or incompleteness.

The total estimated value of the three-year contract period is 2,723,374 GBP.

A total of 3,404,218 GBP will be available therefore a bonus of up to 20% will be available to reward the appointed Service Provider for achieving the strict Key Performance Indicators (KPIs) within the three-year contract period as specified in the procurement documents.

Expressions of Interest

The procurement process is being carried out electronically via the TfL's eTendering portal: ProContract from ProActis, "the Portal".

Link: <https://procontract.due-north.com>

Interested suppliers are required to express their interest in this opportunity via the Portal as soon as possible and submit their completed **Standard Selection Questionnaire (SSQ)** by the specified deadline. **Late SSQ submissions will not be accepted.**

Any requests for clarification regarding this procurement must be submitted by the specified deadline via the Portal: <https://procontract.due-north.com>

Please do not contact any TfL or GLA employees directly throughout the procurement process as it is imperative that the process remains fair and transparent to all applicants. Failure to comply may result in your submission being rejected by us.

Any clarifications regarding this procurement must be submitted to the Procurement Lead via the Portal. Guidance on how to use the Portal is available on the front-page: <https://procontract.due-north.com>. For any additional guidance and help on how to use the Portal please contact the Portal's Supplier HelpDesk which is available by email to: ProContractSuppliers@ProActis.com