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**INTRODUCTION**



The North East Procurement Organisation (NEPO) was established in 1976 as a means of aggregating demand, joint contracting and pooling purchasing knowledge and expertise. NEPO is governed by a Joint Collaborative Consortium comprising members from the 12 North East Local Authorities.

NEPO delivers collaborative procurement in all major areas of external expenditure through leading edge category management processes to achieve significant savings.

NEPO offers robust, legally compliant procurement vehicles for the public sector with the flexibility to meet real commercial needs.

NEPO promotes innovative procurement and business practices where change can deliver significant and sustainable benefits to local people.

Collaboration on procurement and purchasing arrangements is designed to achieve benefits of economies of scale and also to achieve better value for money.

Collaboration will bring advantages through being able to utilise an efficient procurement method with streamline processes, offering best value for money and easy access to framework contractors.

**USING THE FRAMEWORK**

The Framework Agreement is available to all NEPO members, including associate members. A list of member organisations is available at [www.nepoportal.org](http://www.nepoportal.org).

Subject to approval from NEPO, this framework agreement can also be made available for use by all contracting authorities including, but not limited to, government departments and their agencies, non-departmental public bodies, NHS authorities and trusts, local authorities, police authorities, emergency services, educational establishments and registered charities who have a need to procure. See the following websites for details:

<http://www.direct.gov.uk/en/Dl1/Directories/Localcouncils/index.htm>

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

<http://schoolswebdirectory.co.uk/localauthorities.php>

<http://en.wikipedia.org/wiki/list_of_universities_in_the_United_Kingdom>

<http://www.hefce.ac.uk/unicoll/>

<http://www.police-information.co.uk/police-directory/>

<http://www.nhs/ServiceDirectories/Pages/AcuteTrustListing.aspx>

<http://www.charity-commission.gov.uk/>

<http://www.direct.gov.uk/en/Dl1/Directories/A-ZOfCentralGovernment/index.htm>

<http://www.civilservice.gov.uk/about/index.aspx>

<http://www.direct.gov.uk/en/Diol1/DoItOnline/DG_10027464>

Associate membership is free. If you are interested in becoming an associate member please email enquiries@nepo.org to request details of how to join.

Membership can often be processed within 24 hours and enable use of all applicable NEPO frameworks.

**SCOPE OF THE FRAMEWORK**

The NEPO Energy Performance of Buildings Inspections Framework has been introduced to the NEPO Energy Category to support the Contracting Authorities’ requirements for Energy Performance Inspections to comply with their duties under the “Energy Performance of Buildings Directive”.

The inspections covered by this Framework include:

* Domestic Energy Performance Certificates
* Non Domestic (Commercial) Energy Performance Certificates
* Display Energy Certificates
* Air Conditioning Inspections

The framework is also split into separate regional areas covering:

* Northumberland
* Durham
* Tyne and Wear
* Tees Valley
* Associate Members (National)

**ESTABLISHING THE FRAMEWORK**

**GENERAL**

The 48 month Framework Agreement for Energy Performance of Buildings Inspections commenced on 1st February 2016 - OJEU reference 2015/S 192-348135.

This Framework Agreement has been arranged in accordance with the Public Contracts Regulations 2015.

A Framework Agreement allows purchasers to order works or services under the terms and conditions specified within that Framework Agreement (i.e. it provides a mechanism for calling off orders as and when required).

Authorities should consult with their own procurement departments for further advice on using this framework agreement to ensure the method used to place orders against the framework is fully compliant with the Regulations and thereafter with their own Authority's standing orders.

NEPO, acting on behalf of the 12 Local Authorities has established the terms and conditions which will apply to any call-off arrangements during the period of the Framework.

It is anticipated that day to day transactions (including undertaking mini-competitions, the appointment of Contractors to specific jobs, and delivery of and payment for services) will all be conducted directly between the Contracting Authority and the Contractor unless otherwise instructed by NEPO.

Contracting Authorities in receipt of grant funding should seek its own legal advice pertaining to the obligations upon it in terms of procurement for goods, works and services required for the project activities it is bound to carry out.

**CONTRACTUAL STRUCTURE**

When you place an order with a Contractor on the framework, a contract is formed between you and the Contractor. The contract will be based on the terms and Conditions contained and referred to in the Memorandum of Agreement (Schedule A).

The Call Off Contract Data sheet at Schedule B should be completed and attached to all other further competition documents including your inspections request (inspection type, location, property type, property size, timescales), pricing document etc.

If you, or your procurement or legal advisors wish to see copies of any of the documentation used in setting up the framework (such as the invitation to tender, etc) please contact NEPO and this will be arranged.

**EVALUATION OF TENDER SUBMISSIONS**

Tenders submitted in response to this procurement were evaluated against a set of pre-determined evaluation criteria which are set out below.

|  |  |
| --- | --- |
| **Award Criteria** | **Weighting** |
| **Quality** | **30%** |
| Service Provision and Delivery Method | 15% |
| Content of Certification and Reports | 10% |
| Social Value and Sustainability | 5% |
| **Price** | **70%** |

**THE CONTRACTORS**

**DOMESTIC ENERGY PERFORMANCE CERTIFICATES (EPCs)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Framework Ranking** | **LOT 1.1 Northumberland Domestic EPCs** | **LOT 1.2 Durham Domestic EPCs** | **LOT 1.3 Tyne & Wear Domestic EPCs** | **LOT 1.4 Tees Valley Domestic EPCs** | **LOT 1.5 Associate Member Domestic EPCs** |
| 1st ranked | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 |
| 2nd ranked | EPC Portal Ltd | EPC Portal Ltd | Gentoo Group Ltd | EPC Portal Ltd | EPC Portal Ltd |
| 3rd ranked | Pennington Choices Ltd | Pennington Choices Ltd | EPC Portal Ltd | Pennington Choices Ltd | Pennington Choices Ltd |
| 4th ranked | Elvet Construction Consultants | GH Energy Ltd | Pennington Choices Ltd | GH Energy Ltd | Elvet Construction Consultants |
| 5th ranked | PAC Energy Solutions Ltd | Gentoo Group Ltd | GH Energy Ltd | Elvet Construction Consultants | PAC Energy Solutions Ltd |

**NON DOMESTIC ENERGY PERFORMANCE CERTIFICATES (EPCs)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Framework Ranking** | **LOT 2.1 Northumberland Non Domestic EPCs** | **LOT 2.2 Durham Non Domestic EPCs** | **LOT 2.3 Tyne & Wear Non Domestic EPCs** | **LOT 2.4 Tees Valley Non Domestic EPCs** | **LOT 2.5 Associate Member Non Domestic EPCs** |
| 1st ranked | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 |
| 2nd ranked | EPC Portal Ltd | EPC Portal Ltd | EPC Portal Ltd | EPC Portal Ltd | EPC Portal Ltd |
| 3rd ranked | GH Energy Ltd | RE Currie Reduced Energy Consultants | EPCs and DECs North East | RE Currie Reduced Energy Consultants | GH Energy Ltd |
| 4th ranked | Green Zone Surveys (UK) Ltd | GH Energy Ltd | GH Energy Ltd | GH Energy Ltd | Lakehouse Ltd |
| 5th ranked | Lakehouse Ltd | Lakehouse Ltd | Lakehouse Ltd | Lakehouse Ltd | Energy Information Centre Ltd Ltd t/a Utilitywise  |

**DISPLAY ENERGY CERTIFICATES (DECs)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Framework Ranking** | **LOT 3.1 Northumberland DECs** | **LOT 3.2 Durham DECs** | **LOT 3.3 Tyne & Wear DECs** | **LOT 3.4 Tees Valley DECs** | **LOT 3.5 Associate Member DECs** |
| 1st ranked | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 |
| 2nd ranked | Lakehouse Ltd | Lakehouse Ltd | EPCs and DECs North East | Lakehouse Ltd | Lakehouse Ltd |
| 3rd ranked | Energy Information Centre Ltd t/a Utilitywise | Energy Information Centre Ltd t/a Utilitywise | Lakehouse Ltd | Energy Information Centre Ltd t/a Utilitywise | Energy Information Centre Ltd t/a Utilitywise |
| 4th ranked | Small Feet Energy Ltd | Small Feet Energy Ltd | Gentoo Group Ltd | Small Feet Energy Ltd | Small Feet Energy Ltd |
| 5th ranked | Green Zone Surveys (UK) Ltd | Gentoo Group Ltd | Energy Information Centre Ltd t/a Utilitywise | CSH Ltd Chartered Surveyors | Green Zone Surveys (UK) Ltd |

**AIR CONDITIONING INSPECTIONS(ACIs)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Framework Ranking** | **LOT 4.1 Northumberland ACIs** | **LOT 4.2 Durham ACIs** | **LOT 4.3 Tyne & Wear ACIs** | **LOT 4.4 Tees Valley ACIs** | **LOT 4.5 Associate Member ACIs** |
| 1st ranked | ACI Reports Ltd | ACI Reports Ltd | ACI Reports Ltd | ACI Reports Ltd | ACI Reports Ltd |
| 2nd ranked | Green Zone Surveys (UK) Ltd | Green Zone Surveys (UK) Ltd | Green Zone Surveys (UK) Ltd | Green Zone Surveys (UK) Ltd | Green Zone Surveys (UK) Ltd |
| 3rd ranked | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 | ECT Ltd t/a Compliance 365 |
| 4th ranked | EPC Portal Ltd | EPC Portal Ltd | EPC Portal Ltd | EPC Portal Ltd | EPC Portal Ltd |
| 5th ranked | Energy Information Centre Ltd t/a Utilitywise | Energy Information Centre Ltd t/a Utilitywise | Energy Information Centre Ltd t/a Utilitywise | Energy Information Centre Ltd t/a Utilitywise | Energy Information Centre Ltd t/a Utilitywise |

**WHY USE THE NEPO FRAMEWORK?**

Using the Framework Agreement for Energy Performance of Buildings Inspections can bring a number of benefits:

FULLY COMPLIANT with the Public Contracts Regulations 2015.

* No need to advertise your procurement exercise; SAVING YOU VALUABLE TIME AND RESOURCES with GREATLY REDUCED PROCUREMENT TIMESCALES
* Contractors appointed to the framework have already been assessed for their, TECHINCAL AND PROFESSIONAL ABILITY, giving client authorities’ CONFIDENCE TO PROCURE with no further vetting.
* Pre-agreed TERMS, CONDITIONS AND SAFEGUARDS to underpin all contracts placed under the framework.
* FLEXIBLE SELECTION METHODS within the option for direct award or to run a further competition where requirements are planned.
* PROFESSIONAL PROCUREMENT SUPPORT always on hand from NEPO. Whilst the aim of the framework is to simplify the process by covering all procedural compliance matters on your behalf, it is recognised that sometimes specific guidance, advice or assistance may be required; this is always freely available from NEPO.
* ECONOMIC BENEFITS such as employment and training opportunities for those in disadvantaged employment categories.
* SUSTAINABILITY BENEFITS including the reduction of CO2 through the recycling of waste and providing the service in a sustainable manner through transport options along with advice and support in CO2 reduction options for authority sites..

**USING THE NEPO FRAMEWORK**

Accessing the Framework is easy. Any Public Sector Organisation can access the framework and enjoy the many benefits that it offers through NEPO Associate Membership.

Always quote ‘**As per NEPO Framework for Energy Performance of Buildings Inspections** in all your communications with Contractors.

**FRAMEWORK OPERATION**

The Framework may be used in 2 ways: Direct Award or Mini Competition.

**Direct Award**

Primary call off from this framework will be direct from the contractor ranked first for the required service where the requirements are of an urgent nature (requirements will be urgent if they are either not part of a planned programme or has arisen due to unforeseen circumstances, and the service is required within a reasonably short timeframe) you may **Directly Award** a Call-Off Contract to the highest ranked Contractor within the relevant lot. You may only engage the next ranked Contractor if the highest ranked Contractor is unable to carry out the works.

In the case of a direct award, contractors will be engaged on the prices submitted by the Contractor within their tender.

**Mini Competitions**

Where authorities are able to provide a 3, 6 or 12 month plan of their requirements prices can be sought by undertaking further competition between all contractors awarded to the relevant lot. Mini competitions provide the contractor with the opportunity to provide more competitive pricing for your specific project (with the ceiling rates detailed at Schedule C as a maximum price) along with detailed assurance in response to

any quality questions you may choose to include at call off stage.

As the technical ability of the contractors has been assessed when establishing the framework, the project specific categories you may include as a quality element to your mini competition must fit within the following headings

|  |  |
| --- | --- |
| **Mini Competition Criteria** | **Assessment** |
| Technical requirements (type and level of inspection required, date inspection(s) to be undertaken by) | PASS / FAIL |
| Price | 100% |

**Inspections outside of priced list**

Non Domestic (Commercial) Energy Performance Certificate inspections for buildings with a floor area over 1,000m2 must be priced via a mini competition process due to the variant nature of properties of this size.

The following inspections must also be priced via a mini competition process due to the complex nature of these reports:

* Level 5 Non Domestic Energy Performance Certificates (ranked list only covers EPCs up to Level 4)
* Level 4 Air Conditioning Inspections (ranked list only covers Level 3 ACIs).