



Non Domestic Energy Efficiency Project Support Unit (NDEE PSU) Framework

Buyer's Guide

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1. Foreword and Acknowledgements

Scottish Procurement aims to deliver benefits to the people of Scotland through improved value for money for taxpayers, improved goods and services for all our citizens and economic opportunities for Scotland. This is achievable through effective collaboration throughout the procurement cycle.

Scottish Procurement would like to acknowledge the work, support and contribution from all sector representatives.

2. Introduction

This document has been developed to provide a simple guide for public and third sector bodies (“Authorities”) who are considering or intending establishing an Energy Performance Contract (“EnPC”) using the Non Domestic Energy Efficiency (NDEE) over £ 1 Million projects Framework (**SP-19-014**) or the Non Domestic Energy Efficiency (NDEE) sub £ 1 Million projects Framework (**SP-19-042**).

The Non Domestic Energy Efficiency projects over £1 Million project frameworks and Non Domestic Energy Efficiency projects sub £1 Million project frameworks as referred to within as **SP-19- 014** and **SP-19-042** respectively, can be supported by a Non Domestic Energy Efficiency Project Support Unit Support Unit (“NDEE PSU”) through a single supplier framework, as detailed within this Buyers Guide.

3. Framework Overview

Framework Title

Non Domestic Energy Efficiency (NDEE) Project Support Unit (**SP-19-037**).

Single Supplier

This is a Single Supplier Framework.

Background

The NDEE PSU is specifically designed to support public sector organisations that wish to undertake an energy efficiency retrofit project and call off Scottish Government’s NDEE Frameworks SP-19-014 and SP-19-042.

The overarching aim of the NDEE PSU is to support users of the NDEE Frameworks (Framework Public Bodies) to secure value for money through works and services that will: maximise energy savings, cut fuel bills and reduce carbon emissions in non-domestic public sector buildings via the NDEE Framework.

The NDEE PSU will achieve this by supporting organisations to develop and tender services through the implementation of their retrofit projects. The NDEE PSU will have the capacity and

capability to provide the full delivery service and to meet the targets and standards required to support Framework Public Bodies.

However, Scottish Government and the Framework Public Bodies have the flexibility to instruct others to deliver all or part of the services required to achieve these objectives.

Framework Period

The Framework period from 15 May 2020 to 14 May 2023 with an option to extend to 14 May 2024 (1 year option) or as otherwise terminated in accordance with the provisions of the Terms and Conditions of Framework. Call-off contracts can be significantly longer (see below).

Entitlement to use the Framework

It is the responsibility of any buying organisation wishing to use the Framework Agreement to satisfy itself that it is eligible to do so. Entitlement can be established from the terms of the OJEU advert (OJEU reference number 2020-OJS099-23856: Section I.4 of the advert refer; copy embedded below) and guidance on this can be found in Annex A of [Scottish Government Guidance on Framework Agreements](#). If there is any doubt, legal advice should be sought.

Copy of Advert



2020-OJS099-23856
4-en.pdf

Framework Benefits

The benefits for Authorities using the Framework are as follows:

The role of the NDEE PSU will be to support users of the NDEE Frameworks to develop documentation and issue tenders for available services and support Framework Public Bodies through the implementation of their retrofit projects. The NDEE PSU will provide specialist Project Management, Procurement and Technical advisors across a range of services, including but not limited to energy efficiency services, technical and energy and buildings related services and related procurement support to deliver and/or procure delivery of EnPCs from the NDEE Frameworks across all regions of Scotland including the Highlands and Islands. Core work areas that the NDEE PSU may deliver include:

- i. Marketing and Engagement** – on-going promotion of Scottish Government's NDEE Frameworks, establish positive relationships with existing and potential Framework Public Bodies in order to establish a pipeline of projects, facilitate formal sign up to Framework services.
- ii. Prepare** – assist Framework Public Bodies to determine user specific requirements, develop business cases, support users in considering funding and financing opportunities and most appropriate procurement route

iii. Procure - support procurement processes and consider new ways of working that will improve the delivery of the NDEE Frameworks.

iv. Save – facilitate the successful delivery of NDEE Framework call-off contracts and technical quality assurance and guidance associated with these contracts; support the achievement of a high performance of NDEE Frameworks.

v. Programme Support –maintain and develop a range of processes to support the PSU’s activities; a range of standardised documents and toolkits, and develop and undertake a monitoring framework.

Scottish Procurement Point of Contact

The Framework Manager contact details are as follows:

Billy Lawson
Scottish Procurement
The Scottish Government
5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU

Tel: 0141 242 0108

Mobile: 0745 699 654

Email: Billy.Lawson@gov.scot

Insurance

Clause 36 of the Framework Agreement states that the Contractor must effect and maintain public liability insurance in the sum of not less than £5 million, professional indemnity insurance in the sum of not less than £2 million and employers liability insurance in accordance with any legal obligation for the time being in force. Public and third sector bodies can choose to amend this level to reflect more closely the level required under their call-off contract.

Scots Law

The Framework terms and conditions are subject to Scots Law.

Contract Management Provisions

The Framework will be managed overall by Scottish Procurement, who will be responsible for regular Framework Contractor review meetings covering escalated issues, Key Performance Indicators (KPIs), benchmarking and innovation. On expiry of the Framework, Scottish Procurement will review this. Throughout the Framework period and following Framework expiry, Authorities will be required to manage the day-to-day operational aspects of their call-off contract with the Framework Contractor.

Management Information to be provided by the Framework Contractor

Management Information will be provided by the Framework Contractor throughout the lifetime of the agreement. Management Information will be provided to both the Authorities and Scottish Procurement on a monthly basis or as specified.

4. Call-off Contracts

Call-off Contract Period

Call-off Contracts under the Framework are not limited to the period of the framework, however Buyers must take into consideration the proposed length of contract.

Framework Contractor

The NDEE PSU details are as follows:

Mott MacDonald Limited
319 St Vincent Street,
Glasgow G2 5LD

Andrew Wholley
Tel: 0141 222 4503
Email: andrew.wholley@mottmac.com

Project Support Unit (PSU) services will be provided to meet the needs of the individual Framework Public Body. Specialist sub-consultants will support Mott MacDonald in the provision of Services.

Award of Call-off Contracts

Buyers are reminded of the obligations contained in the Procurement Reform (Scotland) Act 2014 in relation to the award of contracts valued equal to or greater than £50,000 including those awarded as a result of a framework call-off.

In particular, Buyers should note that in accordance with Section 23(2) the award of contracts must be publicised on the Public Contracts Scotland website and in accordance with Section 35 contracts must be registered in the contracting authority's "contracts register".

5. NDEE Framework Providers

The NDEE PSU supports the use of Non Domestic Energy Efficiency (NDEE) over £ 1 Million projects Framework (**SP-19-014**) and the Non Domestic Energy Efficiency (NDEE) sub £ 1 Million projects Framework (**SP-19-042**), Framework providers are listed below:

NDEE over £1 Million Projects Framework Providers:

- Ameresco Limited
- Asset Plus Energy Performance Limited
- Centrica Business Solutions UK Limited
- Easy Heat Systems Limited
- Engie Urban Energy Limited
- E.ON Control Solutions Limited
- FES Support Services Limited
- Imtech Low Carbon Solutions Limited
- TESGL Ltd trading as SSE Enterprise Energy Solutions Limited
- Vital Energi Utilities Limited
- Veolia ES Resource Efficiency (UK) Limited

NDEE sub £1 Million Projects Framework Providers:

- Ameresco Limited
- Everwarm Limited
- FES Support Services Limited
- Veolia ES (UK) Limited
- Vital Energi Utilities Ltd

6. Additional Recommended Reading

- Non Domestic Energy Efficiency (NDEE) over £ 1 Million projects Framework [\(SP-19-014\) Buyers Guide.](#)
- the Non Domestic Energy Efficiency (NDEE) sub £ 1 Million projects Framework [\(SP-19-042\) Buyers Guide.](#)
- Scottish Government “[Public sector procurement in Scotland](#)” – website for information on public procurement in Scotland including, information for buyers, and policy and legislation.
- [Scottish Procurement Policy Notes \(SPPNs\)](#)