Procurement & Commercial

Procurement Documents

**OO Services - EV charging software - Multisite 1225**

**Reference: SSE 11973**

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| **Procurement Overview** |
| **RFI or OJEU Reference** |
| **[OJEU Ref number only available once contract notice published]** |
| **Scope of Work** |
| SSE and SGN are transitioning their current combustion engine vehicle fleets across to alternative fuels. As a Group, SSE has signed up to the EV100 commitment, setting targets to electrify 3,500 operational vehicles as well as to facilitate charging for staff by 2030. SGN have plans to join the EV100 commitment, and in any case will be progressing the roll out of electric vehicles.To support this, the installation of Workplace Charging infrastructure hardware across SSE & SGN’s complex and geographically diverse property portfolio is necessary, along with Home Charging for operatives own properties where necessary. This is the scope of a separate procurement process.As such, an effective back-office management system is required to collect data and other usage information, as well as settlement of any charging costs, which is the scope of this procurement exercise..The scope of the contract is to deliver, implement, configure, support and maintain the back office management system, Applicants may submit their PQQ for consideration of Invitation to Tender against. SSE will be transitioning its fleet of 3500 vehicles to pure EV, meaning that the back office solution needs to be scalable to handle this number and take into account the 450 SSE work place chargers, the 2400+ home based chargers along side any public charging as required.The project will bring the following benefits:Fully implemented EV charging management system addressing all minimum requirements defined in these Procurement Documents across the SSE Group of Companies to aid the delivery of the EV100 commitment* Full and complete record of all charging across the SSE property portfolio
* Provision of detailed management information to ensure utilisation of charging points is maximised and that where possible, non-operational vehicles can be charged with no impact on the overall operation
* Proactive maintenance and servicing to ensure maximum up time for the charger in terms of fault monitoring and reporting
* Output of information in the relevant format to ensure that drivers are reimbursed correctly for charging expenses related to either home or public charging.
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| **Size / Volume / Length of Project:** |
| SSE’s sites are split into the following;* Distribution;
	+ Southern Electric Power Distribution in central southern England.
	+ Scottish Hydro Electric Power Distribution in the north of Scotland.
* Transmission; Scottish Hydro Electric Transmission in the north of Scotland.
* Renewables - assets across the UK
* Thermal - assets across the UK

SGN’s sites against which work packages may be instructed are split into the following;* Scottish Gas Networks in central Scotland
* Southern Gas Networks in south of England

It has been estimated that 450 units will be required across these sites during the course of the agreement. This volume may increase or decrease subject to appropriate funding and other technical challenges that may be removed or introduced which cannot be currently foreseen. The back office solution needs to be able to manage all these charge points across multiple sites nationally, with the ability to process any home and public charging events for the full 3500 vehicles deployed by 2030 |
| **Anticipated Project / Contract Duration:** |
| The contract for the back office management system is anticipated to be in place for an initial three-year period with the unilateral option available to the Authority to extend it by a further two years. This brings a maximum overall contract duration of five years.See “Attachment 004 – The Authority’s Contract Principles” for further information on contract term and duration.  |
| **Proposed Strategy:** |
| The Applicants must ensure the provisions of the Charging Alliance’s Open Charging Point Protocol are adhered to in order to ensure inter-operability of hardware and software.The sourcing strategy for this requirement will be to issue a PQQ (Attachment 002 – Pre-Qualification Questionnaire and Evaluation Criteria) which is required by the Authority to assess the suitability of Potential Suppliers in terms of their technical knowledge and experience; capability; organisational and financial standing to meet the requirement. Pre-qualification questions will consist of pre-requisite questions which will require a mandatory answer of “Yes”. Only Potential Suppliers who have answered “Yes” to the pre-requisite questions will be invited to complete the solution capability and cyber security questions of which will be scored in accordance with the scoring criteria provided within “Attachment 002 – Prequalification Questionnaire and Evaluation Criteria” .During the PQQ stage, the intention is for the top 5 highest scoring Potential Suppliers of the solution capability questions (of whom would have all answered “yes” to the pre-requisite questions) and scored not less than a total evaluated score of 50 out of 100, to be taken forward to demonstration and technical review stage, and invited to submit formal bids by way of completion of an Invitation to Tender. |
| **Proposed Form of Contract** |
| The Authority’s terms and conditions will be used and the draft contract will be provided in full to Potential Suppliers who are shortlisted and invited to submit a response to the ITT. However, the Authority’s contract principles have been published in Attachment 004 – The Authority’s Contract Principles with this PQQ for Potential Suppliers to review. Any resultant Contract entered into shall be governed under the law of England and Wales. |
| **Contract / Framework Agreement** |
| The intention of the Authority is to make an Agreement between the Authority and the successful Supplier. The following are Parties to the Agreement: such as but not limited to SSE Services Plc (on behalf of SSE plc) & Scotia Gas Networks Limited. |
| **Supplementary Information** |
| Potential Suppliers are asked to review the following Attachments to ensure they understand the intent and underlying principles of contracting with The Authority before completing and submitting their bid for this PQQ.  • Instructions to Potential Supplier • Attachment 001 – Glossary of Terms • Attachment 002 – Pre-Qualification Questionnaire and Evaluation Criteria• Attachment 003 – Procurement Document • Attachment 004 – The Authority’s Contract Principles • Attachment 005 – The Authority’s Responsible Procurement Charter• Attachment 006 – The Authority’s SHE Specification• Attachment 007 – Emptoris GuidanceIn order to submit a completed PQQ application to the Authority, you will need to gain access to our e-tendering platform; Emptoris. In order to do this, the following steps need to take place;* Access to Emptoris first requires you to register on Achilles’ Supplier Registration System (SRS). This is free and should only take half an hour to complete some basic company details; <https://one.achilles.com/Registration/Index?CID=ta425IgngsYhAN29SYLB4w%3d%3d>
* Once your registration on Achilles has been confirmed, **please notify Magdolna.Nagy@sse.com** of your registration number in order for us to arrange a company profile to be established on our e-tendering system; Emptoris.
* You will then receive an email inviting you to set up a password for accessing our e-tendering system; Emptoris.
* Once set up, we will add your organisation to the tender event for this PQQ application.

You may then access the tender event #68420 within Emptoris to raise queries and ultimately upload your completed PQQ document as your application for Invitation to Tender. |