

**Hitachi Europe Limited  
Smart Energy Islands Project  
Employment Services  
Framework Agreement**

**Supplier Guidance  
25/10/2017**

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# Introduction and Background

Welcome to this procurement exercise which is being managed by the Hitachi Europe Limited (“HEU”) Smart Energy Islands Project Office.

The aim of this procurement is to establish a multi provider framework agreement for the provision of Employment Services.

HEU Smart Energy Islands Project Office are managing this procurement in line with the [ESIF National Procurement Requirements](#) (ESIF-GN-1-001) and HEU’s own procurement policy.

# What is Smart Islands?



- HEU has been working with the Smart Islands Partnership (an unincorporated partnership of key stakeholders on the Isles of Scilly) to develop a programme of projects under a 'Smart Islands' banner.
- The Smart Islands Partnership aims to enable the transition to a low-carbon, sustainable and resilient community on the Isles of Scilly. See [www.smartislands.org](http://www.smartislands.org)
- By implementing a set of interconnected projects, the Smart Islands programme aims to cut electricity bills by 40%, meet 40% of energy demand through renewables and see 40% of vehicles low carbon or electric by 2025.



# Smart Energy Islands



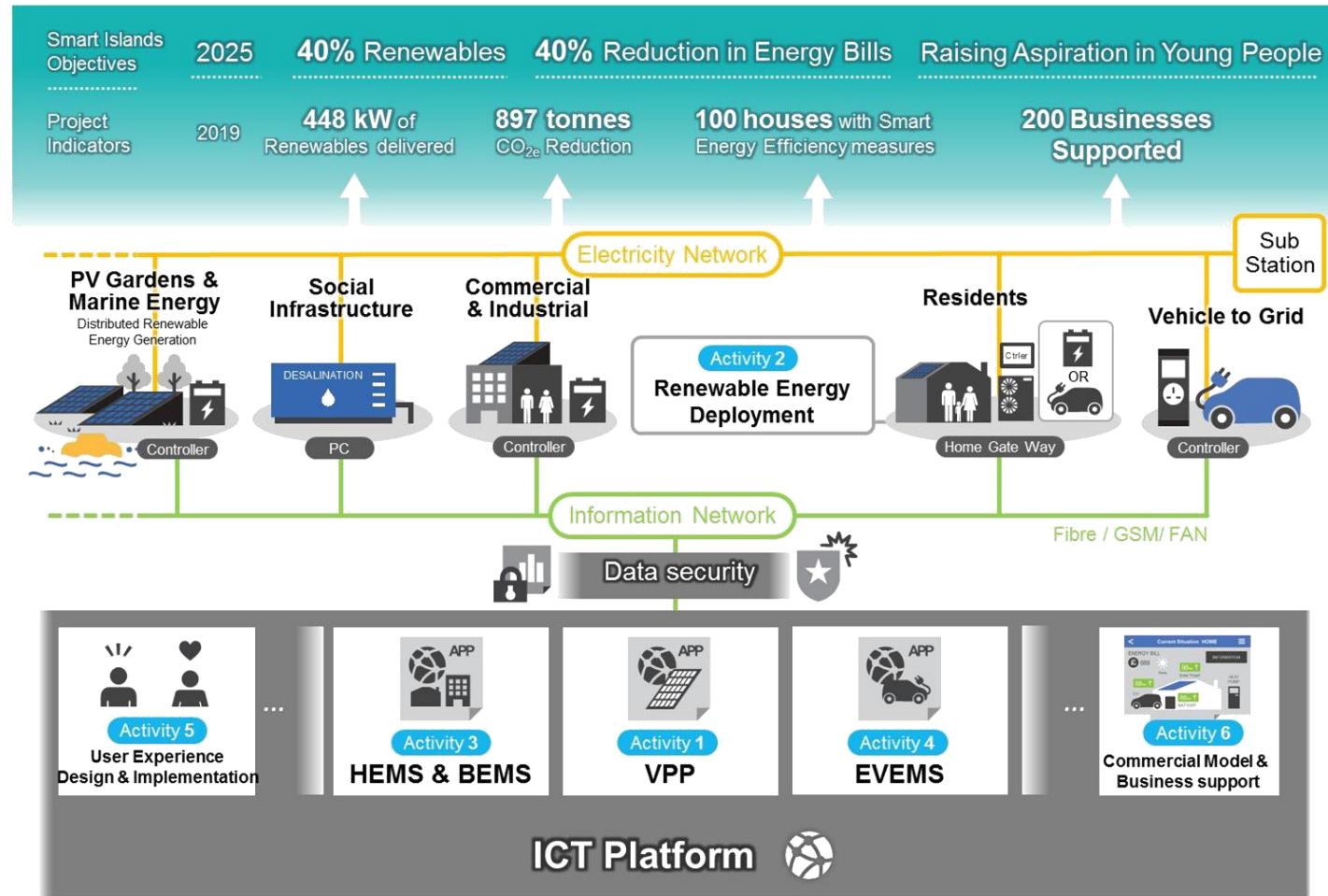
The SEI project sits within the Smart Islands programme to support the Isles of Scilly in meeting these goals.

1. Locally-produced renewable energy generation is currently about 270kW of renewable power, mainly solar PV on rooftops. The Smart Energy Islands project will increase this by 250%.
2. The Internet of Things platform on the Isles of Scilly will monitor electricity loads in houses, as well as electric vehicles, home batteries, smart heating technologies and other infrastructure, to optimise local energy use. See [www.smartenergyislands.net](http://www.smartenergyislands.net)



# Smart Energy Islands Outputs

1. Solar PV panels on 100 homes (starting with social housing) and 2 solar gardens (or equivalent).
2. Pilot of 10 'smart' homes: heat pumps, solar PV and batteries.
3. Islands-wide energy control system.
4. Energy monitoring for 200 businesses, support and energy efficiency advice.



HEMS: Home Energy Management System / BEMS: Building Energy Management System / VPP: Virtual Power Plant / EVEMS: Electric Vehicle Energy Management System

# What is a Framework Agreement?

While the establishment of this Employment Services Framework Agreement and any resultant call-offs (*individual contracts*) for Employment Agency or Employment Business Services is not governed by the Public Contracts Regulations (PCR) 2015; the following text from Regulation 33 of the PCR 2015 is helpful as it provides the following definition:

**Framework agreements are set between one or more contracting authorities and one or more economic operators (*suppliers*), with the purpose of establishing the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged.**

# How Will it Work?

If you're reading this you've likely already found the call for competition requiring all interested suppliers to review all of the procurement documents and express their interest in competing for a place on one or both of the lots that make up this Framework Agreement. These lots are:

Lot A – Employment Agency Services

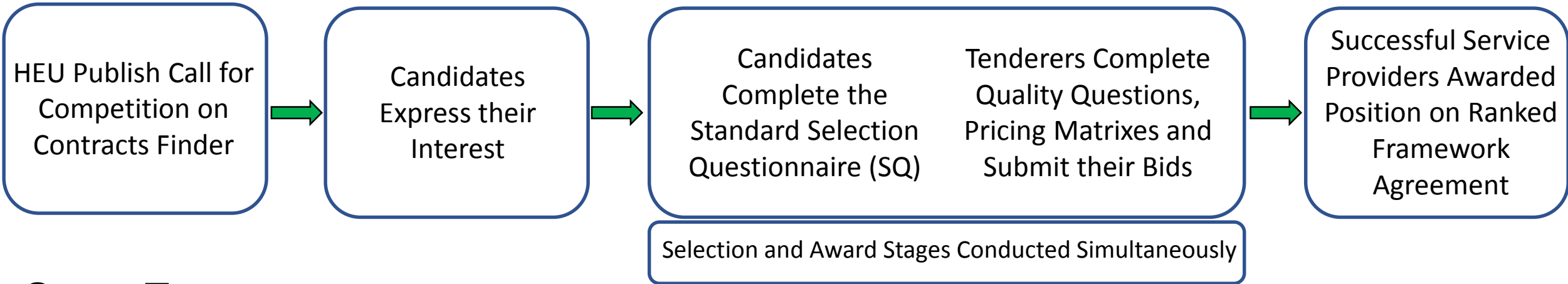
Lot B – Employment Business Services



**Lot A** will cover **Employment Agency Services** which are for the purpose of finding workers for temporary employment by HEU or of finding workers for permanent employment by HEU.

**Lot B** will cover **Employment Business Services** which are for the purpose of supplying persons in the employment of the Service Provider, to act for, and under the control of HEU.

## Stage One



## Stage Two



# List of Documentation Relating to this Procurement

- Call for Competition (*Advertisement*)
- Expression of Interest Form
- Standard Selection Questionnaire
- Invitation to Tender
- Answer Templates and Pricing Matrixes
- Conflict of Interest Statement
- Framework Agreement
- Call Off Contract
- Data Processing Agreement
- Definitions and Agreed Terms

| Key Dates   | Date               |
|---|--------------------|
| Contract Notice advertised in Contracts Finder and on HEU's website   | 25/10/2017         |
| Question and Clarification questions period opens   | 25/10/2017         |
| Question and Clarification questions period closes  | 15/11/2017 @ 17:00 |
| Closing date and time for submitting single stage tender response   | 22/11/2017 @ 15:00 |
| Evaluation of tender responses  | 24/11/2017         |
| Award of top three (3) to five (5) ranked Service Providers onto one or both Framework Lots (HEU will determine how many Service Providers will be added) | 27/11/2017         |
| Completion of any outstanding due diligence and conclusion of Framework Agreement   | 01/12/2017         |
| Anticipated date of first Call Off Contract from Framework  | 04/12/2017         |

# Contact Information

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