



Single Source Request Form

FOR

**GLA 81968 – SPECIALIST TECHNICAL SUPPORT FOR THE FRAMEWORK FOR
PROVISION OF DOMESTIC RETROFIT MEASURES**

PRIVATE & CONFIDENTIAL

COMMERCIAL IN CONFIDENCE

TfL Restricted

Template Version 3.3

11 August 2021

SUBMITTED BY:	John Kolm-Murray, Programme Manager - Energy, Good Growth, GLA
Value of Procurement Authority / single source authority being requested in this paper:	Value of this transaction: £67,900 Cumulative value: N/A
Paper Completion Date:	29/10/2021
Status:	Final
Version:	2.1



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DETAILS OF SINGLE SOURCE REQUEST

1. Requestor details:

John Kolm-Murray, Programme Manager - Energy, Good Growth, GLA

Procurement and Supply Chain (P&SC) Use Only			
P&SC request	<input type="checkbox"/>	Business request	<input checked="" type="checkbox"/>

2. Contracts Register & Pipeline ID

[23704](#)

3. Direct Award Reason Code

Below Threshold Single Source	Select Reason 'X'
Absence of tenders / applications following competition	
Technical / artistic reasons or reasons connected with exclusive rights	
Extreme urgency	
Goods for the purposes of research, experiment, study or development	
Partial replacement / additional goods / installations	
Commodity market goods	
Advantageous terms due to insolvency	
Follow up to a design contest	
New works / services which are a repetition	
P&SC agreed VfM benefit	
Business led commitment	X
Business instruction received late	
Lack of required business resource availability	
Subscription based requirement	
Engineering IPR owned by Supplier	
Uneconomical engineering business case	
Engineering Product Approval Prioritisation	

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**4. Title of proposed transaction / requirement / contract:**

GLA 81968 – Specialist technical support for the framework for provision of domestic retrofit measures

5. Proposed supplier:

Company name: S&J Consulting Ltd
Company number: 6571480
TfL / GLA vendor number: 10020654

6. Start & end dates of the proposed transaction

18-10-2021 to 31-03-2022

7. TfL company / contracting entity:

The Greater London Authority (GLA)

8. Applicable Regulations:

Public Contracts Regulations 2015 32 (2 b)

9. Contract Type:

Standard TfL Services contract

10. Actual / estimated value of this transaction (ex VAT):

£67,900 (day rate is £893 per day)

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11. a) Is this transaction a variation or extension to an existing contract?

No

b) If 'Yes', what is the current, approved, cumulative contract value (excluding this transaction)?

N/A

c) If 'Yes', what would be the proposed new, cumulative, total contract value (including this transaction)?

(Note: Procurement Authority to cover the new, cumulative, total contract value will need to be in place before the transaction can be awarded.)

N/A

d) If 'Yes', please provide all relevant details of the previous transactions under this contract.

N/A

12. a) If not a variation / extension, does this transaction relate to any other previous contracts?

No

b) If 'Yes' to the above, please provide all relevant details of the previous contract(s) related to this transaction.

N/A

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13. Is Procurement Authority being requested in this paper?

Yes

14. Details of the works, supplies and / or services required:

The Mayor wants to make London a zero-carbon city by 2030, while at the same time protecting the most disadvantaged by tackling fuel poverty. The COVID-19 pandemic has presented London with its most challenging period in recent history and London's recovery will be based on delivering a Green New Deal and a robust safety net.

Since January 2018 the Mayor has operated the Warmer Homes programme. Recent government funding means the GLA is close to reaching the procurement headroom from the existing procurement. Further funding is likely to be available in the form of government grants and energy supplier funding and the GLA is committed to securing London's fair share. We also aim to

This contract will support GLA in developing the tender and contractual documents necessary to set up this complex framework.

S & J Partnerships will be supporting the GLA in assisting with the technical design expertise that will feed into the overarching procurement documents that TfL are leading.

15. Single Source Request reasons:

16. Has a separate Procurement Strategy and / or Contract Award Recommendation been prepared?

If Yes include link below.

If No complete the questions below.

No

Completed Responsible Procurement Checklist included as part of Appendix 2

- No optional clauses required
- No Foreign Exchange obligations
- NO GDPR issues
- No Cyber Security issues

Information Management and Modelling clauses not applicable.

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**17. Value for Money & Benefits**

S & J Partnerships previous involvement in GLA Energy team projects means they are able to deliver the programme more quickly and efficiently than another supplier, thereby reducing costs. Other suppliers would require substantial preliminary work which would therefore increase overall project costs.

S & J Partnerships have considerable commercial experience in the energy sector and creating successful procurement frameworks. They understand the GLA/TfL processes having supported in both the RE:FIT and RE:NEW frameworks and having more recently worked on the London Power procurement.

The day rate due to S & J has been held since 2019 and was based on a competitive bid used for the formulation of London Power which was a larger piece of work.

The rate of £893 offered for this SRR is more competitive compared to average rates on two other potential frameworks that we could have gone out on, between 12% - 83%.

This role will cover primarily technical assistance, but also requires commercial process knowledge and familiarisation with TfL/GLA governance and process.

The appointed resource will be required to support both technically and commercially in the Warmer Homes re-tender. However, the lots through frameworks that could have been used are limited to either technical or commercial. The combination of technical and commercial knowledge offered by the resource provides better value for money.

18. Budget & Spend Commitment

The contract will be funded from the Warmer Homes revenue budget (MD 2775). £70,000 has been allocated for this purpose.

Payment will be made against delivery milestones. The contract value has been based on the days required to deliver these milestones.

Milestone payments

Milestone	Value
Procurement strategy approved	£ 17,500
ITT documents produced	£ 7,500
ITT issued (inc contract)	£ 5,000
Tender responses received	£ 3,000
Evaluation completed	£ 7,000
Contract award	£ 4,000
Mini-competition issued	£ 10,000
Evaluation completed	£ 5,500
Mini-competition awarded	£ 8,400
Total	£ 67,900

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P&SC use only

19. P&SC assessment, comments & mitigation actions:

Approved on the basis that:

- specialist technical expertise is required to successfully deliver the Warmer Homes 3 Framework
- difficulty in appointing through competition as other potential suppliers will be bidding for Domestic Retrofit Measures framework
- costs/programme will be monitored to ensure no overspend/additional time is required

The contract with S & J Consulting concludes on successful award of Warmer homes 3 framework which is expected to be March 2022. This will include initial mobilisation with Warmer Homes 3 service provider which clarifies project delivery plan and deliverables. No further support will be required for this framework.

It has been noted that S&J have been appointed to support the GLA for energy related programmes. The future use of S&J will be reviewed and assessed with the GLA to determine compliance.

Declaration of Interest has been obtained from John and Kizzian to ensure no conflicts with appointment of supplier and re-tender activities.

20. Risks:

Risk	Mitigation	Owner
<i>Potential for the scope to be larger than initially anticipated, therefore exceeding the budget or requiring follow-on work</i>	<i>We have developed a clear brief, in which the exact responsibilities of the consultant and required deliverables are clear. We will manage the consultancy resource tightly to ensure the workstreams develop in line with our expectations, including regular reviews of progress</i>	<i>John Kolm-Murray</i>
<i>The consultancy appointed cannot deliver in the tight deadline required</i>	<i>We will phase the work to ensure the time-critical elements are prioritised. The consultant's prior experience removes the need for a familiarisation period allowing them to begin delivery immediately</i>	<i>John Kolm-Murray</i>

21. Is this a retrospective transaction? If 'Yes', please provide detailed reasons below.

Note: A retrospective transaction is when work or service delivery has already commenced, goods have been received or an instruction to proceed has already been given to a supplier prior to formal approval being in place.

Retrospective transactions go against TfL Standing Orders and can result in disciplinary action.

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Yes

This paper was initially prepared to be presented at SEAR for 18 October, in line with original start date. However, due to the value it had to be presented at CAP.

Due to limited resourcing in the team, S&J's input and knowledge of other energy and fuel poverty programmes coupled with the need to develop programme to meet the tight bid timescales, it was deemed necessary to bring in S&J support quickly to avoid missing out on the following outcomes:

- Successful procurement and award of Warmer Homes 3 contract
- Securing circa £20m+ from the successful Sustainable Warmth grant bid which required having a clear delivery/procurement approach
- Energy efficiency improvements to circa 2,000 homes by the end of March 2023

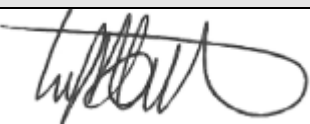
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ENDORSEMENTS / APPROVALS OF SINGLE SOURCE REQUEST

IMPORTANT NOTE TO SIGNATORIES: By signing below, you are not only endorsing this Single Source Request but also:

- (1) Acknowledging that the single sourcing of this requirement may be subject to legal challenge by an external third party on the grounds that it does not comply with UK procurement law; and
- (2) Declaring that you have no prior or existing personal or financial interest(s) in this supplier other than for the supply of the requisite works, supplies or services under the proposed contract.

To be completed by the requestor			
Print Name:	Signature:	Job title / Position:	Date:
John Kolm-Murray	J. Kolm-Murray	Programme Manager - Energy	23 September 2021
Comments (if any):			

To be completed by the DPA holder (for values of £500,000 or less).			
By signing below, I confirm that I have the relevant level(s) of Procurement Authority and hereby:			
Grant authority to proceed with this transaction on a single source basis AND grant Procurement Authority for contract award without the need for further approval			
Print Name:	Signature:	Job title / position:	Date:
Tufail Ahmed		Assistant Commercial Manager	29/10/2021
Comments (if any):			

Distribution
<p>Where appropriate, the original signed / approved Single Source Request form should be sent to the TfL Contract Store with the original contract documents. As a minimum, a copy should also be retained locally within the Procurement and Supply Chain function and by the requestor (if different). TfL's information and records management policies should be followed at all times in relation to this form and other contract documents.</p> <p>The relevant contracts register entry should be updated once this form has been approved.</p>

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APPENDIX 1

Attached are all approved Single Source Requests and / or Derogation Requests associated with this Single Source Request N/A

APPENDIX 2

(A) List of Further Supporting Documents:

1. MD 2775
2. Scope of services – see Annex 1
3. Supplier quotation – see separate attachment
4. Responsible Procurement Checklist

APPENDIX 3

To be completed by any additional TfL consultees (where required), to capture their endorsement of this Single Source Request:

Print Name:	Signature:	Job title / position:	Date:
Kizzian Owen	KOwen	Principal Policy & Programme Officer – Energy	13/10/2021
Comments (if any):			

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APPENDIX 4 – Independent / Peer Reviews & Assurance

The paper has undergone the below independent / peer reviews:

To be completed by peer reviewer / critical friend (ideally outside author's reporting line)			
Reviewed by:			
Print Name:	Signature:	Job title / position:	Date:
Chetan Lad	C Lad	Senior Commercial Manager, Energy	23/09/21
Is the reviewer outside the author's reporting line?		Yes	

To be completed by Senior Commercial Manager / Lead Commercial Manager (ideally outside author's reporting line)			
Reviewed by:			
Print Name:	Signature:	Job title / position:	Date:
Shaheen Lodhi		Commercial Manager	
Is the reviewer outside the author's reporting line?		No	

Assurance	
Forum	Date
Commercial Approvals Panel (CAP)	28 October 2021



Annex 1 – Scope of service - new framework tender and WH3 mini-competition

Support to be provided to the following activities in developing the tender documents and progressing to award of contract(s):

Support area 1 – framework procurement, support to the following:

1. Framework design and procurement strategy including
 - a. Develop options and preferred approach for procurement
 - b. Procurement strategy
 - c. Approvals process
2. Draft procurement documents
 - a. Specification / requirements
 - b. Explanation of framework use and approach (including future framework criteria)
 - c. Selection Questionnaire (updating / amending TfL documents)
 - d. Question and evaluation approach – quality and pricing
 - e. Instructions
3. Contract terms development
 - a. Framework Agreement
 - b. Call-off contract terms
 - c. Identify and address future risks and opportunities (e.g. requirements and guidance development)
4. Final ITT documents
 - a. Review / update to align across documents
 - b. Contract notice(s) – PIN and formal Find a Tender notice (appropriate CPV codes)
5. Tender response period
 - a. Supplier Q&A
 - b. Any required updates to formal ITT documents
6. Evaluation (assuming 8 responses)
 - a. Commercial evaluation – pricing, rates etc.
 - b. Technical / quality evaluation – specific question areas, input on general queries,
 - c. Moderation support
7. Award
 - a. Finalisation of evaluation scores
 - b. Internal approval
 - c. Award / rejection letters and supporting detail
 - d. Contract award



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Support area 2 – WH3 mini-competition

1. Mini-competition design and procurement strategy including
 - a. Structure and detailed approach for procurement
 - b. Procurement strategy
 - c. Approvals process
2. Draft mini-competition documents
 - a. Detailed specification / requirements, including
 - i. Updates from framework tender
 - ii. Update based on grant award
 - b. Incentivisation approach (with rights and remedies)
 - c. Question and evaluation approach – quality and pricing
 - d. Instructions
3. Call-off contract terms development
 - a. Review / bespoke standard call-off contract terms
 - i. Updates from framework tender
 - ii. Update based on grant award
4. Final mini-competition pack documents
 - a. Review / update to align across documents
 - b. Notice / awareness of framework providers – discussions to support interest levels and encourage bidding
5. Tender response period
 - a. Supplier Q&A
 - b. Any required updates to formal mini-competition documents
6. Evaluation (assuming 4 responses)
 - e. Commercial evaluation – pricing, rates etc.
 - f. Technical / quality evaluation – specific question areas, input on general queries,
 - g. Moderation support
7. Award
 - a. Finalisation of evaluation scores
 - b. Internal approval
 - c. Award / rejection letters and supporting detail
 - d. Contract award



Annex 2 – Specialist technical support for the framework for provision of domestic retrofit measures – ITT deliverables

1. The focus of the Framework is on energy efficiency retrofit of homes. To optimise the potential use and benefits, the scope covers homes retrofits in their broadest sense to enable a wide range of improvements and delivery options.
2. The Framework will enable the GLA and other London organisations to select providers for the delivery of services (including associated works), that are within the scope of the Framework. It will be possible for organisations to cover a narrower or wider range of services and/or delivery methods. Call-off contracts may be awarded through use of a Mini-Competition, although there may be the potential for a direct award in certain circumstances.
3. In terms of the potential scope, requirements covered could include a bespoke area programme focusing on specific technologies or specific property types, through to a London-wide programme covering a range of technologies, funding approaches, and delivery mechanisms.
4. The Framework scope includes the ability to select one or more elements of an overall solution for delivering a home retrofit programme. For example, this could cover one or more of the following elements:
 - Initial engagement - including but not limited to covering some or all of central and/or local marketing, interface with regional / borough activity, website creation, potential to bespoke for local requirements, direct customer engagement (e.g. phone, email etc.). This could potentially cover selection and/or handover to a separate delivery agent(s) to manage the retrofit process etc.
 - Delivery agent - including but not limited to covering some or all of ongoing customer engagement, surveying, solution design, selection of providers, management of installation including quality assurance and payment, monitoring and evaluation etc.
 - Installation and supply chain management - including but not limited to covering some or all of supplier identification, development, qualification, management, contracting, monitoring and evaluation etc.
 - Underpinning tools - including but not limited to covering some or all of customer relationship management (CRM) system, workflow / task management, data management, reporting, client engagement and information, supplier engagement and information etc.
5. Activities under such programmes can include some or all of the following energy reduction/energy efficiency measures including but not limited to:
 - provision and installation of new equipment
 - optimisation of equipment (including existing equipment)
 - provision of related services



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- maintenance in relation to any of the above
6. energy generation measures including but not limited to:
- provision and installation of new equipment
 - optimisation of equipment (including existing equipment)
 - provision of related services
 - maintenance in relation to any of the above
 - associated works and services (including assessment, design, and/or delivery) in relation to any of the above.
 - wider property improvement where supportive of an overall energy / emission saving focus for the programme (and provided non-energy efficiency accounts for less than 50% of the overall contract value).
7. related activities to support the programme including but not limited to:
- a range of funding / financing approaches and options, including grant funding and direct funding (subsidised or otherwise) by the able to pay sector
 - network and (smart) grid solutions, decentralised energy, battery storage, smart technology, and electric vehicle charging.
- There is also the potential for specific requirements to be incorporated into projects to cover wider strategic goals and benefits (e.g. economic (including job creation), environmental, and/or social).
8. If appointing to a managing agent type role the Service Provider may be responsible (if stated in the Mini-Competition) for ensuring all aspects of the services are delivered professionally and to the requirements; including but not limited to:
- Strategic planning and business plan establishment
 - Planning – measures and financials
 - Management reporting
 - Managing the customer journey
 - Communications and referrals for identifying potential dwellings and households
 - Household engagement
 - Property assessments, eligibility confirmations and solution acceptance
 - Necessary supply chain management
 - Management of the works (scheduling and delivery)
 - Inspections, assurances and works approval
 - Customer satisfaction and project close out
 - Contract and performance management (including supply chain management)
9. The Framework Agreement will have a maximum four-year term but associated call-off contracts may have longer, potentially much longer, terms if the nature of the requirement justifies the duration.