



# **2022 SSEN FLEXIBILITY SERVICES DYNAMIC PURCHASING SYSTEM (DPS)**

Questionnaire Evaluation Criteria (Pre-  
Qualification)

13/07/2022



**Scottish & Southern**  
Electricity Networks



# DPS Questionnaire Evaluation Guidance & Methodology

This document sets out the method that will be used to evaluate potential providers for inclusion on the DPS Select List.

In order to be considered eligible for inclusion on the DPS Select List and so receive future invitations to tender, you must answer all of the questions provided in the questionnaire, which will be reviewed and marked using one of the following methods;

- Pass / Fail – these questions address minimum standards that must be met in order to be considered for providing the services. These questions are not scored but are evaluated on a ‘Pass’ or ‘Fail’ basis only.
- For Information only – the information is necessary for the evaluation process but not linked to the ability of the applicant to provide the required services and as such does not contribute towards scoring.

Potential providers will be deemed to have failed the evaluation where;

- Any Pass / Fail questions are assessed as ‘Fail’.

Once evaluated, all potential provider that have passed the above criteria will be included on the DPS Select List and invited to any new tenders issued through the DPS, where the detail of your proposal in terms of Technical and Commercial criteria will be invited and assessed.

Any potential providers who fail to meet the above criteria will be provided with feedback and may amend and resubmit their application at any time while the DPS remains open.

Section / Question Details		Question Type
1.Information about the Bidder		
1.1	Provide Company Name (or the lead company from your proposed joint venture / collaboration) * NB; only company(ies) that have been Pre-Qualified through this stage of the process and are on the DPS Select List, are eligible to continue through to the ITT process and later contract with SSE should they be successful.	For Information
1.2	Company Address	For Information
1.3	Applicant Makeup	For Information
1.4	Contact Name	For Information
1.5	Contact Telephone	For Information
1.6	Contact Email address	For Information
1.7	Company registration number	For Information
2. Pre Requisites		
2.1	<p>Please complete the attached form titled “DPS Questionnaire DER Form – Template” with the relevant details of your Distributed Energy Resource(s) (DER).</p> <p>Please note that the information required from potential providers may change over time. If there are any changes, this form will be updated and any already qualified providers on the DPS Select List will be contacted and requested to complete the updated form.</p> <p>Please note that the completed form must be attached or your submission will fail the evaluation criteria.</p>	For Information but must be submitted to pass



2.2	<p>Sustainable Procurement Code - SSE expects its suppliers to adhere to the principles outlined in our Sustainable Procurement Code and Guidance. You can see the full Sustainable Procurement Code and guidance for suppliers at the following links:  <a href="https://www.sse.com/media/crfievak/sustainable-procurement-code.pdf">https://www.sse.com/media/crfievak/sustainable-procurement-code.pdf</a>  <a href="https://www.sse.com/media/ggygow20/sustainable-procurement-code_supplier-guidance.pdf">https://www.sse.com/media/ggygow20/sustainable-procurement-code_supplier-guidance.pdf</a></p> <p>Please confirm that your company agrees with and complies with SSE's Sustainable Procurement Code and guidance for suppliers.</p>	Pass / Fail
2.3	Has the Applicant been convicted of any of the offences prescribed under the mandatory or discretionary exclusion grounds detailed in section 57 of the Public Contracts Regulations 2015 as required under the Utilities Contracts Regulations 2016.	Pass / Fail (based on response to second question as well if the answer is "Yes")
2.3.1	<p>If yes, the applicant shall provide a statement confirming the details and evidence of self-cleansing where applicable.  <a href="http://www.legislation.gov.uk/ukxi/2015/102/regulation/57/made">http://www.legislation.gov.uk/ukxi/2015/102/regulation/57/made</a></p>	
2.4	Has your organisation received any safety enforcement notices, prohibition notices or prosecutions that have occurred within your company - or for all parties within your joint venture/collaboration - in the past 3 years?	Pass / Fail (based on response to second question as well if the answer is "Yes")
2.4.1	If yes, please provide details of the incidents along with any remedial action that has been taken to ensure the risk of further incidents has been mitigated. (Max 250 words)	
2.5	Has your organisation received any environmental enforcement notices, prohibition notices or prosecutions that have occurred in your group or company in the last 3 years?	Pass / Fail (based on response to second question as well if the answer is "Yes")
2.5.1	If yes, please provide details of the incidents along with any remedial action that has been taken to ensure the risk of further incidents has been mitigated. (Max 250 words)	
2.6	In the past 3 years have you had any similar contracts terminated prematurely and/or had damages claims or other comparable sanctions brought against you for any significant or persistent deficiencies in performance of a substantive requirement of the contract.	Pass / Fail (based on response to second question as well if the answer is "Yes")
2.6.1	If yes, please provide details including number of instances. (max 500 words)	
2.7	<p>Please review the current version of the Standard Flexibility Services Agreement (FSA) here <a href="https://www.ssen.co.uk/our-services/flexible-solutions/flexibility-services/flexibility-services-document-library/">https://www.ssen.co.uk/our-services/flexible-solutions/flexibility-services/flexibility-services-document-library/</a> and confirm that you are in agreement with the Conditions section of the agreement.</p> <p>Please note that the Schedules in this document will be completed for individual tenders and do not require agreement at this stage.</p> <p>If there are subsequent changes to FSA then this will be notified to any potential providers on the DPS Select List.</p>	Pass / Fail
3. Economic and Financial Standing		



3.1	Please confirm the Applicant is not in receivership, administration or the subject of insolvency or winding-up proceedings?	Pass / Fail
3.2	Is the Applicant able to comply with the requirement to have a Creditsafe financial score of over 35 or an equivalent (to be obtained by SSE). If it is not possible to verify the Tenderer's financial credit score through Creditsafe or equivalent, SSE will undertake a Counter Party Review of the supplier's financial stability and may request additional information as may be necessary to allow the financial stability (and associated risk to SSE) of the supplier to be established.	Pass / Fail
3.3	Please confirm that you hold or will commit to obtaining the following insurance. This will need to be in place before any contract award. - General or Public liability – Policy limits of not less than £1,000,000 for each occurrence for claims of bodily injury, death and damage to tangible property. - Employer's Liability insurance with policy limits of not less than £5,000,000 per incident.	Pass / Fail
<b>4. Technical and Professional Ability</b>		
4.1	Please confirm you can provide a Flexibility Service and have suitable DERs as defined in the Introductory Guide ( <a href="https://www.ssen.co.uk/globalassets/our-services/flexibility-services-document-library/service-documentation/flexibility-services---an-introductory-guide.pdf">https://www.ssen.co.uk/globalassets/our-services/flexibility-services-document-library/service-documentation/flexibility-services---an-introductory-guide.pdf</a> ).	Pass/Fail
4.2	Please state your willingness and technical capability to integrate metering and service instruction via API.	For Information
4.3	Please confirm you can provide half hourly (or finer) metering per DER or per relevant DER grouping.	For Information
4.4	Please confirm your ability to respond to a service utilisation instruction within 15mins and maintain the response for at least 30mins.	For Information
<b>5. Declaration</b>		
5.1	I certify that the details and information contained within this completed questionnaire relating to this Dynamic Purchasing System for Southern Electric Power Distribution plc (SEPD) or Scottish Hydro Electric Power Distribution plc (SHEPD) are true and accurate and best endeavours have been used not to mislead SEPD/SHEPD.  I accept that false information contained in this application could result in exclusion from this procurement process.  I confirm that all necessary attachments have been submitted within the response.  I agree to inform SEPD/SHEPD immediately of any change to the above details and information after the application has been submitted.	Pass / Fail



	<p>I confirm that I have not, or will not, canvass anyone employed either directly or indirectly by SEPD/SHEPD or other group companies in connection with this process.</p> <p>I undertake that I will not enter into any agreement with any other firm of person that they would refrain from participating in the process.</p> <p>I will not at any time discuss with any other person any aspect of our submission (save for the subcontractors being part of our submission).</p>	
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