

# Request for Information (RFI)

*Half Hour (100k) Electricity and Gas*

Brighton & Hove City Council  
King's House, Grand Avenue, Hove BN3 2LS



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# 1. Introduction

The merger of Brighton and Hove Borough Councils, together with a number of functions previously run by East Sussex County Council within the two Borough's areas, resulted in the formation of Brighton & Hove Council in April 1997. It was granted City status in 2001, to become Brighton & Hove City Council ('the Council').

The Council is a 'unitary authority', which means that it is a single tier authority responsible for all local governance functions within the area. This includes functions such as social services, libraries, waste disposal and collection, highways, education, planning, licensing and much more.

Overseeing the running of these services and taking the lead in creating a vision for the future of Brighton & Hove is the Leader of the Council. The Leader is elected by the full Council and appoints a Cabinet of up to nine Members who will each take on special responsibility for an area designated to them by the Leader. The Leader and Cabinet are collectively known as the 'Executive'.

## 1.1 The Council's Corporate Priorities

The council's overall corporate priorities are:

- tackling inequality
- making Brighton & Hove Britain's greenest city
- engaging people who live and work in the city
- a responsible and empowering employer
- a council the city deserves

These priorities centre on sustainability and community involvement to make a real and lasting difference to local people's quality of life.

## 1.2 Locations

The main administrative council buildings are King's House and Hove Town Hall in Hove, and Brighton Town Hall, Bartholomew House and Priory House in central Brighton. There are also various satellite buildings located within the city boundaries.

## 1.3 Number of employees

The Council currently employs around 12,000 staff.

## **2. Objective**

The council wishes to procure its above Half Hour (100kW) electricity and gas requirements through a national framework.

In order for the council to assess which company best meets its needs when procuring utilities, as well as confirming the most suitable framework, we have set out a number of questions within this Request for Information (RFI).

## **3. Service Overview**

The selected company from the tender process will need to provide both electricity for the half hourly supply network and gas. The company will also be expected to provide regular feedback on the state of the market, as well as provide sufficient notification of any price changes at the end of each purchasing year, if applicable.

### **3.1 Scope of Contract**

The Council's current preferred procurement option for utility supplies is a flexible, purchase in advance, framework, which in turn provides a static price for the year forward.

## **4. Confidentiality**

All information provided by the Council in relation to this project should be treated as "commercial in confidence" by recipients.

Organisations shall use this Request for Information (RFI) and any other information furnished to them under this RFI solely for the purposes of responding to this RFI. All such documents and information organisations receive shall remain the property of the Council, shall be kept confidential and shall be returned to the Council on request. Reproduction of any part of this RFI is authorised only for the preparation of the response. Tenderers shall ensure that all such copies are destroyed when no longer required in connection with this RFI.

Organisations shall not issue any form of publicity or advertisement regarding this process without the prior written consent of the Council.

Tenderers shall not transfer, assign or distribute this RFI to any other company or person without the written permission from the Council's Corporate Procurement Department. A failure to gain the required authority will in such circumstances prevent the organisation being considered in this process.

## 5. Response Information

5.1 Responses to this request for information should be returned to the person indicated below by .

5.2 Responses can be returned via e-mail or hardcopy and should be marked 'Utilities - Request for Information'.

5.3 Any question relating to this process or the requirements should be made via writing to the person indicated below

### 5.4 Council Point of Contact

Name:	Guy Stapleford
Job Title:	Procurement Advisor
Address:	Kings House, Grand Avenue, Hove BN3 2LS
Telephone number:	01273 294059
Email:	guy.stapleford@brighton-hove.gov.uk

### 5.5 Freedom of information

5.5.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA'), all information submitted to the Council may be disclosed in response to a request made pursuant to the FoIA.

5.5.2 In respect of any information submitted by a Tenderer that it considers to be commercially sensitive the Tenderer should set out the following information in an appendix with the completed tender response:

1. clearly identify such information as commercially sensitive;
2. explain the potential implications of disclosure of such information; and
3. provide an estimate of the period of time during which the Tenderer believes that such information will remain commercially sensitive.

5.5.3 Where a Tenderer identifies Information as commercially sensitive, the Council will endeavour to maintain confidentially. Tenderers should note, however, that, even where information is identified as commercially sensitive, the Council might be required to disclose such information in accordance with the FoIA. Accordingly the Council cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.

## Schedule 1 – RFI Response

### Main Focus

- Q1 Are you able to offer 100% renewable energy on your frameworks?
- Q2 Is the client able to specify the length of contract it wishes to enter, or is the client locked in to the framework for a set period of time?
- Q3 Please outline your main sector focus e.g. Central Civil Government, Local Authorities, Higher Education etc.
- Q4 Please indicate the number of clients that access your energy frameworks.
- Q5 Please indicate the total value of the contracts entered into on behalf of your clients.

### Services Provided

- Q6 Do your frameworks offer Flexible purchasing? yes/no please provide details
- Q7 Do your frameworks offer Purchase on Demand and/or Purchase in Advance?
- Q8 Do your frameworks offer Trigger points? yes/no please provide details
- Q9 Do your frameworks require Buying and selling input? yes/no please provide details
- Q10 Do your frameworks include Take or Pay? yes/no please provide details

### Additional Support

- Q11 Please provide details of the market intelligence reporting available as part of the framework indicating what is reported on and how often and in what format it is supplied. Additionally please provide example reports.
- Q12 Please provide details of your account management function indicating the resources available, whether they are dedicated to a particular client and if so the likely number of clients managed by one account manager.
- Q13 Please provide details of any CRC Allowance trading/purchasing/selling that is offered by your organisation

### Additional Services

- Q14 Is a bill validation process offered and if so
- Q14.1 What is the cost of the bill validation process per meter for:
- a) an AMR meter
  - b) a non AMR meter

Q14.2 What criteria do you use as part of the bill validation process

Q14.3 What is the turnaround time per bill

Q15 Are you able to provide a bureau service and if so

Q15.1 What energy management options can you offer as part of a bureau service?

Q16 If Bill Validation and Bureau services are not desired, do they still form part of the main service and cannot therefore be opted out from?

Q17 If it is requirement of your framework that AMRs are installed, would there be an issue if the council specified which data collector it wanted to use in order to support its AMR programme?

Q18 Please provide details of how you work in partnership with your clients and how this can offer further value for money.

Q19 Please provide details of any additional services which may be relevant or of interest.

### **Innovation & Value for money**

Q20 Please provide details of any innovation your organisation offers in relation to the frameworks

Q21 Please outline the approach to continuous improvement relating to these contracts

Q22 Please outline how value for money will be achieved giving savings figures highlighting any assumptions made

### **Priced Example**

Q23 Please provide PPU costs for the notional sites provided in Schedule 1, Appendix A based on the level of consumption illustrated.

Signed	
Name	
Position	
For and behalf of	
Date	

