



Inspired Energy Solutions Limited
29 Progress Business Park
Orders Lane
Kirkham
PR4 2TZ

For the attention of: [REDACTED]

20th November 2020

Procurement Office
University of East Anglia
Norwich Research Park
Norwich
NR4 7TJ
United Kingdom

Email: [REDACTED]@uea.ac.uk
Tel: +44 (0) 1603 59 [REDACTED]

Web: www.uea.ac.uk

CONTRACT AWARD

Dear [REDACTED]

Re: Facilities Management Consultant PURCON869 (“Proposed Contract”)

I am pleased to inform you that, following the evaluation process, the University proposes to accept your offer in relation to the Proposed Contract for University of East Anglia Energy Broker as contained within document reference PURCON905 and dated 4th November 2020 (Your “Offer”). This provisional acceptance is subject as always to the signing of the Contract. Until such time as the Proposed Contract is signed by both parties, the University will not be liable for any cost, expense, liability or damage you may incur as a result of this letter and the University fully reserves the right not to proceed to entering into the Proposed Contract or any other contract with you.

The criteria for the award of the contract was:

Price 40%

Quality 60%

The reason for the decision including the characteristics of and advantages of your tender are contained in the attached scoring feedback in Annexes 1 and 2. .

As indicated above, the University fully reserves the right, in its absolute discretion and for any reason, not to proceed to enter into the Proposed Contract or any other contract with you (and if necessary and for good reason – for example without limitation failure to sign the University’s Proposed Contract or introducing qualifications or assumptions to the pricing submitted in your tender - to award the contract to the next highest scoring bidder) and will not in any event be liable for any costs, expenses, liability or damages incurred by you (including without limitation your bid costs or other costs, expenses, liability or damage incurred by you as a result of this letter). For the avoidance of doubt, there will be no contract

implied or otherwise between the University and Inspired Energy Solutions Limited unless and until the Proposed Contract is formally executed by both parties and completed/dated.

A Contract will be issued to [REDACTED] via DocuSign. The University contacts for this contract are:

[REDACTED] – Energy and Utilities Manager (01603) 59 [REDACTED] [@uea.ac.uk](mailto:[REDACTED]@uea.ac.uk)

[REDACTED] – Assistant Energy and Utilities Manager (01603) 59 [REDACTED] [@uea.ac.uk](mailto:[REDACTED]@uea.ac.uk)

Please could I ask that you make contact with [REDACTED] and [REDACTED] to arrange a suitable date for the first meeting between Inspire and UEA, we look forward to working with you.

Yours sincerely,

[REDACTED]

[REDACTED]
Category Manager - Estates

Annex 1
Winning Tenderers Scores

Tender Criteria	Max Score	Weightings to be applied	Winning Tenderers Score	Winning Tenderers Weighted Score
1.0 Proposed Team	10	20	10	20
2.0 Risk Management Strategy	10	10	10	10
3.0 Flexibility	10	10	10	10
4.0 Public Contracts Regulations	10	10	10	10
5.0 Bill Validation	10	5	10	5
6.0 Monitoring the Markets	10	7.5	10	7.5
7.0 Recommendations and Advice	10	7.5	7	5.25
8.0 Reforecasting	10	5	10	5
9.0 Other Duties	10	2.5	7	1.75
10.0 Continuity of Service	10	2.5	10	2.5
11.0 Interviews	10	20	10	20
Overall weighted Quality Score	-	60	-	33.00
Overall Weighted Price Score	-	40	-	40.00
Combined Quality/ Price Score	-	100	-	73.00

Annex 2

Reasons for the decision, including the characteristics and relative advantages of the winning tender

Quality Question Number	Panel notes on submission
1.0 Proposed Team	All points met
2.0 Risk Management Strategy	All points met
3.0 Flexibility	All points met
4.0 Public Contracts Regulations	All points met
5.0 Bill Validation	All points covered
6.0 Monitoring the Markets	All points covered
7.0 Recommendations and Advice	All points are covered however there is some ambiguity over point b).
8.0 Reforecasting	All points covered
9.0 Other Duties	All points covered but the response does not provide named organisations.
10.0 Continuity of Service	All points covered
11.0 Interviews	The team answered the question posed and addressed all of the points required.
Overview of Pricing	The bid provided the most competitive pricing of all the tenders received. The pricing is in line with the fees the University currently pays.