

RM6213

Power to your procurement

Vehicle Charging Infrastructure Solutions (VCIS)

Buyer Guide



Crown
Commercial
Service

Key information

Category	Description
Agreement ID	RM6213
Agreement name	Vehicle Charging Infrastructure Solutions (VCIS)
Agreement duration	4 years
Start date	8 April 2020
End date	7 April 2026
Maximum contract length	There is no maximum contract length
Scope of the agreement	Range of solutions to help develop the charging infrastructure for electric and hybrid vehicles. CCS supports public sector deployment of Electric Vehicles infrastructure through this agreement and agreement RM6099 , download this document for more information on the key differences between the two
Buying options	Further competition
Can be used by	All UK public sector organisations
Contract notice	OJEU contract notice
Contact details	info@crownccommercial.gov.uk 0345 410 2222
Glossary	Procurement terms glossary

What is a DPS?

A Dynamic Purchasing System (DPS) is an electronic tool that is used to purchase goods and services that are commonly used by the buyer and easy to find on the market. It's similar to a framework but has the functionality to add new suppliers at any time and is 100% electronic. The DPSs CCS currently offers can be found [here](#).

DPS suppliers

Suppliers can apply to join the DPS at any point during the agreement time frame. You can access the current list of suppliers by using the DPS Marketplace. Go to the section 'Register on the DPS Marketplace' for more information on how to access this platform.

DPS pricing

Pricing will be determined through further competition.

How to buy

This list shows a step-by-step process of how to buy from this agreement.

Step	Instruction
1	Access agreement Register on the DPS Marketplace Check your sourcing tool
2	Engage with suppliers Conduct pre-market engagement
3	Create specification and assessment criteria Define your requirements Design an evaluation approach
4	Create your supplier shortlist Use filters to shortlist suppliers Consider doing a capability assessment
5	Run a competition Invite suppliers to bid Review proposals and evaluate suppliers Request evidence from suppliers Notify your supplier
6	Complete your order contract Put together and sign your contract Publish your decision

1. Access agreement

To use this agreement, you need to register on the Dynamic Purchasing System Marketplace (DPS Marketplace).

Before using this agreement, you should ensure that you have applied for, and received, the necessary budget approval and agreed your procurement strategy with your internal teams.

Buyers from the Central Government (including arm's length bodies) also need to follow the Cabinet Office Spending Controls when buying common goods and services. Please check [spend controls guidance](#) to check whether your tender requires pre-approval. You should also ensure that you follow the guidelines provided in [The Sourcing Playbook](#) published by the Cabinet Office.

You should also start thinking about what your requirements are, so you can obtain valuable insight from suppliers during market engagement. See section 'Create specification and assessment criteria' for more information on what you should be considering when drafting your requirements.

Register on the DPS Marketplace

To access the DPS marketplace, follow these five steps. You can also find a walkthrough of this process on this ['How to use the DPS system' video](#).

1. Go to the Supplier Registration page. You can register as a buyer on this page.
2. Scroll down to find the DPS you are interested in, in this case 'Vehicle Charging Infrastructure Solutions (VCIS)'.
3. There are several links under the introduction to your chosen DPS. Click on the link labelled 'Access as a buyer'.
4. After signing in, read the Buyer Access Agreement. Click on the button labelled 'Confirm' to accept this agreement. This will lead you to the DPS home page.

Check your sourcing tool

To communicate with suppliers and run the buying process, you will need to use email, or a sourcing tool. This can be your organisation's sourcing tool, or CCS's eSourcing tool. To use this tool, you need to complete the [eSourcing registration form](#). You can find more information about this tool in the [eSourcing buyer guide](#).

You should check whether the value of your purchase is over the threshold indicated on [Public Contracts Regulations 2015 transparency requirements](#). If it does, you will need to publish the contract information on Find a Tender (FTS). You should also check whether you need to publish these notices on [Contracts Finder](#), [Public Contracts Scotland](#), [Sell2Wales](#) and [eTendersNI](#).

Some sourcing tools communicate directly to FTS. Check whether your current sourcing tool is on the [list of eSenders](#). If it is not on the list, you are recommended to contact the provider of your tool for an update, and to [register on FTS](#).

2. Engage with suppliers

Pre-market engagement allows you to informally gather information to help shape your needs. This engagement will help you better understand the vehicle charging sector and what is available in the market to best meet your needs, avoiding unnecessary over specification and costs.

Conduct pre-market engagement

There are different ways to conduct pre-market engagement. CCS recommends that you publish a Prior Information Notice (PIN) on Find a Tender. This is useful especially if you are interested in finding out about suppliers not currently registered on the DPS. You should include clear instructions for interested suppliers on how to join the DPS.

You can also engage with suppliers currently on the DPS by emailing them to ask for information or issuing a formal Request for Information (RFI). You can issue your RFI through your own procurement platform or using the CCS eSourcing tool. Remember that you should keep a record of all market engagement activities you engage in.

3. Create specification and assessment criteria

A specification is also known as a 'statement of requirements'. This is a description of the goods and services the supplier will provide during the contract. To evaluate how different suppliers will deliver against your specification, you will need to develop assessment criteria. Assessment criteria are usually divided into quality and price.

Define your requirements

Defining your requirements or 'specification' communicates to your suppliers what you need, ensuring a successful purchase. There are 6 key steps you can follow when identifying and defining your requirements:

- step 1: developing your scope and strategy
- step 2: considering the needs of your fleet and users
- step 3: considering funding options available under the DPS
- step 4: identifying electricity supply needs
- step 5: considering software and back-office solutions
- step 6: identifying insurance needs

See 'Annex 1: Specification guidance' for detailed information on what to consider as part of each of these steps.

Design an evaluation approach

Once you have defined your requirements, you have to decide how you will evaluate suppliers against these. To do this, you have to assess the quality and price of each of their offers.

Below are some examples of potential criteria within 'price' and 'quality', and the weightings you can give to each of these categories. These weightings could vary depending on whether you are using a further competition or a direct award.

Quality criteria

To evaluate quality, you can consider:

- approach to delivery of the services
- implementation
- technical merit and technical assistance
- aesthetics and functional characteristics
- delivery date and delivery period
- period of completion
- after sales service
- social value (according to [PPN 06/20](#) it should account for a minimum of 10% of award criteria in central government tenders)

Price criteria

To evaluate price, you can consider:

- time and materials, including all costs over the duration of the contract including fixed capital costs, variable tender costs and special adjustments during the contract period, and maintenance and operating costs

Weightings

Evaluation Criteria	Weighting
Quality	Between 0% and 100%
Price	Between 0% and 100%

4. Create your supplier shortlist

Once you have registered on the DPS Marketplace, engaged with suppliers, defined your requirements, and designed your evaluation approach, you will have to create a supplier shortlist. See below instructions on how to do this.

To create a supplier shortlist, follow the seven steps below:

1. Go to the DPS Marketplace home screen. There is a grey box on the right of the screen. Under this box, click on the button 'Create a new category'
2. Select the filters that best fit your requirements. You can filter available suppliers based on your funding streams and the products and services they provide. See section 'Filter categories' for more information on available filters.
3. Once you have selected your filters, scroll to the bottom of the page and click on the button labelled 'Filter'. The more filters you choose, the fewer suppliers will appear.
4. When you are happy with your supplier shortlist, scroll to the bottom of the page and click on the button labelled 'Save category'.
5. Type a name for your shortlist and click on 'Save category'. This will take you back to the home screen.
6. On the home screen, click on 'Export' to download your shortlist. This exports a spreadsheet of supplier names and contact details. Use this supplier shortlist when you come to invite suppliers to bid. Remember that this list is valid for only 2 working days, from the date of its creation, because new suppliers may apply to join at any point.
7. Once you have created your supplier shortlist you can run your competition. You also have the option to conduct a capability assessment of the shortlisted suppliers. This will allow you to filter suppliers once more before running the competition.

Consider doing a capability assessment

A capability assessment is a list of yes or no questions you can send all suppliers to check that they meet your requirements. CCS recommends 5 working days for capability assessments. Suppliers must be able to answer yes to all the questions to become shortlisted and progress to the main stage of the tender. Remember that doing a capability assessment is optional.

5. Run a competition

Once you have your supplier shortlist, you can run a competition to choose your selected supplier.

Invite suppliers to bid

Before you invite your suppliers to bid, prepare all the documents you need, including:

- Invitation to Tender (ITT): a formal procurement document which invites suppliers to bid for the contract. This document should include a timetable, instructions for suppliers on submitting a bid or asking clarification questions, your specification or statement of requirements, and your assessment or award criteria. There is a [call-off competition pack](#) to support you through this process.
- Draft contract: a draft version of the 'order form'. See section on Complete your contract for more information on how to do this.

Once you have prepared these documents, invite suppliers to bid. You can do this by sending them an email, or through your chosen sourcing platform. This can be the procurement platform used by your organisation, or CCS's [eSourcing tool](#).

Once you have invited suppliers, you should leave sufficient time for them to respond to your further competition. Ten working days is generally considered the minimum timescale for a supplier to respond to an ITT. You should also indicate when and how suppliers can ask clarification questions. Answers to these questions must be shared to all suppliers invited to tender.

When using CCS agreements, you are not required to follow UK procurement policies regarding the publishing of contract opportunities. However, it is still good practice to do so. This is especially the case when using a DPS, as it can lead to new suppliers joining the DPS. For more information on publication obligations depending on contract value, see the [Public Contracts Regulations 2015 transparency requirements](#)

Review proposals and evaluate suppliers

After the deadline for submissions has passed, you can evaluate supplier responses. To do this, you have to score supplier responses against your assessment criteria. CCS recommends that you use three people to evaluate proposals. You should maintain a full document trail of the results and final award decision.

Request evidence from suppliers

Before you award the contract to the winning supplier, you should conduct compliance checks. As part of this, you can ask the winning supplier for the evidence they submitted in order to join the DPS. This could include buyer references, contact examples, or insurance certificates. To carry out a compliance check, follow these steps:

1. Go to the DPS system homepage and find the supplier shortlist you used. Click on 'View suppliers'.
2. Find the winning supplier and click on 'View evidence'. If the supplier hasn't yet uploaded evidence, click on 'Request evidence'.
3. The supplier will then be sent a notification to grant you access to see the evidence within the DPS system. It is recommended to allow 2 days for non-complex projects, and more time for complex projects.

Notify your supplier

You should be able to identify a successful supplier from scoring suppliers at the evaluation stage. Once you have identified a successful supplier, you should notify them through your sourcing platform or by email. Though you don't have to notify and provide feedback to other participating suppliers, CCS considers it best practice to do so.

For high value contracts, a standstill period of 10 days is recommended. This gives unsuccessful suppliers an opportunity to consider feedback, request information, or call for a review of the award decision. Once this has passed, you can begin your contract with the winning supplier.

6. Complete your order contract

When buying through CCS agreements, you have to put together and sign a contract with the supplier, this is called the 'order contract'. CCS uses a specific contract structure called the [Public Sector Contract](#).

The Order Contract is a document that governs the purchase and delivery of the services. It is formed of the Order Form (signed by both parties) plus any applicable Schedules. See below instructions on how to put together and sign your contract.

Put together and sign your contract

Follow the steps below to guide you through the process of putting together and signing your contract. You can access all documents mentioned by downloading the [bid pack zip file](#).

1. Download the call-off order form, this is the document 'DPS schedule 6' which you can find in the file 'Attachment 7 bid pack part 2' when downloading the [bid pack zip file](#). This document is the basis of your contract. Note that this document changes from one agreement to another, so make sure you check you are using the correct one.
2. Fill in the sections where input is required from the buyer.
3. You should be aware that there are certain terms and conditions agreed on by CCS and the suppliers when the agreement was created. These are found in the core terms, and the DPS schedules, you can find these in the file 'Attachment 7 bid pack part 2' of the [bid pack zip file](#). These apply to every purchase made through the agreement and can only be changed through the introduction of 'special terms'. See step 6 for information on doing this.
4. As well as the Core Terms and DPS Schedules, there are other terms and conditions that might be relevant to your contract. These are the joint schedules and order schedules, you can find these in the files 'Attachment 7a bid pack part 3' and 'Attachment 7b bid pack part 4' of the [bid pack zip file](#). Some of these schedules are mandatory and others are optional. Optional schedules will be highlighted in yellow and in square brackets on the Order

Form. You will have to delete those which you don't want to include in your contract.

5. Check whether you need to fill in any information on the schedules you have selected. This will be indicated in each of the schedules.
6. When you have selected your schedules, you have to decide whether you want to add any 'special terms'. These are terms and conditions you want to include but are not covered by available schedules.
7. Publish your draft contract together with your Invitation to Tender (ITT).

Once you have chosen your supplier, you need to finish and sign the contract. Once you have made any changes, send the contract to your supplier. Your supplier should be the first to sign the contract. After this, you can sign the final contract.

Publish your decision

Once you have awarded and signed your contract you should follow transparency requirements. To do this, check the [Public Contracts Regulations 2015 transparency requirements](#), and publish the award on Contracts Finder if required.

According to these regulations, you are required to publish:

- the full company name of the winning contractor
- the date on which the contract was entered into, known as the award date
- the total value of the contract in pounds sterling
- an indication of whether the contractor is an SME or a VCSE

If you have already published the opportunity on Contracts Finder, you should update it to include the award decision. For sub-central contracting authorities, information must be published on Contracts Finder within 90 calendar days of the contract award date. For central government authorities, information must be published on Contracts Finder within 30 calendar days of the contract award date.

You can also choose to update contract award notices in groups on a quarterly basis. This means you can send a single notice setting out the volumes you have procured under each framework or DPS. This notice should be sent to Contracts Finder within 30 calendar days of the end of each quarter.

Filter categories

To buy through this agreement, you will need to create a shortlist of suppliers using the [DPS Marketplace](#). To do this, you have available filters that you can apply to narrow down the number of suppliers. There are 3 key filters you can use, these are related to how the buyer wants to pay or fund the purchase of goods and services:

- provision of VCIS buyer funded products and services
- provision of VCIS supplier funded product and services
- provision of consultancy or feasibility services where the funding route has yet to be decided

Filter category: Buyer funded VCIS

This includes both the purchase and lease of the charging equipment which is funded from the capital or revenue budgets within your organisation. These costs may be supplemented by grants. Once you have selected this funding option, you can filter suppliers based on:

- consultancy and feasibility
- groundworks, civil engineering, and construction
- hardware and accessories
- installation and decommissioning services
- servicing and maintenance
- software and back-office solutions
- end-to-end service
- potential value of contract
- chargepoint placement
- charger type
- location
- charger speed
- clean energy generation and energy storage solutions for EV charging
- cross pavement solutions

Filter category: Supplier funded VCIS

This is where you enter into a contract with a supplier whereby, they supply, operate and maintain vehicle charging infrastructure over an agreed period of time, with minimal or no upfront costs to you. The supplier is remunerated for this service by charging users.

Suppliers who offer this model may fund projects which are either closed schemes, such as workplaces or fleets, or used by the public. These models need significant feasibility as suppliers will need to assess whether the infrastructure that you need can generate the return needed for them to recover their expenditure. Not all schemes will meet the supplier's needs and be eligible for this route.

Once you have selected this funding option, you can filter suppliers based on:

- consultancy and feasibility
- software and back office solutions
- end-to-end service
- location
- value
- chargepoint placement
- charger type
- charger speed
- clean energy generation and energy storage solutions for EV charging

Filter category: Funding route to be decided

Once you have selected this funding option, you can filter suppliers based on:

- consultancy and feasibility
- location
- value

- chargepoint placement
- charger type
- charger speed

Annex 1: Specification guidance

This annex contains a set of 6 steps that can help you through the process of defining your specification or statement of requirements.

Step 1: Developing your scope and strategy

Step 1 includes 5 key things to consider when developing your scope and strategy.

1.1. What you want to achieve

Consider who the electric vehicle (EV) chargers are for. For example, is it to support operational fleet requirements, to charge vehicles belonging to employees or visitors, or are you looking to provide chargers for public use.

1.2. Short, medium and long term goals

Understanding your organisation needs in the short, medium, and long terms helps suppliers identify how you can phase your requirements and avoid expensive mistakes.

1.3. Accessing your charging infrastructure

Consider how your users will access chargepoints. You may already have some provisions in place such as using a card, an app, or an online account.

1.4. Paying for charging services

Although offering a free service may encourage the initial take up of electric vehicles, could you continue to provide free electricity as demand grows. You might want to ask users to be a member of your network or use pay-as-you-go. Suppliers will be able to suggest the most appropriate options for you based on your requirements. Please note that the provision of charging for employees may have tax implications.

1.5. Other considerations

Considerations will include legislation and grant funding eligibility, including the [Alternative Fuels Infrastructure legislation document](#), and the [separate legislation on smart chargepoints](#). Check Annex 2 for other external considerations, including funding criteria across regions.

Step 2: Considering the needs of your fleet and users

Step 2 includes 3 key things to consider when developing your scope and strategy.

2.1. Gaining an overview of your fleet and user requirements

An initial review of your fleet will help determine your infrastructure needs. This can include:

- the size of your fleet and anticipated volume and usage requirements
- the type of fleet, your current electric vehicle (EV) profile and the manufacturers that make up your fleet, as this may inform the type of chargepoint connectors you need
- the EV battery capabilities that you have or are likely to have
- your fleet policy and anticipate timelines for change
- telematics data to inform your understanding of operational needs
- previous feasibility studies or surveys you have undertaken to gauge needs

2.2. Number and ratio of vehicles to be charged

You will need to decide how many vehicles you will need to charge over a period, and this will inform the type of charger you will require. You are advised to review your ratio of vehicles to establish how many chargepoints may be needed.

Organisations like [Energy Savings Trust](#) can help with this or suppliers can make an assessment as part of a feasibility study.

2.3. Speed of charging required

Once you have worked out how many vehicles you will need to charge, you can consider which type of chargepoint you need. Please note that the charging times

below are guides as these can vary depending on many factors. These can include but are not limited to; charge point power, battery capacity of the vehicle (bigger batteries will take longer), vehicle battery charger capacity, power capacity of charging cable.

- slow (2.4-3kW), 8 to 12 hours to fully charge
- fast (7kW single phase), 4 to 6 hours to fully charge
- fast (22kW three phase), 1 to 2 hours to fully charge
- rapid (43kW AC), 30 minutes to charge to 80%
- rapid (50kW DC), 20 to 30 minutes to charge to 80%

Step 3: Considering funding options available under the DPS

There are 3 types of funding options available under the DPS. You can filter suppliers according to these options. For more information see section 'Filter categories' in this Buyer Guide.

Step 4: Identifying electricity supply needs

Step 4 includes 3 key things to consider when identifying electricity supply needs.

4.1. Electricity capacity to enable installation of charge points

You will need to gather some key information to determine your needs:

- the maximum output your electricity supply can maintain for charging vehicles
- the power output needed from the charge points, organisations such as [Energy Savings Trust](#) will be able to help
- whether you should install on-site generation to accommodate additional electricity charging demand, CCS offers access to suppliers via [RM6313](#)
- whether your distribution board has enough capacity to accept the output needed from the charge points

Regarding capacity, if there is enough you may want to consider upgrading to enable additional charge points to be added later. If there is insufficient capacity, consider what work is needed. This may be a basic upgrade, for example a new distribution

board. A larger upgrade may need the support of your Distribution Network Operator (DNO).

Please note that a DNO can take time to upgrade the supply and there will be an additional cost which could be substantial. The VCIS supplier will not have control over the time or cost, so you need to build this into your project. Your supplier will manage the engagement with the DNO if needed.

4.2. Location of charge points

Consultancy and feasibility services under VCIS may be useful to advise you on the optimal number and the positioning of charging points for your organisation. Areas for you to consider are:

- how close is your preferred location to the electricity supply? the further away charge points are from the electricity supply installation is likely to cost more
- where would users normally park?
- is the area easily accessible?
- can a charge point serve two parking bays simultaneously?
- the planning regulations you need to consider, do you need to gain landlord permission or planning permission?
- is there sufficient strength in mobile signals to enable charge points to connect to back-office solutions?
- check if on-street location and traffic management is needed during installation, this may add time and cost to the project

4.3. Tariff regimes

You should consider who is responsible for setting the tariff for users and how this is varied over the life of the contract. It is also important that you consider who is best placed to secure the lowest base rate for electricity provided by energy suppliers as this may affect the price charged to users and the revenue generated.

Step 5: Considering software and back-office solutions

Step 5 includes 2 key things to consider regarding software and back-office solutions.

5.1. What a back-office solutions offers

A back-office solution is software which allows the charge points to run on a network and keeps a register of users. The charge points communicate with the back-office system and can provide data for users, initiate and terminate charging, as well as identify and report faults. You should consider whether your provider has capability to go Open Protocol. Open Protocol promotes interoperability with other provider's systems.

Depending on requirements and levels of service, some software can provide information on energy consumption, CO2 emissions and statistical data.

5.2. Maintenance and end-of-life disposal

Consideration of the ongoing maintenance of the charge points is critical from installation through to end-of-life disposal. Suppliers under the framework are required to:

- supply charging hardware equipment with a manufacturer's warranty for a minimum of 36 consecutive months
- supply accessory equipment with a manufacturer's warranty of a minimum of 12 consecutive months from the date of installation

You can agree an alternative period of warranty with the supplier and include this in your contract.

Step 6: Identifying insurance needs

Suppliers must confirm that they hold a Cyber Essentials certificate, a minimum level to cover for public and employer liability insurance and, for certain solutions,

indemnity insurance. You may seek extra or increased levels of cover as part of the call-off - for example, indemnity insurance is not mandatory for suppliers offering hardware only solutions, but you may wish to request this as part of the call off.

Annex 2: Useful information

This section provides you with further information you may need to consider as part of your specification development depending on type and location of your organisation

Devolved administrations

Transport Scotland has produced guidance and recommendations for electric vehicles (EV) charging equipment to be used as part of the ChargePlace Scotland network. The [Common Requirements and Good Practice for the ChargePlace Scotland Network](#) sets out the minimum standards and common requirements for the safe, reliable and efficient operation of EV charge points on the ChargePlace Scotland network. It provides guidance on the following areas:

- minimum common requirements for charging equipment and its installation
- minimum common requirements for the ChargePlace Scotland ChargePoint Network Operator and associated network communication, and other good practice guidance and information resources

In Northern Ireland, following a consultation exercise which commenced in 2019 the Utility Regulator published its decision on the application of Maximum Resale Price (MRP) to Ultra Low Emission Vehicles (ULEVs). [The decision](#) introduces an exemption to the MRP for the resale of electricity where it relates to the propulsion of ULEVs with effect from 31 March 2020.

There is currently no specific guidance available for Wales.

Office for Zero Emission Vehicles (OZEV)

The Office for Zero Emission Vehicle (OZEV) is a team working across government to support the early market for ultra-low emission vehicles (ULEV). OZEV administers government [grant schemes](#) for the installation of electric vehicle charging infrastructure and provides useful advice and guidance for you to consider.

Energy Saving Trust

The Energy Saving Trust is an independent UK based organisation focused on promoting action that leads to the reduction of carbon dioxide emissions. They are funded by the UK government, devolved governments, and the private sector.

The [Energy Saving Trust website](#) contains plenty of useful information which can help with the transition to electric vehicles:

- [switching to electric vehicles](#)
- [developing an electric vehicle charging infrastructure](#)
- [fleet advice](#)
- [Local Government Support Programme](#)
- [consumer / fleet driver guidance](#)

The Association for Renewable Energy and Clean Technology (REA)

The REA offers advice and guidance on a range of topics, including electric vehicles. The [REA website](#) contains useful information that can support transition to electric vehicles. In March 2020 it was announced that the UK Electric Vehicle Supply Equipment Association (UKEVSE) would merge with REA; their [procurement guide](#) is now available to download.