



Energy Efficiency for Education User Guide

- ✓ Access to qualified providers
- ✓ Access to energy efficient specialists
- ✓ Full support throughout the whole process – from research to installation



YPO's fully compliant energy efficiency frameworks

YPO has engaged, evaluated and awarded market-leading energy efficiency providers to make your procurement process as simple as possible. Our contracts are fully OJEU compliant and we scope the market thoroughly and continue to engage, monitor and review the supply base to ensure that all providers remain viable, capable and qualified to conduct the installation and maintenance of your energy efficiency projects.

Key contract facts

What's included?

Contract name: Low Carbon Electrical Micro Generation – 668

Contract notice: 2015/S 118-214914

Length of contract:

10 August 2015 – 09 August 2020

Value of contract: Up to £150 million

- **Solar panels – Supply and fit up to 50kW**
- **Wind turbines – Supply and fit up to 50kW**
- ✓ Administrative and technical project support
- ✓ Nationwide coverage
- ✓ All suppliers assessed on suitability, financial stability and conformance with supplier standards

Contract name: LED Lighting – 716

Contract notice: 2016/S 141-255805

Length of contract:

26 September 2016 – 25 September 2021

Value of contract:

Between £20 million and £50 million

- **Internal low energy systems – Supply and fit**
- **External low energy systems – Supply and fit**
- **Emergency lighting systems – Supply and fit**
- ✓ All suppliers assessed on suitability, financial stability and conformance with supplier standards
- ✓ Dedicated account management
- ✓ Reduced procurement timescales

Contract name: Low Carbon Heat and CHP – 669

Contract notice: 2015/S 196-355076

Length of contract:

1 December 2015 – 30 November 2019

Value of contract: Up to £60 million

- **Air source heat pumps**
- **Ground and water source heat pumps**
- **Biomass boilers**
- **Solar thermal hot water systems**
- **Combined heat and power systems**
- ✓ All suppliers assessed on suitability, financial stability and conformance with supplier standards
- ✓ Dedicated account management
- ✓ Reduced procurement timescales

Contract name: Solid Fuels – 737

Contract notice: 2016/S 126-226089

Length of contract:

16 August 2016 – 15 August 2021

Value of contract: Up to £25 million

- **Coal, biomass pellets, biomass chips and biomass briquettes.**
- **Services: boiler setting training, bunker trimming, clinkering, hopper housekeeping training and boiler maintenance and servicing.**
- ✓ Biomass suppliers are registered on the Biomass Suppliers List (BSL)
- ✓ Fixed pricing to ensure budget certainty
- ✓ Comprehensive SLA managed

Energy efficiency guide



Stage 1: Create an energy plan

To provide structure to your energy planning journey the Carbon Trust has a useful energy management tool that appraises techniques and performance. This spreadsheet assesses current position and areas of improvement.

View it at:

www.carbontrust.com/resources/tools/energy-management-self-assessment-tool/



Stage 2: Conduct an energy survey

The initial step is a walk-through survey. By walking around the building and engaging with both employees and students, potential inefficiencies can be seen first-hand. A staff survey will help highlight any issues and prioritise tasks.



Stage 3: Analysis of data

Analyse spend for both electricity and gas usage. YPO's electricity and gas suppliers have online portals that track usage and all major power providers will have this as well, so contact them directly for login details. This data will show annual usage and seasonal peaks and lows; abnormal peaks will be highlighted and help identify issues.



Stage 4: Completion of audit

If needed, an energy consultant can be contacted to provide an in-depth, technical survey. An audit could include:

- Analysis of energy consuming equipment
- Analysis of energy contracts
- Assessing site information, number of occupants and periods of occupancy



Stage 5: Identify potential savings

When identifying options for reducing energy costs, lighting and heating are the first steps for many establishments. Investing in heating controls and LED lighting upgrades can deliver significant savings. As the Carbon Trust states:

"On average 30-40% of an organisation's electricity costs come from lighting. Energy efficient lighting measures can reduce these costs between 65% and 85%"

"Heating and hot water can account for as much as 60% of your total energy costs. And because it's possible to reduce your heating costs by up to a third, the potential savings are substantial."

- Carbon Trust

YPO's LED lighting and low carbon heat contracts have expert suppliers who can assist you in moving forward, and assessing if these solutions are viable for your school.



Stage 6: Implement, monitor and target

By providing training to employees, the investment in energy efficiency will yield greater results. Ensure you publicise both monetary and carbon emission savings alongside company policies and statistics, to improve internal and external stakeholder engagement.

Procurement process

YPO's Energy Efficiency contracts are all Dynamic Purchasing Systems (DPS). This means that suppliers can join the contract at any time throughout the five years; championing innovation and reducing pricing by stimulating competition in the market. To buy from this contract a further competition needs to be conducted – the key steps are outlined below:

1

Contact YPO regarding the applicable contract

We'll send you the relevant documents to start the process.

2

Create a realistic timeline for the tender process

We can help you put together a timeline that meets procurement regulations.

3

Specify what you need

Build a specification and/or pre-engage with all suppliers on the contract, or you could employ a consultant to help you build a specification.

6

We run the further competition and provide clarifications

Suppliers are given details of your requirements and asked to compete to provide the best possible offer.

5

Establish the award criteria and weightings used to assess supplier bids

Consider how you will score suppliers to ensure compliance.

4

Develop your service level requirements

We can supply question templates. These requirements form the basis of the contract so are crucial.

7

Evaluate and score supplier tender responses

We'll provide a response template to make this a straightforward process for you.

8

Notify suppliers and award the contract

We'll prepare letters to the supplier. Once you're happy, we will let them know the outcome.

9

Standstill period

Usually, 10 days are given to allow suppliers time to reflect on the decision.

10

Pre-contract meeting

Once the awarded supplier confirms acceptance of the award, the contract can be fulfilled. Ensure regular interaction for a smooth installation period, and have regular update meetings to ensure success.

Contract starts

For more information, please contact the YPO energy team on:

www.

ypo.co.uk/energyforschools

@

schoolsenergy@ypo.co.uk

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