

DoF – Collaborative Arrangement for the Provision of Energy Market Advisory Services

Resource ID: ID 3346286

USER PROTOCOL

This contract is managed by:

Collaboration Energy and Fleet
Construction and Procurement Delivery
Supplies and Services Division
303 Airport Road West
BELFAST
BT3 9ED

T: 028 9081 6327

Email: collaboration.cpd@finance-ni.gov.uk

1. Background

Supplies and Services Division (CPD) has established a two year contract for the Provision of Energy Market Advisory Services which commenced on 01 October 2021. The contract will expire on 30 September 2023 with two further one year extension options.

2. Services Available

Horizon Energy Group Limited has been awarded the contract. Participants should engage directly with Horizon for their requirements, contact details are outlined in paragraph 6.

Services available are –

- A. Advisory services to support Tender Exercises
- B. Contract services
- C. Ad-hoc advisory services
- D. Knowledge transfer services

Users are only permitted to use the services that were specified against their organisation within the Specification as outlined in Annex A

3. On-Boarding of New Users

The following bodies are entitled to use this Contract;

- Department of Finance
- Department of Education
- Department for the Economy
- Department of Agriculture and Rural Affairs
- Department of Justice
- Department of Health
- The Executive Office
- Department for Communities

- Department for Infrastructure
- Education Authority
- Business Services Organisation
- Translink
- NI Water

It may not be possible for an organisation if not already listed above to join this contract therefore any potential new user that wishes to avail of the contract must contact CPD directly in order to discuss their requirements.

AccountNI Users:

The contract is available via the AccountNI system.

Non-AccountNI Users:

Invoicing terms are agreed between the Client and the supplier and the overarching terms and conditions.

4. Business Case Requirement

Please note all public sector spend should be made in accordance with the relevant business case approvals process. This often requires a proportionate business case to be carried out prior to spend being committed. Users of this arrangement should check with their economist what the appropriate business case requirements are for their organisation.

5. Contract Management

The operational/day-to-day management of the services delivered in conjunction with this Contract will be the responsibility of those person(s) to whom the services are being delivered.

The contract is to be managed in line with PGN 01/12 - Contract Management Procedures and Principles.

CPD role

If required CPD will hold bi-annual performance review meetings with the supplier. Prior to these meetings CPD may request information from the Client(s) relating to the suppliers performance. As and when required the Client may be offered the opportunity to attend these meetings.

Where significant issues in terms of supplier performance are experienced, the Client(s) should inform CPD with supporting evidence. CPD will then liaise with the supplier to determine any possible resolution.

6. Key Contacts

Horizon Energy Group Limited Personnel:

Sandra Quinn

Director of Corporate Services

Email: Sandra.Quinn@heg.ie

Tel: +353 21 2029 135

Mob: +353 86 4091 115

7. Pricing

The rate card is available upon request to CPD at collaboration.cpd@finance-ni.gov.uk. CPD will only release this information upon request once a Non-Disclosure Agreement (NDA) has been completed and returned. The NDA agreement can also be accessed via the CPD website.

8. Management Information – Non AccountNI users

Organisations that do not use AccountNI will be required to provide CPD upon request details of their organisations spend via the contract. This information is to include the volume of each service element provided by the supplier. This data will also be used to inform any further tender exercise for these services.

<u>Participating Bodies</u>	<u>Services Required</u>			
	Services A: Advisory Services to support Tender Exercises	Services B: Contract Services	Services C: Ad Hoc Advisory Services	Services D: Knowledge Transfer Services
Construction and Procurement Directorate (CPD)	√	√	√	√
Education Authority (EA)	√	√	√	√
Translink	√	√	√	√
Business Services Organisation (BSO)	√	√	√	√
NI Water	√	√	√	√