



Department for
Business, Energy
& Industrial Strategy

Smart Meter System based Internet of Things (IoT) applications

SBRI COMPETITION GUIDANCE NOTES

May 2022



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Glossary of terms and definitions

Applicant	A company, organisation or consortia of companies and/or organisations that submits an application in response to the Competition
Assessment Criteria	The criteria against which compliant Competition Applicants will be assessed in relation to awarding of SBRI Contracts. These are set out at Section 7.
Authority / Contracting Authority	The Department for Business, Energy and Industrial Strategy (BEIS), 1 Victoria Street, London SW1H 0ET
BEIS	Department for Business Energy and Industrial Strategy
CPA	Commercial product assurance
Competition	Means the process used to establish awarding of contracts for the provision of feasibility studies relating to interoperable energy management systems.
DCC	Data Communications Company
Deliverables	Means the reports and other outputs to be delivered under the Contract as detailed at Section 3.
DNO	Distribution Network Operator
Down Selection	Means the process as detailed at Section 2.1 and Section 8 to select two (2) Phase 1 Projects to advance to Phase 2.
DSR	Demand Side Response
DSRSP	Demand Side Response Service Provider
EDiT	Energy Digitalisation Taskforce
EMS	Energy Management System –used to mean domestic HEMS (home energy management system) and smaller non-domestic settings energy management systems
Energy Supplier	An entity that holds a Gas or Electricity Supply Licence
ESA	Energy Smart Appliance

FAQs	Frequently asked questions
Feasibility Report	The key Contract deliverable
FOIA	Freedom of Information Act (2000)
GB	Great Britain
GDPR	General Data Protection Regulations
HCALCS	Home Area Network Connected Auxiliary Load Control Switch
HEMS	Home Energy Management System
HMG	Her Majesty's Government
IoT	Internet of Things
IPR	Intellectual property rights
KPI	Key Performance Indicator
LV	Low voltage
M	Million
Minimum Threshold Scores	Means the minimum scores that Applicants must achieve against the Assessment Criteria to be considered for funding, as detailed at Section 7.3
NCSC	National Cyber Security Centre
NZIP	Net Zero Innovation Portfolio
Phase 1	Means activities and outputs relating to the initial Feasibility Study stage as set out at Section 2.
Phase 2	Means activities and outputs relating to the subsequent Develop and Trial stages as set out at Section 2.
PPMID	Prepayment Meter Interface Device
Project Cost Breakdown Form ('the')	Means the 'BEIS Project cost breakdown form provided as an Electronic Appendix to this Competition pack, and which Applicants must complete as their pricing proposal.
Project(s)	Applicants' proposals for which the Competition seeks to award SBRI funding.

SAPC	Standalone proportional controller
SCADA	Supervisory control and data acquisition
SMETER	Smart meter enabled thermal efficiency ratings
SMHAN	Smart metering home area network
SMWAN	Smart metering wide area network
SME	Small and medium enterprise
SMS	Smart meter system
SMETS	Smart metering equipment technical specifications
Solution	Applicants' technical proposals for IoT Sensor devices and any supporting data management tools.
T&C	Terms and conditions
TRL	Technology Readiness Level
UK	United Kingdom
VAT	Value-Added Tax

Please note that references to the "Department" or "Authority" throughout these documents mean The Secretary of State for Business, Energy and Industrial Strategy acting through his/her representatives in the Department for Business Energy & Industrial Strategy (BEIS).

Any reference to "Programme" is a reference to the Net Zero Innovation Portfolio: Smart Meter Internet of Things) Programme, run by the Department for Business Energy and Industrial Strategy (BEIS).

Any reference to "portfolio" is a reference to the Net Zero Innovation Portfolio (NZIP).

Supporting Documents

The following documents support this Competition Guidance and are available within the application form.

Annex 1: Contract Terms and Conditions

Annex 2: Declarations

- Declaration 1: Statement of non-collusion
- Declaration 2: Form of Bid
- Declaration 3: Conflict of Interest
- Declaration 4: Code of Practice for Research
- Declaration 5: The UK General Data Protection Regulation Assurance Questionnaire for Contractors
- Declaration 6: Standard Selection Questionnaire

Annex 3: Project cost breakdown form

Annex 4: Risk proforma

Smart Meter System (SMS)-based Internet of Things (IoT) Applications SBRI Competition – Guidance for Applicants

The purpose of this Guidance is to give a comprehensive overview of the Smart Meter System (SMS)-based Internet of Things (IoT) Monitoring Solution SBRI Competition (the Competition) and associated procedures for participation in the Competition. This Competition forms part of the overarching up to £65m Flexibility Innovation Programme which seeks to enable large-scale widespread electricity system through smart, flexible, secure and accessible technologies and markets. The Competition is to be run in two Phases:

- Phase 1 – Total budget of £250k to fund up to five (5) Feasibility studies and;
- Phase 2 – Total budget of £1,550k to fund up to two (2) Phase 1 Projects to develop and trial proposed Solutions.

The Flexibility Innovation Programme is part of the Net Zero Innovation Portfolio (NZIP)¹ and forms a substantial part of a commitment set out in the Prime Minister's 10 point plan for a green industrial revolution, to invest at least £100 million on energy storage and flexibility innovation challenges. For further information on other innovation activity under the Flexibility Innovation Programme, please visit the Programme website².

1. Competition Overview

1.1 Background & Context

The Internet of Things (IoT) describes electrical / electronic devices (or groups of such devices) that are embedded with sensors, processing ability, software, and other technologies that connect and exchange data with other devices and systems over the internet or other communications networks.

The GB Smart Meter System (SMS) is home to rich energy usage data; data which is currently held on consumers' smart meters. The SMS has existing capability also, to act as a return path for additional simple data items such as temperature, humidity, sub meter readings etc.

By itself, or when combined with existing energy data, such additional data acquired by an SMS and communicated through the Data Communication Company (DCC) network could provide significant benefits related to the monitoring and management of Internet of Things devices, at minimal additional cost.

¹ <https://www.gov.uk/government/collections/net-zero-innovation-portfolio>

² <https://www.gov.uk/government/publications/flexibility-innovation>

An SMS-based IoT monitoring solution would also support the Smart System and Flexibility Plan's³ policy principles of **interoperability, data privacy, grid stability and cyber security**, by providing a **single secure and interoperable platform** for current and new IoT applications, in a range of domestic, business and industrial environments.

The IoT applications of interest focus on the optimisation of assets in line with the low energy use and measurement requirements of the Net Zero Carbon Buildings Framework⁴.

In addition, efficient use and protection of the distribution network will play a vital role in the adoption of energy-efficient technologies including the electrification of heating and transport. This will entail IoT-based monitoring and management for local thermal constraints and system balancing, with commensurate cyber security protection requirements.

1.2 Current and recent innovation projects

In developing the IoT Competition, and to ensure no duplication with previous Government-funded support packages, BEIS has been cognisant of a number of current and recent innovation projects which have associated technologies or themes.

- The smart meter enabled thermal efficiency ratings (SMETER) technologies project, to develop and test new methods for measuring the thermal performance of homes - using smart meter energy data and data from temperature and relative humidity sensors installed in homes.
<https://www.gov.uk/government/publications/smart-meter-enabled-thermal-efficiency-ratings-smeter-technologies-project-technical-evaluation>
- The “Green Lamp Post” project (DCC and Scotscape). Here, Scotscape Living Pillars equipped with a range of environmental sensors measuring nitrogen dioxide and ozone levels, air particulate matter, barometric pressure, volatile organic compounds and noise levels, were connected to controller units using the test DCC network.
<https://www.scotscape.co.uk/news/green-lamp-posts-shine-a-light-on-urban-biodiversity>
- The Energy Digitalisation Taskforce (EDiT) launched by BEIS in partnership with Ofgem and Innovate UK, aimed at accelerating energy system digitalisation by deepening policy understanding and identifying system needs.
<https://es.catapult.org.uk/news/energy-digitalisation-taskforce-launches/>
<https://www.gov.uk/government/publications/digitalising-our-energy-system-for-net-zero-strategy-and-action-plan>

1.3 Competition Aims, Objectives and Scope

1.3.1 Competition Aims

The aim of this Competition is to determine the technical and commercial feasibility of SMS-based IoT sensor devices (and any supporting data management tools that may be required).

³ <https://www.gov.uk/government/publications/transitioning-to-a-net-zero-energy-system-smart-systems-and-flexibility-plan-2021>

⁴ <https://www.ukgbc.org/ukgbc-work/net-zero-carbon-buildings-a-framework-definition/>

These devices are required to communicate via the GB SMS and Data Communications Company (DCC) network based on existing PPMID, HCALCS or SAPC functionality. SBRI funding will be provided to enable successful Applicants, working with an Energy Supplier(s), to design, build, test and trial the IoT sensor devices.

By developing IoT sensor devices and supporting data management tools that use the SMS's DCC network, funded Projects are intended to increase options for the monitoring of "smart building" devices, DNO infrastructure assets and industrial processes. An SMS-based IoT monitoring solution has the potential to deliver improvements in building and industrial process efficiency, and in DNO asset management.

The beneficiaries would therefore include:

- Consumers
- Demand Side Response Service Providers (DSRSPs)
- Energy Suppliers
- Energy Management Service Providers
- Grid Operators
- Other Industry Users

The targeted benefits are:

- An alternative route for monitoring via an already ubiquitous platform with universal interoperability;
- Consumer independent connectivity (no reliance on consumer broadband etc);
- Minimal additional cost; cost savings compared with alternatives; and
- Easy integration with smart meter energy data.

Targeted outcomes are:

- Accelerated commercialisation (of SMS-based IoT-related DSR products and services), leading to:
- Increased system flexibility; and
- Increased uptake of low carbon solutions

At **Phase 1 - Feasibility** the Competition aims to provide funding for up to five (5) Feasibility Studies exploring Solutions with the potential to meet the core Competition Aims and Objectives and the aims of the Net Zero Innovation Portfolio (NZIP) and Flexibility Innovation Programme. The studies will run in parallel, aiming to identify applications and prepare cost-benefits analyses (CBAs) for these, and to propose solutions comprising IoT sensors and supporting data management tools suitable for operation within the SMS and DCC network. Projects will be selected to develop Feasibility Studies in line with the selection process as set out at **Section 7**.

At **Phase 2 – Develop and Trial** up to two (2) Projects will, following a Down-Selection process, be selected to further develop the proposed technical solutions, to build demonstration system and devices and deploy in real-life settings.

The two Phases are advertised in this single SBRI Competition Guidance Document, though Applicant submissions at this stage only relate to Phase 1. Applicants should note that details in relation to Phase 2 in this Competition document are indicative and subject to additional detail and further iteration ahead of issue to successful Phase 1 Applicants.

1.3.2 Competition Objectives

The key objectives of this Competition are to:

- Evaluate potential use of the SMS network as a route for monitoring sensors in application areas such as smart buildings, industrial processes and Distribution Network Operator (DNO) infrastructure assets (e.g. Low Voltage substations);
- Develop a proven solution for sensor devices (and any required data management tools) that users can manage via the SMS network;
- Create a pre-commercial reference design for such devices and supporting systems that may be further developed for full commercial development;
- Identify the specific benefits and challenges of using the SMS DCC network for these applications; and
- Identify any technical and regulatory changes that may be required for suggested improvements.

1.3.3 Competition Scope

Whilst IoT has potential applications in a wide range of domestic, business, industrial and infrastructure contexts; the example areas of interest given in the box below are the main areas of interest and in scope for the Competition. This list is not exhaustive and BEIS welcomes submissions in other areas of interest to those detailed below which align with and support the aim of the NZIP Flexibility Innovation programme- to support innovative solutions to enable large-scale widespread electricity system flexibility.

Project proposals can also involve multiples areas of interest, for example:

- A Project proposing a single Solution covering integrated areas of interest; or
- A Project proposing a single Solution testing multiple areas of interest

SMS-based IoT Competition – Example areas of interest

Energy management – IoT devices enable functions such as monitoring of energy consumption and temperature, with central management via a cloud-based interface.

“Smart Building” energy efficiency is an area of interest for this project. BEIS is equally interested in proposals to demonstrate applications designed for domestic, commercial or public buildings.

Industry – IoT devices and systems are used for industrial applications including manufacturing asset management and smart manufacturing.

Industrial process monitoring is an area of interest for this project. BEIS is particularly interested in proposals to demonstrate applications designed for industrial processes requiring the monitoring of temperature, pressure humidity or any other condition the regulation of which involves the variation of energy consumption over the period of a few hours.

Smart grid management - IoT devices and systems can be used to monitor critical assets in electricity distribution infrastructure, to improve network efficiency and incident management and response, and reduce costs of operation.

Distribution Network Operator (DNO) network asset monitoring (e.g. of LV substations) is an area of interest for this project. BEIS is particularly interested in proposals for solutions designed for the monitoring of LV substations (e.g. voltage, current or temperature conditions) at a lower-cost alternative to the expansion or implementation of SCADA networks.

Further details around Technology Scope can be found at **Section 6.1 Paragraph 2.**

Projects should seek to develop one Solution. Applicants wishing to explore different Solution types are permitted to submit additional Competition applications. There is no Competition application limit per organisation save the practicalities of project delivery and risk management.

Out of Scope

This Competition will not seek to develop Solutions that do not exclusively use the SMS network for the IoT data. The focus will be on the development of new IoT sensor devices (and any required supporting data management tools), to use the SMS network for the communication with / control of existing assets and systems.

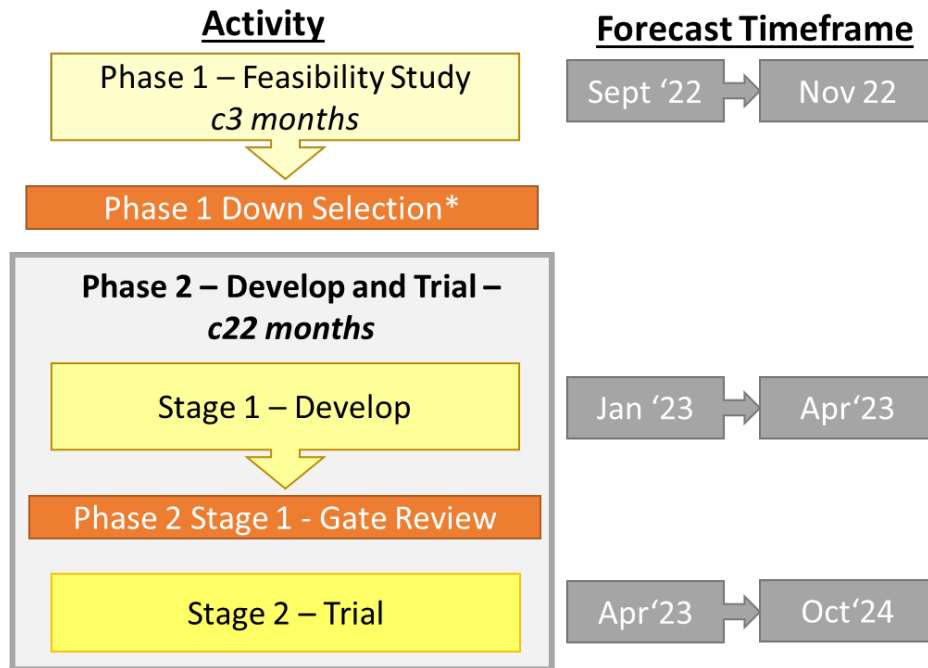
Solutions requiring changes to DCC and the SMS are also out of scope (noting that suggest improvements as part of the final deliverables are in scope).

Applicants who will not be working with an Energy Supplier(s) will also be deemed out of scope for this Competition, as an Energy Supplier DCC User is required to pair devices to the SMHAN.

2. Delivery Approach

The diagrams below summarise key dates, activities and outputs across the two Competition Phases. Further detail is set out at **Section 3**. Dates are indicative and will be agreed between successful Applicants and BEIS prior to Contract award.

Diagram 2.1 – Programme Overview



*After Phase 1 a Down Selection process will take place to identify up to two Projects to advance to Phase 2 – subject to meeting relevant eligibility and quality thresholds – see overleaf.

Phase 1 – Feasibility Study - Summary

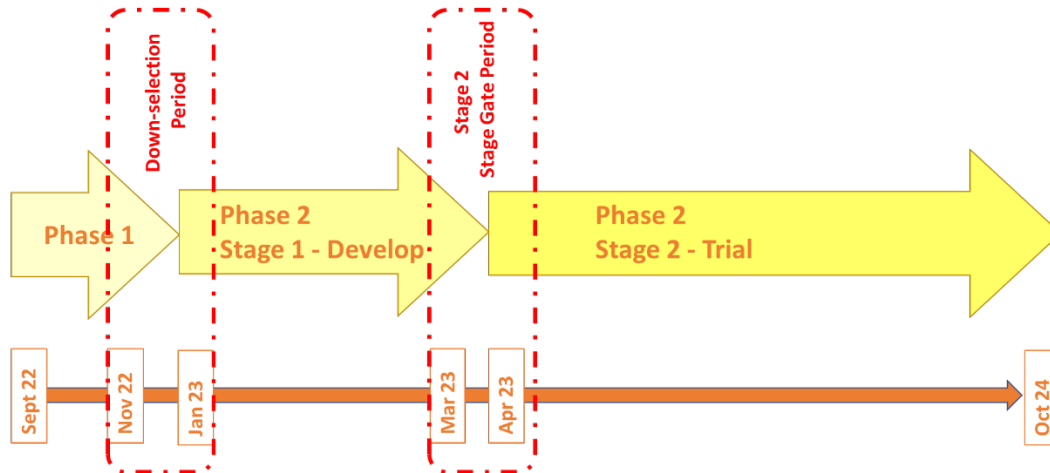
- Up to five (5) Projects funded
- Feasibility Study to incorporate:
 - User requirements and use cases;
 - Business Case / Cost Benefit Analysis (CBA)
 - Detailed proposals for development of IoT sensor devices
 - Technical needs/supporting requirements analysis
 - Demonstration of adherence to Smart Energy Code Specifications
 - Identifying and overcoming challenges to processing returned data

Phase 2 – Develop, Manufacture, Deploy and Trial - Summary

- Up to two (2) Projects funded
- **Stage 1 - Develop**
 - Further develop the required specification(s) for Type 1 devices
 - Engage with stakeholders in target sectors to develop specifications for chosen use cases
 - Develop deployment plans
 - Manufacture SMS-based sensor prototype devices.
- **Stage 2 – Trial**
 - Manufacture sensor devices at trial scale
 - Install sensors in trial locations
 - Obtain all relevant certifications
 - Conduct a trial covering the targeted technical applications testing the Solution applied to use cases
 - Analysis of trial outcomes and data
 - Engage with stakeholders and participants, identify lessons learned
 - Update CBA
 - Suggested recommendations and improvements

The diagram below sets out key milestones and associated dates linked to the two critical 'Stop:Go' assessments embedded within the indicative Programme timeline.

Diagram 2.2 – Programme 'Stop:Go' assessments



Down-selection Period – Nov 2022 – Jan 2023

- In **November 2022**, BEIS will confirm the Down-Selection Evaluation process as detailed indicatively at **Section 8** and issue Projects with relevant Down-Selection Assessment Competition documentation for Phase 1 Projects to complete.
- Phase 1 Projects will then submit their Down Selection Competition submissions in **December 2022**.
- BEIS currently anticipates announcing the successful Projects at the Down Selection Evaluation stage, to be announced in late **December 2022 or early January 2023**.
- The updated Cost Spreadsheet and Project Plan as submitted by the successful Project will be inserted as schedules to the Contract – see **Annex 1** - against which subsequent SBRI funding payments will be made.

Phase Stage Gate Review – March – April 2023

- BEIS will complete a formal Stage Gate Review at the end of Phase 2 Stage 1 – Develop. This is currently anticipated to occur in **March/April 2023**. BEIS will engage with the Phase 2 Suppliers throughout the Phase 2 Stage 1 delivery period to ensure a 'no surprises' approach to the format and requirements of the Stage Gate process, the final requirements for which will be confirmed no less than two weeks before the review begins.
- If Projects taken through to Phase 2 are deemed not to have adequately satisfied Stage Gate Requirements, then no further SBRI funding will be awarded for Phase 2 Stage 2 delivery.

3. Competition Requirements and Deliverables

Section 3 sets out the detailed Competition requirements – and linked Deliverables – for the Phases and Stages around which the SMS Based Internet of Things Competition will be structured.

3.1 Phase 1 – Feasibility Studies

Overview

At Phase 1, Projects will be expected to deliver a Feasibility Study incorporating Cost Benefit Analysis along with a proposal for the design and development of the sensor devices and supporting systems which would go on to be developed, built and tested if selected to progress to Phase 2.

Table 3.1 – Feasibility Studies – Detailed Requirements and Deliverables

Sub-Category	Requirements	Deliverables
Mobilisation and ongoing reporting	<p>Projects shall:</p> <ul style="list-style-type: none"> • Organise a start-up meeting to discuss and agree detailed approach in relation to: <ul style="list-style-type: none"> ○ Project engagement with delivery partners, BEIS and other relevant stakeholders ○ Project Plan – as submitted as part of Application Stage – to inform population of Monthly Project Updates proforma – <i>see below</i> ○ Confirming arrangements for collection and monitoring of NZIP KPIs (see Section 11.2) ○ Other relevant issues as raised by Project or BEIS personnel. • Provide Monthly Project Updates via a standardised proforma which will be agreed at the Contract Award Stage. As a minimum this will include: <ul style="list-style-type: none"> ○ Summary overview of progress against key work packages ○ Progress against milestone Deliverables ○ Risks, and approach to mitigation 	<p>Monthly Project Updates – ongoing requirement</p>

Sub-Category	Requirements	Deliverables
Feasibility Study Report	<p>Projects shall ensure that the Feasibility Study includes:</p> <ul style="list-style-type: none"> • Identification of the key requirements in the chosen use cases / sectors; • Evidence throughout of Project scope to achieve overarching Competition aims and objectives, and the overall aims of the NZIP and the Flexibility Innovation Programme. • A business case / Cost Benefit Analysis identifying: <ul style="list-style-type: none"> ○ how the SMS DCC network can fulfil these requirements and the advantages over other non SMS routes; ○ sources of benefits with estimates of value (including comparison with non-DCC routes); and ○ future commercialisation potential. • Detailed proposals for the (Phase Two) development of IoT sensor devices and supporting data management tools, for the chosen use cases / sectors, to include: <ul style="list-style-type: none"> ○ A design for the proposed IoT sensor devices (with schematic diagrams, 2D representation, and production plans – specifying functions and components, design configuration and, defining how the IoT sensors will interface with the Smart Metering System). ○ Demonstration of how the proposed Solution meets the specifications set out in Smart Energy Code Schedule 9 – SME Technical Specifications https://smartenergycodecompany.co.uk/the-smart-energy-code-2/ ○ Identification of the challenges of, and the solutions to processing and integrating the returned data with the systems of the host entity (including if required, specifications for new or adapted systems to achieve this). • Outline plan for installation, support and demonstration. • Confirmation of the proposed Project Team at Phase 2 to include: 	Feasibility Study Report

Sub-Category	Requirements	<i>Deliverables</i>
	<ul style="list-style-type: none"> ○ Summary of each Project Team’s role and output obligations at Phase 2 ○ Any required contractual or collaboration agreements ○ Status of discussions with any new Project Team members not utilised during the Phase 1 Contract. <p>Applicants should note that any proposed new Project Team members will be subject to the same standard eligibility and Financial Standing checks as set out elsewhere in this document.</p>	

3.2 Phase 2 – Stage 1 – Develop

Overview

At Phase 2 Stage 1, the Projects selected after the Down Selection process will be expected to develop the required specification for a proposed technical Solution based on their Phase 1 user and market needs analysis. Subject to a successful Stage Gate Review, Projects will then be invited to further develop their Projects at Phase 2 Stage 2.

Table 3.2 – Phase 2 – Stage 1 - Develop– Detailed Requirements and Deliverables

Sub-Category	Requirements	Deliverables
<p>Reporting and Risks</p>	<p>Projects shall:</p> <ul style="list-style-type: none"> • Organise a start-up meeting to discuss and agree detailed approach in relation to: <ul style="list-style-type: none"> ○ Project engagement with delivery partners, BEIS and other relevant stakeholders. ○ Project Plan – as submitted as part of Application Stage – to inform population of Monthly Project Updates proforma – see <i>below</i>. ○ Confirming arrangements for collection and monitoring of NZIP KPIs (see Section 11.2). ○ Other relevant issues as raised by Project or BEIS personnel. • Produce a <i>Delivery and Payment Milestone Schedule</i> with evidence requirements, produced in consultation with the BEIS PMO (and to be agreed with BEIS). This Schedule will use the Project Plan as submitted by Projects at the Down Selection Phase as a key source document (see Section 8.2 Assessment Criterion 4). Progress against this Schedule will be monitored continuously throughout Phase 2 by successful Applicants and communicated to BEIS on a monthly basis. <p>Key milestones against which Projects should track progress include – but are not limited to:</p> <ol style="list-style-type: none"> a. Manufacturing type tests b. Certification c. Installations 	<p><i>Delivery and Payment Milestone Schedule – ongoing update</i></p>

Sub-Category	Requirements	Deliverables
	<ul style="list-style-type: none"> d. Commissioning e. Data Flow f. Customer / host engagement g. Demonstration of data application <ul style="list-style-type: none"> • Work with BEIS appointed monitoring officers to provide Monthly Project Updates via a standardised proforma, agreed at the Contract Award Stage. Please see Section 11 of this Competition document for further detail on expected reporting requirements. As a minimum this will include: <ul style="list-style-type: none"> ○ Summary overview of progress against key work packages ○ Progress against milestone Deliverables ○ Risks, and approach to mitigation. 	<p>Monthly Project Updates– ongoing requirement</p>
<p>Solution Development</p>	<p>Projects Shall:</p> <ul style="list-style-type: none"> • Further develop the required specification(s) (e.g. based on PPMID, HCALCS or SAPC) functionality of the IoT sensors. • Engage with stakeholders in the targeted sectors to develop the required specifications for the chosen Use Cases. • Develop deployment plans identifying the chosen locations. • Manufacture prototype versions of the required SMS-based sensor devices, develop the supporting data management tools (if required) and test at laboratory scale. • Further Iterate and refine the CBA. • Produce a Certification Plan including CPA (if required) – See Section 6.1 Paragraph 2. • Make provision for BEIS to attend manufacturing and testing facilities / tests being conducted. 	<p>Final design of sensors and any supporting data management systems</p> <p>Certification Plan (as required)</p>

Sub-Category	Requirements	Deliverables
Stage 1 (Development) Report / Summary presentation	<p>Projects Shall produce:</p> <ul style="list-style-type: none"> • A Phase 2 Stage 1 Development Report to support the Phase 2 Stage Gate decision covering: <ul style="list-style-type: none"> ○ Detailed design for devices and supporting data management systems; ○ Detail of proposed functionality; ○ Indication of how proposed technical Solution will be capable of demonstrating the specified use case(s); ○ Evidence of technical performance (supported by test reports); ○ How sensor devices will be capable, with no or minimal adaptation, of being installed, used and maintained in a real-world setting; ○ How sensor devices meet SMETS requirements; ○ How installed devices and host installations will comply with all applicable and over-arching GB standards and regulations (these to be clearly identified); ○ Hypotheses that will be tested as part of Stage 2; and ○ Engagement with market, plans for deployment in targeted sectors / applications. • A Stage 1 Development Summary Presentation to support the Phase 2 Stage Gate decision summarising key findings and outputs from the Stage 1 Report. 	<p>Phase 2 Stage 1 Development Report</p> <p>Phase 2 Stage 1 Summary Presentation - PowerPoint</p>

3.3 Phase 2 – Stage 2 – Trial

Overview

At the Trial Stage, Projects will be expected to; manufacture sensor devices at trial scale, obtain all relevant technical certifications, install sensor devices in chosen locations, conduct the trial and report on outcomes.

Table 3.3 – Phase 2 – Stage 2 –Trial – Detailed Requirements and Deliverables

Sub-Category	Requirements	Deliverables
Reporting and risks	<p>Projects shall:</p> <ul style="list-style-type: none"> • Work with BEIS appointed monitoring officers to provide Monthly Project Updates via a standardised proforma, agreed at the Contract Award Stage. Please see Section 11 of this Competition document for further detail on expected reporting requirements. As a minimum this will include: <ul style="list-style-type: none"> ○ Summary overview of progress against key work packages ○ Progress against milestone Deliverables ○ Risks, and approach to mitigation. 	<p>Monthly Project Updates– ongoing requirement</p>
Manufacture and Deployment	<p>Projects shall:</p> <ul style="list-style-type: none"> • Manufacture sensor devices at trial scale. • Install sensors in chosen locations. • Conduct a trial covering the targeted applications testing the Solution applied to use cases. • Obtain all relevant technical certifications including obtaining Commercial Product Assurance (CPA) for their manufactured devices where required – see Section 6.1 Paragraph 2. • Make provision for BEIS to attend facilities where trials are being conducted. 	

Sub-Category	Requirements	Deliverables
Stage 2 – Interim Summary Report and Presentation	<p>Projects Shall produce:</p> <ul style="list-style-type: none"> • An Interim Stage 2 Report covering: <ul style="list-style-type: none"> ○ Details of installed Solutions / use cases demonstrated ○ Initial outcomes / high level analysis ○ Stakeholder and participant / host feedback ○ Technical and regulatory areas requiring further consideration 	Phase 2 Stage 2 Interim Summary Report
Final Reporting	<p>Projects shall:</p> <ul style="list-style-type: none"> • Perform analysis of trial outcomes and data. • Engage with stakeholders and participants, identify lessons learned. • Update CBA, evaluate / make recommendations for future development and commercialisation. • Identify any technical and regulatory changes that may be required to support future development and commercialisation • Provide a Final Report – to include updated CBA outputs, publishable (in part or on whole) for final dissemination. • Participate in up to two anticipated Flexibility Innovation programme showcase events⁵. 	Final Report - including updated CBA

⁵ Applicants should include reasonable travel costs for attendance at events in BEIS' London and Salford offices where signposted in the Project Cost Breakdown Form.

4. Competition Timetable, Application and Assessment Process

The Competition funding will be awarded using the Small Business Research Initiative (SBRI) approach⁶. SBRI is a well-established pre-commercial procurement process that enables the development of innovative products and services in response to specific challenges faced by government departments and public sector bodies. Successful business partners receive the finance to develop their innovative ideas, generating new business opportunities and routes to market.

4.1 Competition Timetable

The Competition is expected to run from May 2022 until September 2022. Indicative key dates applicable to the Competition are shown in Table 4.1 below. Please note, BEIS reserves the right to vary these dates.

Table 4.1: Competition timetable

Stage	Activity	Target Date
Phase 1 – Up to 5 Projects awarded SBRI funding		
Launch	Competition opens to Applicants:	23 May 2022
	Briefing events for potential Applicants:	16 June 2022
	Submit Applicant clarification questions via e-mail ⁷	14:00 23 June 2022
	Publication of Applicant clarification questions and answers	30 June 2022
Apply	Submit registration online: by	14:00 05 July 2022
	Submit proposal online: by	14:00 12 July 2022
Assess	Eligibility check, technical assessment and moderation:	July and August 2022
	Notification of award:	September 2022

⁶ <https://www.gov.uk/government/collections/sbri-the-small-business-research-initiative>

⁷ Applicants should use 'SMRI - IoT Competition' as the header) to flexibilityinnovation-loTApplications@beis.gov.uk :

Award	Award Agreement / Contract signature	September 2022
	Phase 1 Contract Start date	September 2022
Phase 2 – Up to two Phase 1 Projects awarded further SBRI funding		
Issue	Confirmation of Down-Selection assessment process and issue of Down-Selection submission documentation	November 2022
Apply	Submit Down-Selection documentation online	December 2022
Assess	Further Eligibility check, technical assessment and moderation	December 2022 / January 2023
Award	Confirmation of subsequent SBRI Award	January 2023
	Phase 2 Contract Start Date	January 2023

4.2 Application

The Application process is as follows:

1 – Accessing application documentation

- Applicants will be asked to complete an online Registration Form, following which a unique password will be generated. This will be required to access and complete the online Competition application form. The online Registration Form is available [here](#). Applicants are encouraged to register their interest submitting registration forms by **05 July 2022 at 14:00**.
- Within a week of receipt of the Registration Form, BEIS will issue a confirmation e-mail to the Applicant, with a password to log into the online application system and submit a subsequent application.
- Potential Applicants can also find further information at a programme wide information event will take place on **16 June**. Documentation from the event will be published on the [Competition website](#).

2 – Completion of online application including clarification stage

- On receipt of the unique password, Applicants can then complete the online application form and submit supporting information outlining their proposal.
- To inform their application, Applicants are able to submit clarification questions to flexibilityinnovation-iotApplications@beis.gov.uk. Applicants should state in the e-mail header that the clarification question(s) relate to the 'SMS-IoT Competition'. The deadline for submitting clarification questions is **23 June 2022 at 14:00**. **Questions submitted after this deadline may not be answered.**

- The Authority will publish replies to any questions which, in our judgement, are of material significance through an online anonymised FAQ sheet, on or before **30 June 2022**.
- All Applicants should consider the answers to the clarification questions and this Competition Guidance when preparing their own applications. BEIS will evaluate applications on the assumption that they have done so.
- Applicants should ensure they have read this Competition Guidance document before starting to complete the application form.
- Applicants can save their application at any time by clicking “Save and Continue Later.” You will then be e-mailed a link which you can use to return to your application and complete it, logging in with the same password.
- Any queries with the online application should be e-mailed to flexibilityinnovation-iotapplications@beis.gov.uk. Applicants should state in the e-mail header that the clarification question(s) relate to the ‘**SMRI SMS-IoT Competition**’.

3 – Submission of Proposal

- The full proposal including uploads of all required supporting documents (see ‘Submission Content’ bullet below) must be submitted online by **12 July 2022 at 14:00**. Please note that each supporting document cannot exceed the size limit as set out within the application form.
- Any applications or supporting documentation received after the application deadline will not be considered.

Submission Content: Each proposal must include the following:

- Completed application form (online) including responses to relevant Assessment Criteria as set out at **Section 7** to this document.
- The following signed declaration forms. Applicants must download through the online application form, sign, and re-upload to their application:
 - Declaration 1: Statement of non-collusion
 - Declaration 2: Form of Bid – agreeing to the terms of the Competition application process
 - Declaration 3: Conflict of Interest
 - Declaration 4: Code of Practice for Research
 - Declaration 5: The UK General Data Protection Regulation Assurance Questionnaire for Contractors
 - Declaration 6: Standard Selection Questionnaire
 - Completed Cost Breakdown Form, [downloadable through the online application form; Applicants must sign and re-upload to their application].

- Completed Project Plan, e.g., detailed project Gantt chart and description of work packages, [to be attached by Applicant to their online application].

You should answer all questions on the application form in full. Incomplete applications will likely be rejected, although BEIS may, at its discretion, request clarification or additional data before making a final decision.

Submission Costs: You will not be entitled to claim from BEIS any costs or expenses that you incur in preparing your application, whether or not your proposal is successful.

Consortium Applications: Applications may be submitted by project teams (consortia). Only one application should be submitted but all consortium partners are required to sign the completed declaration form for their application (Form of Bid).

If a consortium is not proposing to form a separate legal entity, the project partners will need to complete a Consortium Agreement and funding will not be provided by BEIS until a signed consortium agreement has been finalised between all the members of the project consortium. A satisfactory Consortium Agreement must be signed within one (1) month of SBRI Funding Agreement signature. Please note that BEIS reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 19 of the Public Contracts Regulations 2015 (as amended by the Public Procurement (Amendment etc.) (EU Exit) Regulations 2020).

BEIS recognises that arrangements in relation to consortia and sub-contractors may (within limits) be subject to future change. Applicants should therefore respond in the light of the arrangements as currently envisaged and are reminded that any future proposed changes in relation to the consortium must be submitted to BEIS for approval

Tender Validity. Tenders shall be valid for a minimum of 90 calendar days from the submission deadline.

Information Sharing. BEIS may share information from applications with other UK Government departments, UKRI or with Ofgem for evaluation of the programme against broader decarbonisation efforts.

4.3 Assessment

Applications will initially be assessed against the Eligibility Criteria in **Section 6** below. **Applications which fail to satisfy the Eligibility Criteria will not be assessed further, so it is essential to ensure that your Project meets these criteria before you submit your Competition application. Ineligible applications will receive brief feedback on the reason for their ineligibility.** The Phase 1 and Down Selection assessment processes are described at **Sections 7 and 8 respectively.**

4.4 Award

The Competition contract agreements are expected to be signed in **September 2022**. Please note that BEIS reserves its right to not award any Contract agreements under this Competition.

Contract terms: The Contract Agreement will be based on the BEIS pre-commercial procurement contract. The terms and conditions for this agreement are provided in Annex 1. These terms and conditions are final and non-negotiable: by applying to the Competition, you are agreeing to these terms and conditions.

Whilst no changes to the Contract will be permitted, there will be an opportunity for successful Applicants, prior to contracts being signed, to discuss the Contract at a meeting with official(s) from BEIS. The BEIS official(s) will explain the contractual terms and conditions and respond to any queries which the Applicant may have at this stage. It is crucial that all Applicants review the terms and conditions prior to the submission of their Competition application and ask any questions prior to submitting the application. BEIS officials will also discuss any risks raised through the assessment process and finalise the formal project milestones with the project team before issue of the Contract.

Consortium applications: For consortium applications, the lead company (project co-ordinator) will be the recipient of the Contract (the Supplier) and will be responsible for managing payment to the other project partners as well as sub-contractors. Applicants are reminded that they must work with an Energy Supplier(s) to be considered eligible for this Competition.

5. Contract Size and Restrictions on Funding

5.1 Competition budget and availability

The total budget available for this Competition covering Phase 1 is up to **£250,000** although BEIS may, at its discretion, choose not to make an award, increase the available budget, or allocate an award that is less than the total budget depending on the quality of applications. BEIS anticipates funding up to five (5) Projects with a maximum value of **£50,000** per Project. Funding will be allocated based on the assessment process as set out at **Section 7**.

A maximum of **£1,550,000** of Phase 2 funding will be available. BEIS anticipates funding two (2) Projects at Phase 2, with funding to be allocated based on the assessment process as set out at **Section 8**.

Should further budget become available, BEIS may, at its discretion, choose to award funding to additional projects in order of total scores achieved in line with the process as set out at **Section 7.3**.

When bidding, all costs should be provided **excluding VAT**⁸.

IMPORTANT INFORMATION - No Reliance

Nothing in this funding call requires BEIS to award any Applicant a contract of any particular amount or on any particular terms. BEIS reserves the right not to award any contracts.

Applicants apply for funding in this Competition at their own risk and expense. BEIS will not, under any circumstances, be liable or nor make any contribution to the costs of participation, preparing proposals and taking any professional or specialist advice. Applicants accept the risk that they may not be awarded a contract. BEIS gives no guarantee or warranty as to the nature, or number of projects funded.

5.2 Eligible Costs

Applicants are instructed that the Project costs quoted must reflect actual costs at a 'fair market value' and for this Competition, suppliers' profit must not be included. Your application must have at least 50% of the Contract value attributed directly and exclusively to research and development services.

⁸ SBRI funding is within the scope of VAT so you can charge output VAT on top of your submitted costs (maximum £50,000 for Phase 1). If you incur non-recoverable input VAT costs, you can pass this on to BEIS but these irrecoverable VAT costs will be included within the maximum £50,000 cost.

Applicants are required to complete the Project Cost Breakdown Form (attached to the online application form) to provide the necessary cost information for the assessment process. With the Competition requiring production of desktop reports, BEIS anticipates that Applicants costs are likely to relate to people costs and linked overheads.

Project costs quoted must meet the requirements linked to eligible and ineligible costs as set out in **Appendix 2**. Further itemisation of costs and methods of calculation may be requested to support the Competition application.

6. Eligibility for Funding

6.1 Competition Eligibility Criteria

To be eligible for funding, proposed Projects must meet all the following eligibility criteria. These will be listed in the online application form as the Yes/No questions exemplified below. Unless otherwise stated all criteria will apply to both this Phase 1 Competition, and the Down Selection process ahead of Phase 2.

1. Project Location

Over 50% of Project activities (as measured by eligible project costs) must be conducted in the UK.

2. Technology Scope and Applications

The following are the minimum requirements for the IoT sensor devices – whereas they may combine additional functionality with that specified below, they must:

- Be compliant with SMETS requirements e.g. Prepayment Meter Interface Device (PPMID), Home Area Network Connected Auxiliary Load Control Switch (HCALCS) or Standalone Proportional Controller (SAPC)
- Return data in the form of “Alerts”; and
- Meet all applicable and over-arching GB standards and regulations pertaining to design, operation and location in real-world settings.

If selected to progress to Phase 2, Projects will be required, early in the Phase 2– and before trial deployment – to **obtain Commercial Product Assurance (CPA) for their manufactured devices** from the National Cyber Security Centre (NCSC) where required (PPMID does not require CPA, HCALCS and SAPC do). Further information on the scheme can be found on the NCSC website. (<https://www.ncsc.gov.uk/information/commercial-product-assurance-cpa>)

Technical Notes:

- The sensor devices will return data via “Type 2” (PPMID and HCALCS) or ECS200 (SAPC) alerts as described in the Great Britain Companion Specification (GBCS). (<https://smartenergycodecompany.co.uk/the-smart-energy-code-2/>)*
- In the initial development stage of Phase Two (Develop and Test), the Supplier will develop the required specification(s) of the IoT sensors.*
- Depending on the use case, the Communications Hub (CH) may be an existing installed device (i.e. in a building where a Smart Meter is already installed), or a new CH installed .*
- An Energy Supplier DCC User is required to pair the devices to the SMHAN*

3. Project Status

BEIS cannot provide funding for retrospective work on projects or provide funding to projects which have already begun. The value of retrospective work may, however, be considered in the assessment process.

4. Project Timescales

Target dates for key project milestones will be agreed between the successful Applicant and BEIS prior to awarding the contract. Awarded contracts cannot fund retrospective work.

5. Additionality

Projects can only be funded where evidence can be provided that innovation would not be taken forwards (or would progress at a much slower rate) without public sector funding.

6. Terms and Conditions

Applicants must agree to the published Terms and Conditions.

7. Contract size

Funding will be awarded for up to five (5) Projects.

As detailed at **Section 5.1**, the indicative maximum award per Project is £825,000 (this must cover 100% of project costs).

This comprises:

- the £50,000 (maximum) funding to be awarded under this Phase 1 Competition for up to five (5) Projects; and
- the £775,000 (maximum) funding to be awarded to up to two (2) Projects for subsequent Phase 2 activities following the Down-Selection process.

Funding will be awarded under two separate contracts, one for each Phase – see **Annex 1**.

8. Eligible project costs

BEIS will fund 100% of eligible project costs through this Competition, no match or in-kind funding is allowed.

SBRI is aimed at organisations working on research and development (R&D) of an innovative process, material, device, product, or service prior to commercialisation. Projects requesting funding for commercialisation activities are not eligible. Project teams are not permitted to include profit or contingency costs in the eligible project costs.

Further information on eligible project costs is set out in **Appendix 2**.

9. Risk-Benefit Sharing

The sharing of risks and benefits is an important aspect to the SBRI approach. Projects receive financial support and retain any intellectual property generated, with certain rights of use retained by BEIS (see **Section 12**). Project outputs are also expected to be shared widely and publicly and project teams are not permitted to include profit in the eligible project costs.

10.Applicants and project team composition

Based on anticipated skills and expertise requirements, delivery of the Project is likely to be drawn from the following organisations (noting that this list is not exhaustive and that some organisations may combine some of these attributes):

- Building energy efficiency system providers*
- Industrial process control system providers*
- HVAC equipment manufacturers*
- **Energy Supplier(s) (mandatory)****
- Energy Management Service Providers
- Distribution Network Operators
- Industrial process manufacturers

** Depending on use cases and applications to be addressed. BEIS notes that some applicant organisations may combine two or more of these functions; such entities would be expected to take the lead in a consortium.*

*** An Energy Supplier will be required to work with the Project Team, as currently only Energy Suppliers can pair the PPMID/ HCALCS/ SAPC to the SMHAN*

Special Purpose Vehicles are permitted to lead consortia only if they are constituted as legal entities.

For consortium applications, a single project application must be submitted by the lead project member (the project co-ordinator) on behalf of the consortium (please note that all consortium members will be required to sign the declaration form for their application).

Applicants (sole Applicants and lead project members of consortium applications) must be able to demonstrate that they are financially viable. Applicants based in Northern Ireland, or with significant interests or subsidiaries in Northern Ireland, will also be subject to scrutiny from the European Commission in accordance with Article 10 of the Northern Ireland Protocol to the UK/EU Withdrawal Agreement.

11.Multiple Applications

If project consortium members or subcontractors are part of multiple successful applications, they must be able to deliver on them and they must not have applied for funding for the same piece of work more than once.

12.Acceleration Support for SME Applications

The BEIS Acceleration Support Scheme is available to Small & Medium Enterprise (SME) Applicants who successfully make it to Phase 2: Develop and Trial. This support is 100% funded by BEIS and will focus on supporting SMEs during Phase 2 to prepare commercial plans and actions that will increase the chance of successfully bringing the innovation to market, or reduce the time to market. More detail on this scheme, including eligibility, is included in **Appendix 5**.

13.Change in team composition

The lead project member must immediately inform BEIS when they become aware of a likely change in project team composition. Where a new project team member is proposed as replacement, the lead project member must provide the same information for the proposed replacement team as would have been required at the initial application stage.

BEIS will review the proposed change and linked implications and raise clarification questions as required for any identified areas of risk associated with the proposed change. BEIS reserves the right to withhold future SBRI funding where it does not believe these clarification questions have been adequately addressed and mitigated.

6.2 General BEIS Conditions

Applicants must not meet any of the BEIS grounds for mandatory rejection, and as a general rule they should not meet any of the BEIS grounds for discretionary rejection (**see Appendix 3**). Applicants will be required to declare this as part of completing the Standard Selection Questionnaire.

Conflicts of interest

The BEIS standard terms and conditions of contract include reference to conflict of interest and require Suppliers to declare any potential conflict of interest to the Secretary of State.

For research and analysis, conflict of interest is defined as the presence of an interest or involvement of the Supplier, subcontractor (or consortium member) which could affect the actual or perceived impartiality of the research or analysis.

Where there may be a potential conflict of interest, it is suggested that the consortium or organisation designs working arrangements such that the findings cannot be influenced (or perceived to be influenced) by the organisation which is the owner of a potential conflict of interest. For example, consideration should be given to the different roles which organisations play in the research or analysis, and how these can be structured to ensure an impartial approach to the project is maintained.

This is managed in the procurement process as follows:

- During the Competition application process, Applicants may contact BEIS to discuss whether or not their proposed arrangement is likely to yield a conflict of interest.
- Applicants are asked to sign and return Declaration 3 (this is embedded in the online application form and is included for reference in Annex 2) to indicate whether or not any

conflict of interest may be, or be perceived to be, an issue. If this is the case, the Competition Applicant or consortium should give a full account of the actions or processes that it will use to ensure that conflict of interest is avoided. In any statement of mitigating actions, Applicants are expected to outline how they propose to achieve a robust, impartial and credible approach to the research.

- When applications are scored, this declaration will be subject to a pass/fail score, according to whether, on the basis of the information in the proposal and declaration, there remains a conflict of interest which may affect the impartiality of the research.
- Failure to declare or avoid conflict of interest at this or a later stage may result in exclusion from the SBRI Competition, or in BEIS exercising its right to terminate any contract awarded.

Applicants will be subject to financial viability checks, as described in **Section 9**. BEIS will make a decision as to the eligibility of projects based on the results of these checks.

7. Assessment Process and Criteria – Phase 1

Section 7 sets out the assessment process and criteria for the initial Feasibility stage contract award under the Smart Meter Internet of Things Programme. The assessment process will be conducted as follows:

- Applications will be considered initially against the Competition eligibility criteria as set out in **Section 6**.
- Applications which meet all relevant eligibility criteria as detailed at Stage 1 will be further assessed against a number of Assessment Criteria by a minimum of three assessors (BEIS or BEIS appointed assessors). The Assessment Criteria and linked scoring approach are set out at **Sections 7.1** and **7.2** respectively.
- Project scores will then be moderated to determine a ranking list that will be used to allocate the funding in line with guidance at **Section 7.3**.

Successful Applicants at the Feasibility stage will then take part in a subsequent Down-Selection Assessment process on the basis of which further SBRI funding will be awarded to two Applicants at the end of the Feasibility stage. The planned Down-Selection Assessment Process and Criteria are set out at Section 8.

Applicants should only respond to questions set out in Section 7 for this Competition.

7.1 Assessment Criteria

Applicants will be assessed against their response to the Assessment Criteria as set out below. Each criterion will be scored independently and will be given a score between 1 and 5 consistent with the guidance at **Section 7.2** below. Applicants should ensure that their responses specifically address the requirements as set out in the ‘Guidance’ section linked to each Assessment Criteria.

Assessment Criterion 1 - Description of proposed technology Solution and alignment with key Competition aims			
Weighting	25%	Maximum Word Count	3,000
Guidance			
Applicants will be assessed based on their Project’s deemed scope to deliver a proven Solution for sensor devices (and any required data management tools) that users can manage via the SMS network.			

Applicants should use their responses to:

- Demonstrate a clear understanding of the key Competition Aims and Objectives as set out within **Section 1.3**. Including clear relation of proposed solutions to the overall aims of the NZIP and the Flexibility Innovation Programme.
- Highlight the innovative nature of their proposed solutions.
- Detail how, at the Feasibility Stage their Project will satisfy the detailed requirements and deliverables as set out at Section 3.1 to include:
 - Identification of the key requirements and factors for IoT management in the chosen use cases / sectors
 - Development of a robust business case / cost benefit analysis
 - Production of detailed proposals for development of IoT sensor devices

Assessment Criterion 2 - Project Team and Expertise

Weighting	20%	Maximum Word Count – <i>not including</i> CVs and Energy Supplier’s confirmation of participation	2,500
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Guidance

Applicants should use their responses to detail how their organisation(s) and proposed Project team can offer the relevant skills, capabilities and expertise required to meet the Competition Requirements.

Responses should include:

- An organogram and high-level resource plan clearly detailing the roles of all personnel from the lead Applicant – and consortium partners as relevant – in delivery of the Project.
- The relevant skills, qualifications, and expertise of main Project team members mapped against key requirements as set out at **Section 3** and **Section 6 Paragraph 10 – Applicants and project team composition**. Summary CVs for relevant personnel – Maximum one side per person – may be attached to your application.
- Confirmation of participation by the Energy Supplier(s) who the Project will work with Letter of Intent – or equivalent satisfactory evidence – to be provided by Energy Supplier and provided as an attachment to the application.
- Details of projects completed in the last five (5) years that you consider of relevance to this Competition including key lessons learnt.
- A description of the Project team’s quality management standards, including a description of how the Project team will quality assure both technical outputs and report writing. Any relevant external QA accreditation should also be referenced.

Assessment Criterion 3 – Project Management and Risk			
Weighting	20%	Maximum Word Count – <i>Not including Project Plan</i>	1,500
		Risk Proforma – Maximum Page Count	4 pages – Arial font 11
<p>Guidance</p> <p><u>Project Management</u></p> <p>Applicants’ responses should include:</p> <ul style="list-style-type: none"> • A separate A3 Gantt chart – or similarly detailed Project Plan attachment which: <ul style="list-style-type: none"> ○ Is structured on a monthly basis for Phase 1 and then quarterly for Phases 2: ○ For Phase 1: <ul style="list-style-type: none"> ▪ Clearly sets out key monthly tasks and milestones associated with the production of Project Deliverables as set out at Section 3. ▪ Highlights critical dependencies – with accompanying narrative to be provided within main body response. ○ For Phase 2: <ul style="list-style-type: none"> ▪ Summarises key quarterly tasks and assumed milestones to meet subsequent Competition Deliverable requirements*. ▪ Identifies any critical dependencies linked to achieving overarching Competition requirements. • Accompanying narrative detailing how you will ensure effective and appropriate project management throughout the Project Phases. <p><u>Risk</u></p> <p>Applicants’ responses should include:</p> <ul style="list-style-type: none"> • A summary of the approach to risk management, including cybersecurity and privacy protocols around the collection, handling and storing of data. • Completion of the provided Risk Proforma what they regard as the five (5) key risks to successful delivery of the Phase 1 Requirements. The Risk Proforma should be populated with: <ul style="list-style-type: none"> ○ A summary of the risk – including dependencies ○ The potential risk impact; and ○ Proposed approach to risk mitigation 			

**We understand that following the Feasibility Study phase, Phase 2 plans may change. At the completion of Phase 1, Projects will be required to report changes to Phase 2 plans to BEIS before progressing to Phase 2.*

Assessment Criterion 4 – Knowledge Dissemination

Weighting	5%	Maximum Word Count	1,000
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Guidance

Consistent with relevant Intellectual Property requirements as set out at **Paragraph 27 to Annex 1**, Applicants are required to set out their plans for wider knowledge dissemination.

Applicants' responses should include:

- A detailed Phase 1 knowledge dissemination plan and outline knowledge dissemination plans for Phase 2, describing:
 - How outcomes from the Feasibility Study will be shared with industry, and key stakeholders, including lessons learned, and challenges faced.
 - The scale and scope of the proposed dissemination and knowledge transfer activities.

Assessment Criterion 5 – Social Value

Weighting	5%	Maximum Word Count	1,000
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Guidance

Applicants are required to provide commentary on how and why they believe the Project for which they are seeking SBRI funding support can positively contribute to the following "Tackling Economic Inequality" Policy Outcomes as set out in HMG's [Social Value Model](#).

- Creating new businesses, jobs and skills.
- Increasing supply chain resilience and capacity

Assessment Criterion 6 – Value for Money

Weighting	15%	Maximum Word Count	1,500 – <i>Not including words in Project Cost Breakdown Form</i>
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Guidance

Applicants are required to complete the Project Cost Breakdown Form included as an electronic attachment in the Competition Pack – the ‘**Phase 1 Project Cost Breakdown Form**’ in line with guidance within the pack and at **Appendix 4**.

In addition, Applicants are required to provide overarching commentary (*max 1,500 words*) to accompany the detailed breakdown of their Project costs for all phases as set out in the Project Cost Breakdown Form. This commentary should:

- Detail how you have satisfied yourself that all costs and overheads are realistic, robust, justified, and fair market value.
- Demonstrate Project **additionality**, clearly setting out why SBRI funding is necessary for the Project to be taken forward, and why, without funding, the Project would either not go ahead as planned, go ahead but on a reduced scale, or go ahead but over a longer timescale.

Applicants should note that BEIS anticipates Phase 1 being a largely desk-top, and hence person-intensive exercise. On this basis additional justifying narrative should be provided for Phase 1 costs other than those captured on the ‘Labour and Overheads’ tab.

Applicants should include within their cost submissions eligible travel costs linked to attending a maximum of two Flexibility Innovation programme showcase events at one of the BEIS offices in either London or Salford⁹.

Applicants should also note that BEIS will not normally pay overheads of over 50%, and overheads above this amount will need to be fully justified.

Assessment Criterion 7 – Price – Phase 1

Weighting	10%	Maximum Word Count	Not applicable. Applicants will be scored on submitted capped price.
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⁹ Within the Phase 1 Project Cost Breakdown Form Applicants are asked to include reasonable Travel and Subsistence costs (from within the UK) for one person to attend one Programme Showcase event in central London and one in Salford – see stipulated rows on the ‘Travel and Subsistence’ tab

Guidance

Projects will be assessed based on their Total Project Costs figure as calculated at cell E31 on the 'Summary' tab of their Project Cost Breakdown Form. This will be subject to:

- A maximum price cap of £50,000, and;
- All costs and overheads submitted on the Project Cost Breakdown Form meeting relevant eligibility requirements as set out at Appendix 2.

Scores will be awarded as follows:

The Applicant(s) submitting the lowest price will receive a maximum score of 5. All other Applicants will then be scored on a proportionate basis as set out below.

Applicant	Price (net VAT)	Score – maximum of 5
1 (lowest price)	£35,000	5
2	£40,000	$\frac{£35,000}{£40,000} * 5 = 4.38$ (2 d.p.)
3	£50,000	$\frac{£35,000}{£50,000} * 5 = 3.50$ (2 d.p.)

7.2 Scoring Guidance

Applicants' Assessment Criteria 1 – 6 responses will be scored system outlined below.

Table 7.1: Scoring Guidance

Score	Description
1	Not Satisfactory: There is no evidence to very little evidence that the question has been satisfactorily answered and major omissions are evident.
2	Partially Satisfactory: There is little evidence that the question has been satisfactorily answered and some omissions are evident. Much more detail is needed.
3	Satisfactory: There is reasonable evidence that the question has been satisfactorily addressed but some omissions are still evident and further detail is needed.
4	Good: The question has been well addressed with a good evidence base, with only minor omissions or lack of detail.
5	Excellent: There is clear evidence that the question has been completely addressed in all aspects, with questions answered clearly, concisely with a strong evidence base.

7.3 Selection Approach

BEIS will select those applications that offer the best overall value for money, based on their assessment against the criteria outlined in **Section 7.1**. Applications will be assessed by a minimum of three assessors, which could include BEIS assessors and independent assessors (technical and commercial experts). A moderation meeting will be held at the end of the assessment process to agree the overall weighted scores for each of the applications.

Applications responses to Assessment Criteria 1-6 will be scored using the scoring system outlined at Table 7.2. To be eligible to receive funding, a Project application must achieve the following Minimum Threshold Scores:

- Achieve a score of at least 2 out of 5 for Assessment Criteria 1-6.
- Achieve an overall minimum weighted score across all 7 Assessment Criteria of 50%.

BEIS anticipates providing SBRI funding for up to five (5) Projects at Phase 1 and wishes to use the Competition to support a balanced portfolio of Projects with respect to the various Solutions it will support – see '**SMS-based IoT Competition – Example areas of interest**' text box at **Section 1.3.3**. Specifically, BEIS wishes to use the Competition to support Feasibility Studies which cumulatively **will explore at least three distinct Solutions** – *Smart Building, Industrial process monitoring, DNO network asset monitoring* etc.

Consistent with this aim, whilst SBRI funding will always be offered to compliant Competition applications which receive the first, second and third highest weighted score respectively, BEIS reserves the right not to offer SBRI funding to the fifth and – potentially - fourth highest scoring Project applications, if this award would not result in at least three distinct Solutions being delivered under the Programme.

In such a scenario BEIS would instead award SBRI to the next one or two highest ranked Applicant(s) (based on weighted score) proposing to deliver Project(s) based on other distinct Solution types when compared to the three Projects achieving the highest weighted scores.

Worked scenario

Applicant Name	Solution	Ranking – weighted score
Project A	Smart Building	1
Project B	Industrial Process Monitoring	2
Project C	Smart Building	3
Project D	Industrial Process Monitoring	4
Project E	Smart Building	5
Project F	DNO Network Asset Monitoring	6

In the worked scenario, the five Competition applications awarded the highest weighted score only cumulatively cover two distinct Solutions of interest to the Competition – *Smart Building and Industrial Process Monitoring*. SBRI funding would therefore not be offered to Project E but instead Project F – the next highest weighted Project associated with a different distinct Solution – *DNO Network Asset Monitoring*.

BEIS may allocate less than the total Competition budget depending on the quality of the Competition Applications. Where Applicants cannot be divided by either of these additional tests, then another moderation meeting will be convened where the assessors will make a decision on with Project or Projects should be funded

In the event that two or more eligible applications receive the same overall weighted score, then the assessors will reconvene for a further moderation session to agree a consensus position around who should receive SBRI funding.

8. Down-Selection Assessment Process and Criteria

Applicants should note that the Down-Selection Assessment Process and Criteria presented in Section 8 are indicative and subject to additional detail and further iteration ahead of issue to successful Phase 1 Applicants.

The Authority will use the Down-Selection Assessment process to select a maximum of two (2) Projects awarded funding at Phase 1 to advance to Phase 2.

The process to select the Phase 1 Project to progress to Phase 2¹⁰ will interrogate the technical, cost and commercial viability of Projects' 'proof of concept' for trial Internet of Things sensor devices as set out in their Feasibility Studies. As part of the Down-Selection assessment, Projects will also need to provide updated Project Plans, cost projections and risk analysis.

The Down-Selection Assessment process is set out below:

- Applications will initially again be considered against the Competition eligibility criteria as set out in **Section 6** to ensure ongoing compliance.
- Applications which meet all relevant eligibility criteria as detailed at Stage 1 will then be further assessed against a number of Assessment Criteria by a minimum of three assessors (BEIS or BEIS appointed assessors). The Assessment Criteria and linked scoring approach are set out at **Sections 8.1** and **8.2** respectively.
- Project scores will then be moderated to determine a ranking list that will be used to allocate the funding in line with guidance at **Section 8.3**.
- The Feasibility Study, the Project Cost Breakdown Form and Project Plan as submitted by the successful Phase 1 Project -and updated as required in line with BEIS clarification- will be added as Contract Schedules and form the basis of SBRI payments over the Phase 2 period.

8.1 Down-Selection Assessment Criteria

Applicants will be assessed against their response to the Assessment Criteria as set out below. Criteria 1-5 will be scored independently and will be given a score between 1 and 5 consistent with the guidance at **Section 8.2** below. Criterion 6 will be assessed based on submitted capped price. Applicants should note that:

- No additional content will be required from Applicants in response to **Assessment Criteria 1-2** as both will assess content in the Phase 1 Feasibility Study, the content of which is specified in **Section 3**, and the structure to be agreed with successful Projects at Phase 1 inception.

¹⁰ Progression to Phase 2 being contingent on satisfying the Stage Gate Review process

- Assessment Criteria **3-6** will require Applicants to update or newly populate spreadsheets, Gantt charts or proformas previously populated as part of Applicants' Phase 1 responses.

Applicants should ensure that their responses specifically address the requirements as set out in the 'Guidance' section linked to each Assessment Criteria.

Table 8.1 – Phase 2 – Assessment Criterion

Assessment Criterion 1 – Phase 2 Proposal			
Weighting	30%	Maximum Word Count	n/a – Phase 1 Feasibility Study Reports
<p>Guidance</p> <p>The assessment will evaluate the extent to which Supplier’s Feasibility Studies provide a robust and credible ‘proof of concept’ assessment of the proposed Internet of Things sensor devices.</p> <p>Specific areas of assessment will include all specified Feasibility Study content as set out at Section 3, specifically:</p> <ul style="list-style-type: none"> • Identification of the key requirements and factors for IoT management in the chose use cases / sectors • Cost benefit analysis • Demonstrating that the proposed Solution meets relevant technical specifications • Outline plan for installation, support and demonstration • Conclusion 			
Assessment Criterion 2 – Phase 2 Delivery Plans			
Weighting	20%	Maximum Word Count	Phase 1 Deliverables
<p>Guidance</p> <p>Applicants will be assessed on the scope and quality of their Phase 2 plans for the design, development and trialling of a technical Solution, as developed as part of the Phase 1 Contract.</p> <p>Consistent with the requirements as set out at Section 3, Applicants will be assessed based on the following elements of their Phase 2 Proposals:</p> <ul style="list-style-type: none"> • Detailed proposals for the development of IoT sensor devices and supporting data management tools, for the chosen use cases / sectors. • Design for the proposed IoT sensor devices (with schematic diagrams, 2D representation, and production plans – specifying functions and components, design configuration and, defining how the IoT sensors will interface with the Smart Metering System). • Demonstration of how the proposed Solution meets the specifications set out in Smart Energy Code Schedule 9 – SME Technical Specifications https://smartenergycodecompany.co.uk/the-smart-energy-code-2/ • Identifying the challenges of and the solutions for processing and integrating the returned data with the systems of the host entity (including if required, specifications for new or adapted systems to achieve this). 			
Assessment Criterion 3 – Phase 2 Costs			

Weighting	15%	Maximum Word Count – <i>not including words in Project Cost Breakdown Form</i>	1,500
<p>Guidance</p> <p>As set out at Section 3, as part of the Feasibility Study process, Applicants will be asked to complete a further, more detailed version of the Project Cost Breakdown Form – the ‘Project Cost Breakdown Form – Phase 2’.</p> <p>In addition, Applicants will be required to provide overarching commentary (<i>max 1,500 words</i>) to accompany the detailed breakdown of their Project costs for Phases 2 as set out in the Project Cost Breakdown Form. This commentary should:</p> <ul style="list-style-type: none"> • Detail how Applicants are satisfied that all costs and overheads are realistic, robust, justified, and fair market value. • Demonstrate Project additionality, clearly setting out why SBRI funding remains necessary for the Project to be taken forward. <p>Applicants should also note that BEIS will not normally pay overheads of over 50%, and overheads above this amount will need to be fully justified.</p>			
Assessment Criterion 4 – Project Management			
Weighting	15%	Maximum Word Count – <i>not including Gantt chart</i>	1,500
<p>Guidance</p> <p>Applicants’ responses should include:</p> <ul style="list-style-type: none"> • A separate A3 Gantt chart – or similarly detailed Project Plan attachment which: <ul style="list-style-type: none"> ○ Is structured on a monthly basis ○ For Phase 2: <ul style="list-style-type: none"> ▪ Summarises key monthly tasks and assumed milestones to meet subsequent Competition Deliverable requirements including task owners for consortia. ▪ Identifies any critical dependencies linked to achieving overarching Competition requirements. • Accompanying narrative detailing how you will ensure effective and appropriate Project management throughout Phase 2. This should factor in lessons learnt during Phase 1. 			
Assessment Criterion 5 – Project Risks			

Weighting	10%	Maximum Word Count	n/a – Completion of Risk Proforma – Max 4 pages Arial font 11												
<p>Guidance</p> <p>Applicants should use their responses to detail in the provided Risk Proforma what they regard as the five (5) key risks to successful delivery of the Phase 2 Requirements.</p> <ul style="list-style-type: none"> • Your response should include: <ul style="list-style-type: none"> ○ A summary of the risk – including dependencies ○ The potential risk impact; and ○ Proposed approach to risk mitigation to include lessons learned during the Feasibility Stage process. 															
Assessment Criterion 6 – Price – Phase 2															
Weighting	10%	Maximum Word Count	Not applicable. Applicants will be scored on submitted capped price.												
<p>Guidance</p> <p>Applicants will be assessed based on their Total Project Costs figure as calculated at cell E31 on the 'Summary' tab of their Project Cost Breakdown Form. This will be subject to:</p> <ul style="list-style-type: none"> • A maximum price cap of £775,000 for Phase 2, and: • All costs and overheads submitted on the Project Cost Breakdown Form meeting relevant eligibility requirements as set out at Appendix 1. <p>Scores will be awarded as follows:</p> <p>The Applicant(s) submitting the lowest price for Phase 2 will receive a maximum score of 5. All other Applicants will then be scored on a proportionate basis as set out below.</p> <table border="1"> <thead> <tr> <th>Applicant</th> <th>Price (net VAT)</th> <th>Score – maximum of 5</th> </tr> </thead> <tbody> <tr> <td>1 (lowest price)</td> <td>£700,000</td> <td>5</td> </tr> <tr> <td>2</td> <td>£725,000</td> <td>$\frac{£700,000}{£725,000} * 5 = 4.82$ (2 d.p.)</td> </tr> <tr> <td>3</td> <td>£775,000</td> <td>$\frac{£700,000}{£775,000} * 5 = 4.51$ (2 d.p.)</td> </tr> </tbody> </table>				Applicant	Price (net VAT)	Score – maximum of 5	1 (lowest price)	£700,000	5	2	£725,000	$\frac{£700,000}{£725,000} * 5 = 4.82$ (2 d.p.)	3	£775,000	$\frac{£700,000}{£775,000} * 5 = 4.51$ (2 d.p.)
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1 (lowest price)	£700,000	5													
2	£725,000	$\frac{£700,000}{£725,000} * 5 = 4.82$ (2 d.p.)													
3	£775,000	$\frac{£700,000}{£775,000} * 5 = 4.51$ (2 d.p.)													

8.2 Phase 2 - Scoring Guidance

Applicants' Assessment Criteria 1 – 5 responses will be scored based on the system outlined below:

Table 8.1: Scoring Guidance

Score	Description
1	Not Satisfactory: There is no evidence to very little evidence that the question has been satisfactorily answered and major omissions are evident.
2	Partially Satisfactory: There is little evidence that the question has been satisfactorily answered and some omissions are evident. Much more detail is needed.
3	Satisfactory: There is reasonable evidence that the question has been satisfactorily addressed but some omissions are still evident and further detail is needed.
4	Good: The question has been well addressed with a good evidence base, with only minor omissions or lack of detail.
5	Excellent: There is clear evidence that the question has been completely addressed in all aspects, with questions answered clearly, concisely with a strong evidence base.

8.3 Phase 2 - Selection Approach

BEIS will select the Applications that offer the best overall value for money, based on their assessment against the criteria outlined in **Section 8.1**. Applications will be assessed by a minimum of three assessors, which could include BEIS assessors and independent assessors (technical and commercial experts). A moderation meeting will be held at the end of the assessment process to agree the overall weighted scores for each of the projects.

Applications responses to Assessment Criteria 1-5 will be scored using the scoring system outlined at Table 8.2. To be eligible to receive funding, a Project application must achieve the following Minimum Threshold Scores:

- Achieve a score of at least 2 out of 5 for Assessment Criteria 1-5.
- Achieve an overall minimum weighted score across all 6 Assessment Criteria of 50%.

The two highest-scoring eligible Future Phase Application which satisfy the relevant Minimum Threshold Scores will be put forward for funding of **up to £775,000 at Phase 2** (subject to meeting relevant Phase 2 Stage Gate Review requirements).

In the event that two or more eligible Applications receive the same highest ranking overall weighted score, then the assessors will reconvene for a further moderation session to agree a consensus position around who should receive funding.

8.4 Down Selection – Contract conditions

The Standard Ts and Cs as set out at Annex 1 will form the basis of the new Phase 2 Contract. The only anticipated changes relate to required insurance levels and the attachment of completed Feasibility Studies and Down Selection cost breakdown submissions as additional Contract Schedules. Please see Schedule 1 to Annex 1 for a more detailed summary.

9. Financial Eligibility and Viability

9.1 Financial Eligibility

Applicants are required to complete the relevant tabs of the BEIS Project Cost Breakdown Form Contracts (the 'Project Cost Breakdown Form') which is provided as **Annex 3** setting out their capped funding requirement to carry out the project. Applicants should only input in the specified light blue input cells and should consult guidance on completion which is embedded within the Form and can be accessed by clicking on the relevant cell.

BEIS reserves the right to exclude applicants from the Competition where they cannot satisfactorily evidence the eligibility of costs and overheads in line with guidance provided at **Appendix 2**. Financial information should include costs for the entire project, detailing labour (including personnel day rates), material and capital equipment costs, and any travel and subsistence requirements.

BEIS can only provide funding for eligible costs and overheads incurred up to the end of the Contract.

9.2 Financial viability checks

Economic and Financial Assessment of Applicants

BEIS will undertake financial viability checks on all provisionally successful Applicants. Where there is more than one organisation in the Applicant group, the required financial information (see below) should be provided for any entity who is forecast to deliver at least 25% of the Contract by value – including sub-contractors. Applicants may be asked to respond to clarification questions linked to these financial viability checks and, where relevant asked to provide satisfactory evidence of how identified financial risks are being actively managed and mitigated.

The assessment of financial viability will take into account (amongst other things) whether the Applicant is able to demonstrate a robust business plan and financially sustainable business model in respect of the relevant Project. Tests of financial viability will be conducted in line with industry best practice. They may include (but are not limited to):

- whether an Applicant/Project/ultimate parent company has sufficient liquidity (it is capable of covering its short-term commitments);
- whether an Applicant/Project/ultimate parent company is financially autonomous (it is capable of covering its debt costs); and

- whether an Applicant/Project/ultimate parent company is solvent (it is capable of covering its medium and long-term commitments).

Checks will include reviewing the latest independently audited accounts filed on the Companies House database. Where a company or organisation is not required to file accounts with Companies House, other financial information will be requested to enable an appropriate financial viability review to be undertaken. This might include:

- A copy of last two years accounts as filed with Companies House; or
- A copy of last two years accounts – if not obliged to file with Companies House; or
- A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this company or organisation; or
- Alternative means of demonstrating financial status if any of the above are not available (e.g., forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).

If you are bidding as a new Project company, we will review letters of support from Project partners / investors and may also review the financial statements of each partner.

Parent Company Guarantees and other potential mitigations

Where an Applicant is a special purpose vehicle (SPV), BEIS will require a parent company guarantee(s) (PCG(s)) from relevant companies or organisations. BEIS shall accept this as satisfying the Applicant's financial viability checks subject to the necessary financial viability checks being performed on the parent company to BEIS' satisfaction.

BEIS may also, at its discretion require PCGs or other satisfactory mitigations to be put in place in relation to other provisionally successful Applicants, ahead of Contract award.

Acceptable mitigations may include, but are not limited to those set out in Section 3 to the Government and Commercial Function's'

[Assessing and monitoring the economic and financial standing of suppliers guidance note May 2021.pdf \(publishing.service.gov.uk\)](#).

Where provisionally successful Applicants are unable to provide mitigations to BEIS' satisfaction they will be excluded from the Competition.

Financial Viability checks Post-Contract Award

During both the Phase 1 and Phase 2 Contracts period, successful Applicants must provide to BEIS all subsequent year end accounting data – audited or alternative as set out above – within 30 days of accounts being issued, and this will be subject to the same scrutiny as set out above. Successful Applicants should also immediately notify BEIS, in writing, where they believe, on the

balance of probabilities, that they will not be able to access sufficient match funding to complete the Project.

BEIS reserves the right to cease payment of allocated SBRI funding where it has reasonable grounds to believe that the successful Applicant is unlikely to be able to complete delivery of the Project.

Contractual payments

BEIS will not make payments in advance of need and typically makes contract payments in arrears on satisfactory completion of agreed milestones and deliverables. BEIS therefore anticipates making payment after delivery of Feasibility Studies that meets all relevant quality content and format requirements as detailed at **Section 3** to this document.

BEIS understands, however, the difficulties which small businesses may face when financing this type of project. BEIS will explore cash flow issues with the Applicant as part of developing the financial and milestone profile during the Contract Award process. BEIS will offer flexibility in terms of profiles and payments, within the confines of the requirements for use of public money within which it operate.

10. Notifications and Publications of Results

10.1 Notification

Applicants will be informed by email whether their application has been successful.

BEIS may wish to publicise the results of the scheme which may involve engagement with the media. At the end of the application and assessment process, BEIS may issue a press release or publish a notice on its website. These public documents may, for example, outline the overall results of competitions and describe some of the projects to be funded.

Confidentiality request: Some organisations may want their activities to remain confidential and you will be given a chance to opt out of any involvement in media relations activity and further case study coverage of Projects, should you see this as being absolutely necessary. However, the public description of the Project you provide in your application will be made available in the public domain if your application is successful, and you are not able to opt out of the project description being published. As such, you must provide a short description (Maximum 500 words) of your proposed Project.

In addition, all funded Projects must include reporting and dissemination milestones – agreed with BEIS - as part of their Project Deliverables, determined after the award of the Contract (see **Section 3** for further information on Deliverables). Information about all Contract awards will also be published on Contracts Finder.

Any organisation that wishes to publicise its project, at any stage, must contact the Competition Project Manager or their Project Monitoring Officer at BEIS and obtain written permission before doing so.

10.2 Publication of results

SBRI involves a high degree of risk-benefit sharing. In return for provision of funding and non-financial support during project activities, BEIS expects to be able to use and share the results and outputs of the project activities with other Government Departments, industry and other stakeholders to further understanding and progress technology development and deployment.

BEIS also wishes to publicise details of the award recipients. Therefore, on or after issuing the SBRI contract agreement, BEIS will publish the following information:

- Identity of the participant and its partners.
- Project summary information including aims and expected outcomes of the Project and technology area.

- Total award value.

Following completion of the funded Projects, BEIS will publish on its website a summary of the funded activities and the outcomes achieved. This will include a final summary report from each Project.

BEIS may also revisit Projects at a later date and publish an evaluation report for the scheme as a whole.

BEIS however recognise the need to maintain confidentiality of commercially sensitive information. BEIS will consult Applicants regarding the nature of information to be published, in order to protect commercially sensitive information. The notice of the award on Contracts Finder will also include the value of the contract.

11. Reporting

11.1 Reporting, Knowledge Sharing and Evaluation Requirements

Project monitoring and reporting is required to track project progress and ensure payments are made according to a schedule of milestones to be agreed with selected projects. This reporting will be in confidence to BEIS and its technical advisers and will not be published. Any proposed changes to schedules or project plans will need to be discussed with BEIS and Applicants should expect significant interaction with the team during the project.

Project teams will be required to meet with their Monitoring Officer at least once per month to discuss project progress and highlight successes, issues and risks.

Project teams will also be asked to attend fortnightly briefing calls with BEIS and its technical advisers, though no formal reporting will be required at these sessions.

11.2 Key Performance Indicators

BEIS requires all funded projects under the Net Zero Innovation Portfolio (NZIP) to report on key performance indicators (referred to as NZIP KPIs) to provide a consistent approach to reporting evidence, and to track and measure key outputs, outcomes and impacts. The evidence collected is used to demonstrate the impact of the NZIP on achieving the government's Net Zero ambitions and is necessary to be able to run future competitions.

Project lead organisations will be required to report on KPIs at various intervals for each Project, including at the start of the Project, during Project delivery, at Project closure and for three years after Project closure. BEIS will supply funded Projects with a reporting template to complete at set intervals, and recipients are expected to return the template to their Monitoring Officer upon completion, who will review and quality assure it. At Project start, your BEIS Monitoring Officer will provide further details about the calculation of these KPIs and assist with the initial completion and measurement.

Please note that it may at times be necessary to make changes to the NZIP KPIs, data collection modes or frequencies. We will endeavour to keep all changes to a minimum and communicate any implications to you via the Monitoring Officers in advance of collection.

Beyond these NZIP KPIs, BEIS conducts independent evaluations of many of its programmes. The funded project organisation will be required to collaborate in reasonable evaluation activities, including, but not limited to, providing programme-specific KPIs, completing questionnaires or surveys, participating in interviews and workshops, communicating the learnings from the

project, providing costs/sales data and elaboration of any of the measures covered in the NZIP KPIs.

BEIS will be collecting the following KPIs, with data provided by Monitoring Officers marked in italics. Not all data will be collected annually.

Table 11.1: NZIP KPIs

KPI	KPI description	Metrics
KPI 1	<i>Number of NZIP projects supported</i>	<i>Project start and completion.</i>
KPI 2	<i>Number of NZIP projects that have met objectives</i>	<i>Extent to which project objectives have been met to date</i> <i>Change in objectives and reasons for change</i>
KPI 3	<i>Number of organisations supported to deliver the project</i>	<i>Lead partner delivering the project: name, organisation size and number and type of jobs supported within the organisation to deliver the project.</i> <i>Other partner organisations involved in delivering the project as named on the Contract or Grant: name, organisation size and number and type of jobs supported within the organisation(s) to deliver the project.</i>
KPI 4	Number of active contractual and non-contractual business relationships supported	<ul style="list-style-type: none"> • Number of contractual relationships: name and type of contractual relationship. • Number of informal non-contractual business relationships: name and type of non-contractual relationship • Extent to which your organisation expanded its network of business relationships as a result of the project
KPI 5 *	Advancement of Low Carbon Solutions – Technology Readiness Levels	Covers both current and anticipated levels (e.g. by project closure or by a specified future date)
KPI 7i	Reduction in the unit cost of energy	Including: <ul style="list-style-type: none"> • Capital and operating cost reduction • Calculation of potential benefits in 2032 • Alternative approaches are available where above data is not available
KPI 7ii	Increase in energy efficiency / Reduced energy demand	Including: <ul style="list-style-type: none"> • Reduction in energy used in MWh • Calculation of potential benefits in 2032

		<ul style="list-style-type: none"> Alternative approaches are available where above data is not available
KPI 7iii	Increase in energy system flexibility	Including: <ul style="list-style-type: none"> The peak power which could be controlled through the flexibility technology (MW) The duration of the controlled load, generation or storage capacity (hours) Calculation of potential benefits in 2032
KPI 8 **	Steps towards commercialisation of the innovation including sales in the UK and internationally	Including: <ul style="list-style-type: none"> Steps towards commercialisation incl. licensing agreements, commercial partnerships, product certifications etc. if taken and national/international standards passed UK and International sales secured and their value.

* BEIS expects successful Projects to take the existing technology from TRL 3 to 5 across Phase 1 and from TRL 5 to 7 across Phase 2. A full description of TRL levels can be found at **Appendix 1**.

** BEIS will measure this outcome (KPI 8) over the longer term – but related targets and attainment will not form part of the assessment of the application, nor of satisfactory completion of the contract itself. BEIS will expect the successful contractor to fulfil an obligation however, to submit an update of progress on this KPI at least annually, for a period of three to five years following completion.

11.3 Evaluation requirements

Successful Applicants will also be required to participate in and facilitate an evaluation of this programme, which will be delivered by an external contractor commissioned by BEIS. The specific role of the external evaluator and scope of the evaluation is yet to be confirmed, though it is likely to include qualitative and quantitative data collection and analysis in order to assess programme delivery, impact and value for money and identify learnings. Projects will be required to participate in and contribute to the evaluation activities, both during and after final contract payments, including by providing relevant primary and secondary data to the evaluation contractor and by participating in research interviews.

12. Intellectual Property

The proposed arrangements for intellectual property rights (IPR) and exploitation of IPR are set out in the contract terms and conditions for this competition, in **Annex 1**

Subject to the requirements of **Conditions 27 and 28** of the standard terms and conditions (Annex 1) Applicants will retain ownership of the intellectual property generated from the project. Applicants are required to identify and record any such intellectual property and to protect patentable knowledge in accordance with **Condition 28** of the standard terms and conditions. If within five years of its creation Applicants have not commercially exploited intellectual property generated from the work, then in line with **Clause 28 (5)** of the standard terms and conditions, BEIS may request the intellectual property be assigned to BEIS.

Consistent with the good management of Intellectual Property Rights and the continued agreement of the Authority, successful Applicants shall be expected to promote the dissemination of the arising Intellectual Property.

13. Feedback, Re-application and Right of Appeal

A short summary of key feedback regarding the applications will be provided to all applicants. This feedback will be based on the comments of technical assessors. BEIS provide comments where an applicant is considered ineligible in light of financial viability checks. No additional feedback will be provided and there will be no further discussion on the application.

The feedback from the assessors is intended to be constructive. Comments are not a checklist of points which must be answered or argued in a resubmitted application as the assessors/requirements may be different and it is your decision as to whether you act on the suggestions made.

BEIS' decision regarding any application is final and no appeal process is in place, so it is important that you make any points you wish to make clearly and concisely in the Application Form.

14. Confidentiality and Freedom of Information

The Freedom of Information Act 2000 (“FOIA”) and the Environmental Information Regulations 2004 (“EIR”) apply to the Department.

You should be aware of the Department’s obligations and responsibilities under FOIA or EIR to disclose, on written request, recorded information held by the Department. Information provided in connection with this procurement exercise, or with any contract that may be awarded through this exercise, may therefore have to be disclosed by the Department in response to such a request, unless the Department decides that one of the statutory exemptions under the FOIA or the exceptions in the EIR applies. Where any request is made to BEIS under the FOIA for the release of information relating to any project or Applicant, which would otherwise be reasonably regarded as confidential information, BEIS will notify you of the request as soon as we become aware of it.

If you wish to designate information supplied as part of your application as confidential, or if you believe that its disclosure would be prejudicial to any person’s commercial interests, you must provide clear and specific detail as to the precise information involved and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. Such designation alone may not prevent disclosure if in the Department’s reasonable opinion publication is required by applicable legislation or Government policy or where disclosure is required by the Information Commissioner or the First-tier Tribunal (Information Rights).

As part of the application process all applicants are asked to submit a public description of the project. This should be a public facing form of words that adequately describes the project but that does not disclose any information that may impact on Intellectual Property (IP), is confidential or commercially sensitive. The titles of successful projects, names of organisations, amounts awarded, and the description of the project may be published once the award is confirmed as final.

Additionally, the Government’s transparency agenda requires that tender documents (including competition guidance such as this) are published on a designated, publicly searchable web site. The same applies to other tender documents issued by the Department (including the original advertisement and the pre-qualification questionnaire (if used)), and any contract entered into by the Department with its preferred supplier(s) once the procurement is complete. By submitting a tender, you agree that your participation in this procurement may be made public. Aside from the public description of your project (see above), the answers you give in this response will not be published on the transparency web site (but may fall to be disclosed under FOIA or EIR (see above)). Where tender documents issued by the Department or contracts with its suppliers fall to be disclosed the Department will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.

15. Terms and Conditions

The Department's Standard Terms and Conditions of Contract as amended for the purposes of this Competition will apply to this contract (**see Annex 1**).

16. Further Instructions to Applicants

The Department reserves the right to amend the enclosed Competition documents at any time prior to the publication of Applicant questions and answers on 30 June 2022. Any changes are most likely to include editorial errors and include FAQs from questions asked from stakeholders/applications before **14:00 23 June 2022**. Any such amendment will be numbered, dated and issued on the website as well as on the [Contracts Finder Website](#). Where amendments are significant, the Department may, at its discretion, extend the deadline for receipt of tenders.

The Department reserves the right to withdraw this contract opportunity without notice and will not be liable for any costs incurred by contractors during any stage of the process. Applicants should also note that, in the event a proposal is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that proposal may be rejected. By issuing this Competition document, the Department is not bound in any way and does not have to accept the lowest, or any, proposal and reserves the right to accept a portion of any proposal unless the tenderer expressly stipulates otherwise.

16.1 Application checklist

To submit an application for this Competition, you must complete the online registration form, available [here](#), and use the resulting password to complete your online application form.

Please answer all questions on the application form fully.

Please complete and upload the following application documents. All these documents are also available on the Programme website.

- Project Cost Breakdown Form
- Risk proforma
- Signed Declarations:
 - Declaration 1: Signed Statement of Non-Collusion
 - Declaration 2: Signed Form of Bid
 - Declaration 3: Signed Conflict of Interests statement
 - Declaration 4: Signed Code of Practice for Research
 - Declaration 5: UK GDPR Assurance Questionnaire
 - Declaration 6: Signed Standard Selection Questionnaire, including addressing the BEIS Exclusion Grounds

16.2 Definitions

Please note that references to the "Department" throughout these documents mean The Secretary of State for Business, Energy and Industrial Strategy acting through his/her representatives in the Department for Business Energy & Industrial Strategy.

16.3 Data Protection and Security

Successful Applicants must comply with all relevant Data Protection Legislation, as defined in the terms and conditions applying to this Competition. A guide to the UK General Data Protection Regulation published by the Information Commissioner's Office, can be found [here](#).

Annex 2 contains a "The General Data Protection Regulation Assurance Questionnaire for Contractors" (Declaration 4) to evidence the extent of readiness. The Authority may ask successful Applicants to provide evidence to support the position stated in the questionnaire. The Authority may require successful Applicants to increase their preparedness where the Authority is not satisfied that the Applicant will be in a position to meet its obligations under the terms and conditions. If the Applicant fails to satisfy the Authority that it will be in a position to meet its obligations under the terms and conditions in the event that the Applicant is successful, the Authority reserves the right to exclude the applicant from this procurement.

17. Non-Collusion

No application will be considered for acceptance if the Applicant has indulged or attempted to indulge in any corrupt practice or canvassed the tender with an officer of the Department. Annex 2 contains a "Statement of non-collusion" (Declaration 1); any breach of the undertakings covered under items 1 - 3 inclusive will invalidate your tender. If a Supplier has indulged or attempted to indulge in such practices and the tender is accepted, then grounds shall exist for the Authority to terminate the contract and claim damages from the successful contractors. You must not:

- Tell anyone else what your capped price is or will be before the time limit for delivery of tenders.
- Try to obtain any information about anyone else's application or proposed application before the time limit for delivery of applications.
- Make any arrangements with another organisation about whether or not they should apply, or about their or your capped price.

Offering an inducement of any kind in relation to obtaining this or any other contract with the Department will disqualify your tender from being considered and may constitute a criminal offence.

Appendix 1 – Technology Readiness Levels (TRLs)

Technology readiness levels are an indication of the maturity stage of development of a technology on its way to being developed for an application or product. The table below defines TRLs 1 to 9.

TRL	Description
Research and Development	
TRL 1 – Basic Research	Scientific research begins to be translated into applied research and development.
TRL 2 – Applied Research	Basic physical principles are observed, practical applications of those characteristics can be 'invented' or identified. At this level, the application is still speculative: there is not experimental proof or detailed analysis to support the conjecture.
Applied research and development	
TRL 3 – Critical Function or Proof of Concept Established	Active research and development is initiated. This includes analytical and laboratory studies to physically validate analytical predictions of separate elements of the technology. Examples include components that are not yet integrated or representative.
TRL 4 – Laboratory Testing/Validation of Component(s)/Process(es)	Basic technological components are integrated to establish that the pieces will work together.
TRL 5 – Laboratory Testing of Integrated/Semi-Integrated System	The basic technological components are integrated with reasonably realistic supporting elements so it can be tested in a simulated environment.
Demonstration	
TRL 6 – Prototype System Verified	Representative model or prototype system is tested in a relevant environment.
TRL 7 – Integrated Pilot System Demonstrated	Prototype near or at planned operational system, requiring demonstration of an actual system prototype in an operational environment.
Pre-commercial deployment	
TRL 8 – System Incorporated in Commercial Design	Technology is proven to work -actual technology completed and qualified through test and demonstration.
TRL 9 – System Proven and Ready for Full Commercial Deployment	Actual application of technology is in its final form -technology proven through successful operations.

Appendix 2 - Eligible and Ineligible Costs

General Requirements

Timing: BEIS will only provide the funding to cover eligible costs incurred and defrayed in the period between the Project start date specified in the contract, and the deadline specified in the contract for completion of the project.

Who can incur eligible costs: The definition of eligible costs includes the applicant's own costs, eligible costs incurred by consortium members and eligible costs incurred by companies sub-contracted to the applicant or consortium members as defined in the application or subsequent agreements between the successful applicant and BEIS.

Non-sterling costs: Costs must be denominated in GB pounds. If relevant, applicants should indicate where conversion has been made to GB pounds from other currencies and indicate the conversion rate and assumptions used.

Research and development costs Your application must have at least 50% of the Contract value attributed directly and exclusively to research and development services.

Eligible Costs

Directly incurred costs:

These are costs that are specific to the project that will be charged to the project as the amount spent, fully supported by an audit record justification of a claim. They comprise:

- Labour costs for all those contributing to the project, broken down by individual
- Material costs (including consumables specific to the project)
- Capital equipment costs*
- Sub-contract costs
- Travel and subsistence

*Under SBRI rules, BEIS will only pay full capital equipment costs for equipment that is specialised and bespoke enough that it only has a value for the duration of the project. For capital equipment that has a value at the end of the contract, BEIS will only pay depreciation costs for the duration of the project, in line with your accounting policy for depreciation. For example, if a project budget includes the cost of purchasing

six new laptops, it is highly likely that these will still have value at the end of the project. As such, BEIS would only pay depreciation costs on these laptops across the duration of the project.

Indirect costs:

Indirect costs should be charged in proportion to the amount of effort deployed on the project. Applicants should calculate them, using their own cost rates. They may include:

- General office and basic laboratory consumables
- Library services / learning resources
- Typing / secretarial
- Finance, personnel, public relations and departmental services
- Central and distributed computing
- Overheads

BEIS will not normally pay overheads of over 50%, and any overheads above this amount will need to be fully justified.

Ineligible Costs

Under no circumstances can costs for the following items be claimed:

- Commercialisation activities
- Profit (i.e. applicants should not include profit for themselves or the other Project team members within indirect costs or include it as a separate Project cost)
- Profit on contractors (i.e., where contractors are used in key posts, these contractors should be paid at the standard market rate)
- Contingency / Contingent costs
- Protection of IPR (including patent costs)
- For activities of a political or exclusively religious nature
- In respect of costs reimbursed or to be reimbursed by funding from other public authorities or from the private sector
- In connection with the receipt of contributions in kind (a contribution in goods or services as opposed to money)
- To cover interest payments (including service charge payments for finance leases)

- For the giving of gifts to individuals, other than promotional items with a value no more than £10 a year to any one individual
- For entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations)
- To pay statutory fines, criminal fines or penalties
- In respect of VAT that you are able to claim from HM Revenue and Customs.

Appendix 3 - Exclusion Grounds

Mandatory Exclusion Grounds

Public Contract Regulations 2015 R57(1), (2) and (3)

Public Contract Directives 2014/24/EU Article 57(1)

Participation in a criminal organisation

Participation offence as defined by section 45 of the Serious Crime Act 2015

Conspiracy within the meaning of

- section 1 or 1A of the Criminal Law Act 1977 or
- article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983

where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;

Corruption

Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

The common law offence of bribery;

Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;

Fraud

Any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:

- the common law offence of cheating the Revenue;
- the common law offence of conspiracy to defraud;
- fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;

- fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
- fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
- an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
- destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
- fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
- the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

Terrorist offences or offences linked to terrorist activities

Any offence:

- listed in section 41 of the Counter Terrorism Act 2008;
- listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
- under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

Money laundering or terrorist financing

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996

Child labour and other forms of trafficking human beings

An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

An offence under section 59A of the Sexual Offences Act 2003

An offence under section 71 of the Coroners and Justice Act 2009;

An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994

An offence under section 2 or section 4 of the Modern Slavery Act 2015

Non-payment of tax and social security contributions

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

- HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or
- a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;
- a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established

Other offences

Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland

Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland

Discretionary exclusions

Obligations in the field of environment, social and labour law.

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law (as retained in UK law in accordance with Section 4 of the EU Withdrawal Act 2018 (as amended by the EU (Withdrawal Agreement) Act 2020)), national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see copy below) as amended from time to time; including the following:-

Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.

In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.

In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).

Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;

Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;

Where the organisation has been in breach of the National Minimum Wage Act 1998.

Bankruptcy, insolvency

Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;

Grave professional misconduct

Guilty of grave professional misconduct

Distortion of competition

Entered into agreements with other economic operators aimed at distorting competition

Conflict of interest

Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

Been involved in the preparation of the procurement procedure

Prior performance issues

Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or

a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.

Misrepresentation and undue influence

The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection, or award.

Additional exclusion grounds

Breach of obligations relating to the payment of taxes or social security contributions.

ANNEX X Extract from Public Procurement Directive 2014/24/EU

LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —

- ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
- ILO Convention 98 on the Right to Organise and Collective Bargaining;
- ILO Convention 29 on Forced Labour;
- ILO Convention 105 on the Abolition of Forced Labour;
- ILO Convention 138 on Minimum Age;
- ILO Convention 111 on Discrimination (Employment and Occupation);
- ILO Convention 100 on Equal Remuneration;
- ILO Convention 182 on Worst Forms of Child Labour;
- Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
- Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
- Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

Consequences of misrepresentation

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation: -

- The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;
- The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
- If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).

If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).

Appendix 4 – Completion of Project Cost Breakdown Form

Overview

The BEIS Project Cost Breakdown Form is a standard template used to capture costs and overheads to inform multiple procurement competitions of varying size and scope. As a result, whilst it contains multiple green input tabs, not all will require completing, particularly for lower value or less complex procurements.

Flex IoT Competition – Mandatory input tabs for all applicants

Based on project requirements as detailed at **Section 1.3** and **Section 3**, applicants must **as a minimum**, complete the following tabs:

Labour & Overhead Costs tab

For all project team members for whom the applicant wishes to recover costs or overheads they must complete all light blue input cells (columns C,E,G,I and M) following the example format provided at Row 18.

Project Quarterly Breakdown tab

At columns H and I applicants should provide a quarterly profile for each Cost or Overhead category where £ amounts have been entered. Please note the FY22-23 totals at column L must equal the equivalent total on the 'Summary' tab – Thus the 'Total Labour costs' figure at cell L10 of the Project Quarterly Breakdown tab must equal the 'Total Labour Costs, exc Overheads' figure at cell E17 of the 'Summary' tab.

Flex IoT Competition – Other potential input tabs

Applicants intending to claim eligible Travel and Subsistence Costs must complete the relevant blue input fields in the **Travel & Subsistence tab**.

Applicants intending to utilise one or more Sub-Contractors must complete the relevant blue input fields in the **Sub-Contract Costs tab**.

For consortia applications, each Partner must complete the relevant light blue input cells in the **Partner Breakdown tab**.

Applicants intending to claim for other costs should complete the relevant light blue input cells in either the **Material Costs, Capital Equipment or Other Costs tab**. light

blue. Given the anticipated desktop nature of work associated with production of the Feasibility Reports, this should include full justification for costs being claimed.

Appendix 5 – Accelerator Support for SMEs

Overview

The Accelerator Support for SMEs offers acceleration support to Applicants that successfully progress to Phase 2: Development, and meet the definition of Small & Medium Enterprise (SME) (Table A5.1). This is highly recommended for SME SBRI awardees to help develop their business. This Acceleration Support is 100% funded by BEIS. This support will focus on helping the Applicant to prepare commercial plans and actions that will increase the chance of successfully bringing the innovation to market or reduce the time to market.

Table A5.1 Categories for business size definitions - Summary

Company Category	Staff Headcount		Turnover		Balance Sheet Total
Medium	<250 people	AND	≤£45m	OR	≤£39m
Small	<50 people	AND	≤£9m	OR	≤£9m
Micro	<10 people	AND	≤£2m	OR	≤£2m

Nature of support offered

The starting point for acceleration support is to consider the current stage of commercial preparation and identify (with the Applicant) critical next steps, business strengths and gaps, benchmarked for the stage of the individual business across all key Acceleration Support focus areas:

- Market engagement and proposition
- Strategy and sales
- Team and board
- Funding and investment
- Product-service design, development and launch
- Business processes and controls

Specialist advisers will be assigned by BEIS to support the company in the development of the appropriate knowledge and skills. Three types of support will be available dependant on company need:

1. Tailored support, including coaching and specialist support across the six focus areas
2. Group training and learning resources, including sector specific masterclasses and techno-market workshops

3. Access to industry and finance networks, providing companies with investor engagement opportunities, pitch training sessions, facilitated market engagement and networking opportunities.

All SME-led proposals that are awarded funding and wish to receive Acceleration Support will need to participate in an Acceleration Support Planning meeting. This planning session will be conducted by The Carbon Trust who have been appointed to deliver Acceleration Support Services on behalf of BEIS. Following the planning meeting an acceleration plan will be created outlining the task delivery plan. These plans will be bespoke and based on company needs identified.

Accelerator Support on SBRI-funded projects

BEIS have historically offered Acceleration Support to help grant recipients achieve maximum commercial impact from the grant. From the experience of the Energy Entrepreneur's Fund (EEF) scheme managed by BEIS, there is a clear distinction between projects that received Acceleration Support and those companies who were high-scoring applications but did not receive funding and Acceleration Support, through the EEF scheme.

It is highly recommended that SBRI recipients take up the offer of Acceleration Support Services and co-operate with both the Acceleration Planning Session and the Acceleration Manager, who will oversee the delivery of the acceleration support. However, unlike the EEF scheme, receiving the identified acceleration support is not a condition of the SBRI contract award.

Participants will also be asked to collaborate in monitoring and evaluation activities and to provide feedback on support provided through the programme.

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