

Energy Efficiency Advice Project – Specification

June 2026

Subject to Staffordshire County Council Confirmation and Sign Off of Project.

1. Contracting Authority

Staffordshire County Council – Environment Support Business Team

Energy Efficiency Advice Consultancy Project

Any questions or queries relating to this specification are welcome and should be sent to madeleine.rule@staffordshire.gov.uk

2. Purpose of the Tender

Staffordshire County Council is seeking to appoint an experienced **energy efficiency consultancy** to deliver targeted, practical, independent energy advice and support on reducing energy costs and improving energy efficiencies to small and medium sized businesses, including charities within Staffordshire, excluding Stoke on Trent.

Rising energy costs and increasing regulatory and environmental expectations have placed pressure on businesses to better understand and actively manage their energy consumption. The purpose of this project is to provide **short, high-impact consultancy interventions** that help businesses to save money by:

- Better understand their energy bills and tariffs
- Identify cost-effective energy efficiency measures
- Reduce energy consumption and operating costs
- Highlighting immediate and longer-term cost-saving opportunities
- Gain clarity on available funding, grants, and next steps

This programme is intended to provide **clear, practical, technical and actionable advice.**

3. Contract Value and Duration

- **Total contract value: £20,000 (excluding VAT)**
- **Delivery period:** From July 2026 to March 2027

This does not guarantee a minimum or maximum amount of work and final contract is subject to Staffordshire County Council funding approval.

The programme is expected to support approximately **45–55 businesses**, however the final number cannot be confirmed and may be below the expected number. We cannot provide figures that would

constitute a guaranteed amount of work. The number of businesses to receive a Review will be demand driven and dependent upon funding available. Each business is expected to receive up to **4 hours of tailored consultancy support** (some businesses may not require a full 4 hours support). Businesses will be identified and referred to the consultant by the Environmental Business Support Team, based on eligibility criteria and the submission of relevant documentation, including energy bills, data and, where applicable, quotations of potential new technologies. The consultancy business would then have the flexibility in how support is delivered, not exceeding the four hours paid allocation per business, consultation may take place over the phone, online meeting or face to face, the consultant will produce a written report summarising the consultation and identifying energy and cost savings. This evidence would then be communicated to both the business and the Environmental Business Support Team. Documented evidence of delivery, number of hours etc. will be required prior to invoice approval, within the time frame of the project.

4. Scope of Services

The appointed supplier will be required to provide the following services:

4.1 Business Energy Support Sessions

- Up to **4 hours of consultancy per business**, which may be delivered:
 - Remotely (online/telephone/Teams)
 - In person on site
- Sessions should be practical, understandable, and tailored to each business, focusing on financial savings.

4.2 Core Areas of Advice

Consultancy support may cover but not limited to the following areas:

- Understanding and interpreting energy bills and tariffs
- Identifying energy consumption patterns
- Quick-win energy efficiency measures
- Behavioural changes and operational improvements
- Review of existing contracts and renewal considerations
- Advice on low-cost and no-cost efficiency actions
- Renewable energy technologies
- Signposting to relevant grants, funding, or further support
- Responding to general energy-related questions and concerns

5. Deliverables

The supplier will be expected to provide:

1. Consultancy Support Delivery

- a. Up to 4 hours of consultancy per participating business

2. Business Summary Reports

- a. A short, plain-English summary for each business, outlining:
 - i. Energy bill analysis
 - ii. Key issues identified
 - iii. Recommended actions
 - iv. Estimated cost savings (where possible)
 - v. Suggested next steps

3. Programme Monitoring and Reporting

- a. A consolidated **monthly** summary report including:
 - i. Number of businesses supported
 - ii. Number of hours per business supported
 - iii. Common energy challenges identified
 - iv. Recommendations provided
 - v. Estimated aggregate energy or cost savings (where feasible)

6. Skills and Experience Required

Bidders should demonstrate:

- Proven experience in business energy consultancy or energy efficiency advisory services
- Strong understanding of SME energy markets and billing structures
- Experience of delivering clear, technical advice to non-specialist audiences
- Knowledge of energy efficiency measures relevant to commercial premises
- Ability to work with a diverse range of businesses
- Take part in Staffordshire County Council led events to assist with the marketing of this project. I.e. advice on solar implementation projects. Exact number of events and details to be confirmed.

7. Management and Quality Assurance

The successful bidder will be required to:

- Provide a named project lead
- Agree a delivery plan with the Environmental Business Support Team
- Maintain clear records of hours delivered to each business and show evidence of this
- Ensure consistency and quality of advice provided
- Comply with all data protection requirements (UK GDPR)

8. Pricing

Bidders should submit:

- Hourly consultancy rate
- Breakdown of costs, including:
 - Consultancy delivery
 - Management and reporting

The total submission must not exceed **£20,000(excl. VAT)**.

9. Payment

Payment shall be made per business supported, aggregated at the end of each month. Once the Provider submits evidence to the Environmental Business Support Team and this is accepted, they can submit their invoice for the Total Fee together with VAT, at the appropriate rate, where applicable. This will be paid within 28 days of receipt by SCC's Accounts Payable team.

10. Evaluation Criteria

Tenders will be evaluated using the following criteria:

Criterion	Weighting
Quality	60%
Price	40%

11. Instructions for Submission

Bidders should submit:

- A written proposal
- Evidence of relevant experience of energy advisory service
- Example of a written report that would be provided to a business

- Pricing schedule
- Project delivery plan

Deadline for submission: by the 19th of June 2026

Method of submission: Email: lowcarbon@staffordshire.gov.uk

12. Additional Information

Staffordshire County Council is not bound to accept the lowest priced tender and reserves the right not to award the contract.