12 February 2024

Dear Sir/Madam,

Invitation to Tender for the Hybrid generation load site control and grid code compliance project for the Carbon Trust's Integrator Programme

You are invited to submit a Tender for the Hybrid generation load site control and grid code compliance project (the "HyLoGen Comply project" or "Project") which is part of the Integrator programme. The key objective of the Project is to determine how offshore wind farms (OWF) can operate in concert with flexible load assets – electrolysers and / or batteries – behind the grid same connection point while maintaining grid code compliance.

The Invitation to Tender (ITT) consists of the following documents:

- Description of Tender (this document);
- Integrator Phase III Contractors' Conditions;
- Tender Certificate (Word template);
- Bid Price Calculation Sheet (Excel template);
- Clarification Document (if applicable[1]);
- Project Closeout Form (for information purposes only – no need to complete now).

Unless informed to the contrary, Tenders and communications shall be sent by e-mail to the following e-mail address: rob.bloom@carbontrust.com

Tenders must be submitted before 15 March 2024. Any Tenders received after this date and time will be deemed non-compliant.

Your Tender must consist of the following, the contents of which are described further below:

- Main Bid Document (pdf) – template not provided;
- Signed Tender Certificate (pdf) – template provided; and
- Bid Price Calculation Sheet (xls) – template provided.

The timeline of this procurement process is as follows:

Deadline for clarification questions	5 March 2024
Clarification Document published[1]	8 March 2024
Submission of full Tender	15 March 2024
Bidder interviews	W/C 1 April 2024
Successful Contractor announcement	W/C 15 April 2023
Envisaged Contract award date	W/C 29 April 2024

Please e-mail any clarification questions, including questions about the timing of this ITT, to rob.bloom@carbontrust.com any time before 5 March 2024. The complete set of clarification questions

[1] A Clarification Document will not be published if no clarification questions are received in relation to this ITT.

and all answers to clarification questions will be published in the Clarification Document on our website by 8 March 2024 and will hence be visible to all potential Bidders: https://www.carbontrust.com/news-and-events/Tenders

For information about the Integrator programme, please see the Carbon Trust's website:
The Integrator | The Carbon Trust

We look forward to receiving your Tender.

Yours sincerely,

Rob Bloom
For and on behalf of **THE CARBON TRUST**

THE CARBON TRUST INTEGRATOR PROGRAMME

Invitation to Tender for the "Hybrid generation load site control and grid code compliance" Project

Description of Tender

Contents

IMPORTANT INFORMATION FOR BIDDERS

Publishing

Neither this document, nor any part of it nor any other information supplied in connection with it may, except with the prior written consent of the Carbon Trust, be republished, reproduced, copied, distributed or disclosed to any person for any purpose other than consideration by the recipient of whether or not to submit a Tender.

Bid evaluation

The received Tenders will be evaluated by the Carbon Trust and the Integrator Partners against the criteria provided in section 7 and the Bidder authorises the Carbon Trust to share its submitted Tender with the Integrator Partners for this purpose. A shortlist of Bidders will be created and invited for interview. Carbon Trust will do a vetting of the shortlisted bidders. Carbon Trust may request shortlisted bidders to fill-in a Due Diligence Questionnaire to supply additional information prior to being invited for an interview.

Contracting

Bidders should note that the Scope of Work contained in section 4 of this document does not constitute an offer to contract with the Carbon Trust. It only represents a definition of specific requirements and an invitation to submit a Tender addressing these requirements.

Issuance of this Invitation to Tender and the subsequent receipt and evaluation of the Tenders by the Carbon Trust does not commit the Carbon Trust to enter into a Contract with any Bidder.

Should Your Tender be successful, a Final Scope of Work that builds upon the Scope of Work contained in section 4 of this document and Your Approach to Work will be mutually agreed between You and the Carbon Trust. Once the Final Scope of Work is agreed, your offer will be formally accepted by the Carbon Trust issuing an Award Letter, the Final Scope of Work, the Integrator Phase III Contractors' Conditions, and any clarifications agreed in writing. The Award Letter, the Final Scope of Work, the Integrator Phase III Contractors' Conditions, and any clarifications agreed in writing will establish the Contract for the Hybrid generation load site control and grid code compliance project (the "**Contract**") between You and the Carbon Trust. With the exception of any minor amendments to the Integrator Phase III Contractors' Conditions which may be requested by the Bidder, the submission of a Tender shall constitute unqualified acceptance of the Integrator Phase III Contractors' Conditions. In the event that minor amendments to the Integrator Phase III Contractors' Conditions are requested, such amendments must be clearly stated and the exact alternative wording must be provided in Annex A of the Tender Certificate. Please note that it is at the sole discretion of the Carbon Trust to accept any of the proposed amendments and that the Carbon Trust reserves the right to require the provision of further information in relation to any such request. No minor changes other than those contained in Annex A of the Tender Certificate at the time of submitting the Tender will be considered. No material changes will be considered at any time.

Mechanics of the Tender process

Bidders should note that:

- it is at the discretion of the Carbon Trust whether to accept any non-compliant Tender or whether to reject any non-compliant Tenders without progressing such Tenders through the evaluation phase;
- the Carbon Trust reserves the right not to accept the lowest priced Tender or any Tender whatsoever;
- the Carbon Trust reserves the right to accept more than one Tender;
- unless a Bidder makes a formal statement to the contrary, the Carbon Trust reserves the right to accept any part of a Bidder's Tender without accepting the remainder;
- formal notification that a Tender has been successful will be communicated in writing by the Carbon Trust;
- the costs of Tendering are the full responsibility of the Bidder; and
- the pricing set by Bidders shall be valid for a minimum of 90 days.

Bids may be submitted by individuals, companies, organisations or consortia.

Bidders should be aware that dates referred to in this Invitation to Tender may be subject to change where this is necessary in the interests of the Project (such changes will be notified in advance).

The Tender Certificate, Main Bid Document and any correspondence must be written in English. This Invitation to Tender, the Contract, its formation, interpretation and performance is subject to and in accordance with the law of England and Wales.

Conflicts of interest

Bidders should be free of any commercial interests, partnership arrangements or contracts underway or other matters which may present a conflict or potential conflict of interest in respect of the provision of these services. As set out in section 3, if a Bidder thinks that it may have any conflict or potential conflict of interest, the Bidder shall describe the details of this conflict and provide details of whether and how it would propose to manage such a conflict in a satisfactory and robust manner in Annex B of the Tender Certificate. The Carbon Trust reserves the right to require the provision of further information in relation to any conflict or potential conflict of interest.

Disclaimer

The information contained in this Description of Tender document and in any documents or information it refers to or incorporates (the "**Disclosed Information**") has been prepared to assist interested parties in deciding whether to submit a Tender. The Disclosed Information is not a recommendation by the Carbon Trust. It does not purport to be all inclusive or include all the information that a Bidder may require.

Neither the Carbon Trust nor any of its directors, employees, agents or advisers makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Disclosed Information. All such persons or entities expressly disclaim any and all liability (other than in respect of fraudulent misrepresentation) based on or relating to the Disclosed Information or any subsequent communication. The Bidder should conduct its own due diligence and seek its own professional, legal, financial and other advice as appropriate. The only information which will have any legal effect and/or upon which any person may rely will be such information (if any) as has been specifically and expressly represented and/or warranted in writing to the successful Bidder in any written contract that may be entered into with the Carbon Trust.

1. Introduction to the Integrator Programme

1.1 The Integrator is an industry-driven collaborative research, development and demonstration programme which was initially launched by the Carbon Trust in 2020 in collaboration with several major offshore wind developers. At the time of issue of this Invitation to Tender the Integrator Partners are: SSE Renewables Services (UK) Limited, , ScottishPower Renewables (UK) Limited, Vattenfall Vindkraft A/S, EnBW Energie Baden-Württemberg AG, Shell Global Solutions International B.V. and TotalEnergies OneTech (the "**Integrator Partners**").

1.2 The Integrator is a collaborative industry programme designed to examine the interplay between offshore wind, existing infrastructure, and other technologies and developments to identify real opportunities to innovate and put offshore wind at the forefront in the energy transition. It aims to maximise the contribution of offshore wind to a low cost, flexible, predictable and low carbon energy future.

1.3 The integrator is managed by the Carbon Trust and governed by a Steering Committee ("**SteerCo**") consisting of representatives of the Integrator Partners. The SteerCo and various technical experts from the Integrator Partners will supervise the Project, provide technical direction and guidance to the Contractor (where needed) and review the Project Deliverables, findings and other outcomes.

1.4 Please note, the term "Contractor", where used within this document, refers only to the successful Bidder or, in the event that the Contract is awarded to a consortium, the successful Bidders.

2. Background and objective of the HyLoGen Comply project

2.1 The Integrator SteerCo would like to investigate how offshore wind farms (OWF) can operate in concert with flexible load assets – electrolysers and or batteries – behind the grid same connection point while maintaining grid code compliance.

2.2 Reducing dependence on fossil fuels for electricity generation means relying on intermittent renewables. Addressing the arising issues from the inherent stability challenges renewable generation provides, and the varying demand for electricity in national networks necessitates careful system design to handle challenges like low inertia, system strength, and frequency fluctuations.

2.3 To balance supply and demand, it is crucial to develop a variety of flexible low and zero-carbon energy sources capable of managing changes in renewable generation throughout the day and across seasons. Integrating renewable generation alongside flexible load assets such as battery storage or green hydrogen, can help to maximise the production of renewable energy, help reduce curtailment and could enhance the economic attractiveness of renewable generation.

2.4 As a result, offshore wind (OSW) developers are increasingly interested in hybrid load generation sites. These sites are defined by the offshore wind farm (OWF) as well as electrolysers or battery storage being connected under a single grid connection point and governed by a unified connection agreement.

2.5 However, the development of these sites is still in their infancy, and many questions remain about the realities of integrating flexible load assets with OWFs behind the same connection point. Before questions about commercial operation and energy management optimisation of these sites can be answered, it is crucial to understand how the combination of these asset types behind a single grid connection will impact the ability of that site to meet various grid codes and connection agreements.

2.6 Flexible assets on these sites can move very quickly from exporting electricity to the grid to importing electricity; while both the generation and load regimes are well described by current grid codes, the impact of this transient regime on the grid connection and connection agreements is largely unknown. Couple this with the lack of understanding, particularly of electrolyser plant operating in this system, means that significant work must be undertaken to understand these issues. Moreover, current OWF power park control systems aren't tailored to hybrid sites further hindering widespread implementation of combined load-generation systems.

2.7 The objectives and expected outcomes of this work are set out in Section 4.

2.8 The expected benefits of this work include:

a. Determining how hybrid load generation sites can operate while maintaining grid code compliance can help to reduce uncertainty around developing hybrid load generation sites and therefore help maximising production and use of energy produce by OSW.

b. Developing a strategy for power park control for hybrid sites can build confidence that the operation of assets behind a single grid connection point can be conducted safely and efficiently.

c. Providing recommendations for changes needed to assets or grid codes to ensure compliance can contribute to the refinement of industry standards and regulations for hybrid load generation sites.

3. Tender documents for submission

3.1 In response to this Invitation to Tender, Bidders are required to submit

i. A Main Bid Document (pdf) – no template provided;
ii. The signed Tender Certificate (pdf) – template provided; and
iii. The filled-in Bid Price Calculation Sheet (xls) – template provided.

3.2 The Main Bid Document should be no more than 20 pages excluding appendices and no more than 40 pages including appendices. Font should be clearly legible, and be at least font size 11. The Main Bid Document shall as a minimum include the following information:

i. The Bidder's proposed detailed Approach to Work (see section 4 and criterion 1 for more details). Bidders shall provide Work Package descriptions in the format set out in Annex 2 to this document. The Approach to Work should:

- include a Gantt chart which describes the timeline for the Project, showing when each Work Package will start and finish;
- outline how the Bidder will deliver the Scope of Work and do so on budget and within the allocated time;
- specify any input data, background IP, hardware or other inputs that the Bidder requires the Carbon Trust and/or the Integrator Partners to provide;
- specify any Alternative Work (i.e. substitute activities to take place instead of certain activities outlined in the Scope of Work in section 4). If Alternative Work forms part of the Approach to Work, the Bidder is expected to highlight, explain and justify the intended deviation from the Scope of Work. Alternative Work will be considered as non-optional when the Tender is evaluated; and
- specify any Additional Work (i.e. activities to take place in addition to the activities outlined in the Scope of Work in section 4). If Additional Work forms part of the Approach to Work, the Bidder is expected to explain and justify why the Additional Work would be beneficial and to provide a separate quotation for these activities. It is at the discretion of the Carbon Trust to consider Additional Work in the evaluation of the Tender.

ii. a pdf copy of the filled-in Bid Price Calculation Sheet;
iii. the offered Bid Price, including any cost assumptions deemed relevant by the Bidder – see section 6 and criterion 4 for more details;
iv. an explanation of experience and staff skills, and how these are relevant to the Approach to Work – see criteria 2 and 3 for more details; and
v. supplementary information to provide experience evidence and skills evidence (e.g. CVs) – see criteria 2 and 3 for more details. This information should be provided as appendices to the Main Bid Document.

3.3 The Tender Certificate must be signed by an authorised signatory. Bidders must fill in the provided template.

3.4 The filled-in Bid Price Calculation Sheet must be provided in Excel format in addition to the information provided in the Main Bid Document. See section 6 and criterion 4 for more details.

3.5 The failure by a bidder to submit either the Main Bid Document, the signed Tender Certificate or the filled-in Bid Price Calculation Sheet shall mean that such Tender is a non-compliant Tender.

4. Scope of Work

4.1 The Scope of Work is provided in this section 4.

4.2 This Scope of Work comprises the objectives and expected outcomes of this work as well as high-level descriptions of the deliverables that should satisfy these objectives and outcomes. It therefore represents the initial ideas on the key activities that the Contractor is expected to deliver for the Project.

4.3 We therefore expect the bidder to propose and structure a number of work packages that are able to meet these objectives and outcomes while integrating, as a minimum, the deliverables detailed below.

4.4 It is expected that the Contractor will report on Project Deliverables to the SteerCo. The Carbon Trust and SteerCo shall review and provide feedback on each Project Deliverable. There will be at least one round of review comments to be accommodated by the Contractor for each Project Deliverable.

4.5 The Final Scope of Work will be agreed between the Carbon Trust and the Contractor when entering into the Contract. The Final Scope of Work may reflect any updates, changes or improvements to the Scope of Work as proposed by the Contractor in its Alternative Work or Additional Work and as agreed by the Carbon Trust.

4.6 Due to the breadth of skills and experience required for the Project bidders may decide to build a consortium to successfully meet the objectives of the Project. If a Tender is submitted by a consortium it is expected that, in the case that the consortium is selected as the preferred Bidder, Carbon Trust will only enter into a Contract with the Project Coordinator, and that the Project Coordinator will subcontract the other members of the consortium.

4.7 The Carbon Trust appreciates that it will take a small team of mixed seniority approximately 12 months to complete the Project.

4.8 Bidders should use the Scope of Work as set out below to create the Approach to Work. Any Alternative Work or Additional Work shall be stated in the Approach to Work at the end of the relevant Work Package description.

4.9 It is expected that simplifying assumptions will be required to complete the work in the given timeframe. These assumptions should, to the extent possible at the time of Tender submission, be clearly stated in the Approach to Work. It is expected that during the execution of the HyLoGen Comply Project, any assumptions will be discussed with the SteerCo prior to the start of each Work Package.

Objectives and expected outcomes

PRIMARY OBJECTIVE	PRIMARY OUTCOME
Determine how offshore wind farms (OWF) can operate in concert with flexible load assets – electrolysers and or batteries – behind the grid same connection point while maintaining grid code compliance.	Give the Integrator partners an understanding of how grid code compliance can be demonstrated by hybrid load generation sites under a range of different grid events and use-cases and an understanding of the requirements and strategy for power park control to facilitate this.

SUB-OBJECTIVES	OUTCOMES
Understand what grid codes are in place today in the UK national and EU level for generation assets and for load assets (separately), how these could apply to hybrid load generation sites and identify any gaps, issues, barriers, and possible best practices.	A report appraising which current grid codes and connection conditions need to be fulfilled for hybrid load generation sites, the parameters that must be monitored and at what point in the hybrid plant does fulfilment of these codes need to be demonstrated. Stakeholder engagement with international DNOs and TSOs is expected to inform the appraisal. **D01**: Current grid code and connection agreement appraisal report.
Define representative hybrid load generation site asset configurations and system architectures for electrolysers and battery energy storage systems (BESS), with an OWF size of at least 1GW and a co-located load asset of at least 400MW. **Understand the possible interactions between the OWF and flexible load assets and their impact on the grid connection point under diverse use cases focussing on the transient regime between the hybrid site (OWF and flexible load-generation asset) moving from importing power to exporting power.** **Determine the appropriate testing points for attributes specified in the grid codes within the hybrid site, exploring whether assessments should be conducted at the asset level or the entire system.**	Several use cases that reflect possible grid conditions that may impact the grid connection point of the hybrid site regarding all attributes stipulated by UK national and EU level grid codes. These attributes should include but not be limited to active and reactive power capability, fault current provision, etc. Using an electrical model of the hybrid load generation site (which should be provided for Integrator partner validation), a grid compliance process should be developed, where all parameters stipulated within the grid code can be monitored under different use cases and scenarios. This should include selective simulations aligned with acceptance criteria, and identification of key monitoring points for comprehensive compliance assessments. In the case of electrolysis, the full electrolyser plant should be included in this model including the electrolyser and required balance of plant including but not limited to compressors, transformers and other supporting equipment. **D02**: Use case and site definition report describing the assets used and the major use cases as they relate to attributes stipulated by UK national and EU level grid codes. **D03**: An electrical model for the hybrid sites defined including full electrolyser plant and battery assets

SUB-OBJECTIVES	OUTCOMES
	that can be used to monitor all parameters stipulated within the grid code under the use cases and scenarios defined.
Assess the implications of the developed asset configurations and use cases for demonstrating grid code compliance. Identify areas where current grid codes are insufficient to cover these use cases.	An assessment of how the hybrid load generation site can meet grid code requirements under the use cases identified. If compliance cannot be achieved by the facility, suggest and assess the viability of changes to either the asset configuration or grid codes required to demonstrate compliance. **D04:** A report detailing whether the hybrid sites modelled can meet grid codes under the use cases and scenarios defined and recommendations for any changes needed to the assets or grid codes to reach compliance.
Assess various control and integration strategies for the OWF, the flexible load assets (electrolyser and or battery), and the grid connection point. A key scenario for these strategies is when switching between import and export operating modes. **Understand the requirements for local power park controllers to meet these strategies.**	Design a control architecture and operational philosophy for the hybrid load generation site – focussing on low-level power park control and the integrity of the control scheme.

The contractor is also expected to deliver a presentation summarising the findings of each deliverable as they are completed.

Project Management

The Bidder should also stipulate how it will manage the Project efficiently and effectively. In particular, the following activities should be included (and hence budgeted for):

- project management time (including sufficient time for review processes);
- regular update calls with the Carbon Trust Project Manager and/or Technical Working Group as required;
- the preparation of monthly flash reports (Carbon Trust template) containing key financial data and information of the delivery status of the Project; and
- towards the end of the Project
    - the production of a 3-page Executive Summary Report for the entire Project (for internal SteerCo dissemination);
    - time dedicated to presenting the main results, findings and outcomes of the Project in the form of a 1-hour webinar to Integrator Partners.
    - the preparation of a Project Closeout Form (Carbon Trust template) which includes a short summary of areas for future research and a documentation of all Project Deliverables;

Bidders should be aware that the Carbon Trust and the Integrator SteerCo usually require 2-3 weeks to review and provide feedback on each Project Deliverable, with at least one round of review comments to be accommodated. This should be considered when calculating Your Bid Price.

The Bidder should detail the amount of expenses it expects to incur throughout the Project. Expenses will be paid as incurred up to the amount specified and any unused balance will not be paid.

Project management deliverables include monthly flash reports (template to be provided by the Carbon Trust).

5. Intellectual Property, Knowledge and Input Data

5.1 Full details of the intellectual property requirements and conditions can be found in the attached Integrator Phase III Contractors' Conditions.

5.2 The Carbon Trust and/or the Integrator SteerCo are able to make available the following input data, background IP or other resources to the successful Bidder for the purposes of the completing the Project, subject to the confidentiality conditions in the Integrator Phase III Contractors' Conditions:

a. None

6. Bid Pricing

6.1 To provide Bidders with greater clarity on the nature, level and type of work involved in the various Work Packages, the Total Budget for the delivery of this Project is expected to range between £150,000 and £200,000.

6.2 The Bid Price submitted with the Tender must be derived from the cost breakdown in the Bid Price Calculation Sheet, and must include all expenses. The Bid Price is the price for the activities that will address the Scope of Work (and any Alternative Work proposed by the Bidder). The Bid Price Calculation Sheet and the Bid Price shall not include the price of any Additional Work suggested by the Bidder. Instead, the price for such Additional Work Packages shall be stated separately to the Bid Price in the Main Bid Document.

6.3 If the Bid Price exceeds the expected range of the Total Budget as stated under section 6.1, to avoid receiving a lower score for criterion 4, in the Main Bid Document the Bidder should provide a clear and justified reason why the Bid Price exceeds the expected budget.

6.4 All costs and rates quoted in the Main Bid Document and Bid Price Calculation Sheet must be in GBP (£) and all staff rates quoted in the Tender must represent the **Day Rate** for employment of staff members.

6.5 Any expenses must be separately included under Expenses.

7. Tender Evaluation Criteria

Bidders should take the following evaluation criteria into account when preparing and submitting their Tenders. In the event of equivalent scores of two or more received Tenders, suppliers and sub-contractors who have committed to decarbonisation targets (see end of this section) will be preferred.

CRITERION 1: APPROACH TO WORK (WEIGHTING: 40%)

Description	Information required from Bidders
Proposed Approach	In the Main Bid Document, Bidders are required to provide a clear and detailed description on how they plan to deliver the work for this Project. The description should include an initial overview on the approach followed by a description on how each Work Package and task will be delivered. Also, Bidders need to justify how their proposed approach meets the objectives of the Project.
Additional Work	If there is any Additional Work proposed by the Bidder, these aspects will be evaluated separately. The suggestion of Additional Work by the Bidder will not have a negative impact on the evaluation of the Tender.
Project management	Bidders are required to describe how they will manage the Project utilising appropriate resources and describe how they will work with the various stakeholders, such as the Integrator SteerCo, to get information and manage potentially conflicting relationships.

CRITERION 2: EXPERIENCE (WEIGHTING: 30%)

Description	Information required from Bidders
Familiarity with and experience of assessing and appraising both UK and EU grid codes for the purposes of compliance and experience in developing grid compliance processes. **Experience in designing and implementing electrical models for demonstrating grid code compliance under a range of operational conditions.** **Experience with and understanding of the electrical operation of batteries and full electrolyser plant systems including ancillary system and balance of plant.** **An understanding of and or experience in designing power park control systems preferably in relation to the operation of hybrid load generation sites.**	In the Main Bid Document, Bidders should elaborate on experience of the criteria described to the left and explain how these past experiences are relevant for this Tender. In addition, Bidders should provide at least two examples (with reference to specific roles, responsibilities and activities the Bidder undertook) of previous work which illustrates the Bidder's skills, capabilities, and experience in all of these areas (Bidders may wish to make reference to submitted examples of previous work for other clients). Bidders are advised that experience is considered a key important criterion and partnerships with other companies to support certain areas of experience are welcomed. All experience / case studies should be attached as an appendix to the Main Bid Document.

CRITERION 3: STAFF SKILLS (WEIGHTING: 15%)

Description	Information required from Bidders
CVs/Resumes	Bidders are required to provide detailed CVs/Resumes for any key personnel who will be involved with this Contract together with proposed Project structure, intended position of the key personnel in the Project, and main responsibilities. CVs should include professional memberships of proposed staff working on this Project.
Applicable skills	Bidders should elaborate on the most relevant skills of the key personnel that will be involved in the Project.
Prior experience form involved staff	Please include examples of similar work performed by the proposed staff members, explaining how is relevant to the Approach to Work.
Expert engagement	A close working relationship with key stakeholders especially system operators, as well as the Integrator SteerCo are seen relevant to the success of this Project. Please supply ideas of how these groups can be engaged and leveraged.

CRITERION 4: BID PRICE (WEIGHTING: 15%)

Description	Information required from Bidders
Day rates and man hours (man-h) for all staff grades	In the Bid Price Calculation Sheet, Bidders are required to provide day rates for all staff grades and to input the man-h involved in each Work Package.
Price for the delivery of the Project	In the Bid Price Calculation Sheet, Bidders are required to provide a cost breakdown by Work Package, including man hours and day rates of personnel completing the work as specified in section 5. Bidders are required to specify expected expenses separate from the estimated budget for each Work Package. The Bid Price will be assessed on the price for the Approach to Work (which includes the price of the Work Packages in the Scope of Work and any Alternative Work proposed by the Bidder). If there is any Additional Work proposed by the Bidder, this will be evaluated separately. The suggestion of Additional Work by the Bidder will not have a negative impact on the evaluation of the Tender. Carbon Trust will reimburse reasonable expenses at cost and receipts may be requested. Pre-approval will be required for travel costs over £200 per return journey and combined hotels & subsistence cost exceeding £250 per day. Bidders will be required to confirm or comment on their ability to carry out the activities detailed in the Scope of Work within the initial term of the Contract and provide an outline plan of work.

The Carbon Trust has committed to reaching Net Zero by 2050. Our associated targets have been validated by the Science Based Targets Initiative (SBTi)[2]. To meet the initial targets that we have set for ourselves, we encourage all our suppliers and sub-contractors to themselves have equivalent plans in place by 2026 at the latest. Measuring your emissions, setting targets, and encouraging others to do so will help push the needle on decarbonisation together.

Accordingly, we have included climate change commitment clauses in the Integrator Phase III Contractors' Conditions. Bidders may submit Tenders even if they cannot meet the defined conditions now, but if this is the case this should be clearly flagged in the Tender Certificate as a requested change to the Integrator Phase III Contractors' Conditions. Please reach out if you need more information on this.

[2] https://sciencebasedtargets.org/

8. Glossary

Approach to Work	Has the meaning set out in section 3.1.
Additional Work	Any activities that are proposed by the Bidder in addition to those in the Scope of Work. It is at the discretion of the Carbon Trust to consider Additional Work in the evaluation of the Tender. The suggestion of Additional Work by the Bidder will not have a negative impact on the evaluation of the Tender.
Alternative Work	Deviations from the Scope of Work that are proposed by the Bidder, which replace work or tasks in the Scope of Work. Alternative Work will be treated as non-optional in the evaluation of the Tender.
Award Letter	A letter, issued by Carbon Trust, informing the Contractor about the award of the Contract. The Award Letter is issued together with the Final Scope of Work and the Integrator Phase III Contractors' Conditions.
Bidder	An individual, a company, an organisation or a consortium submitting a bid for the Project.
Bid Price	The total price for the Bidder to complete the Project in line with the Approach to Work. The Bid Price shall include the price for the delivery of all Work Packages described in the Scope of Work and any Alternative work proposed by the Bidder. The Bid Price shall not include the price of any Additional Work suggested by the Bidder.
Bid Price Calculation Sheet	An Excel template provided by the Carbon Trust that is to be provided by the Bidder in addition to the Main Bid Document.
Carbon Trust Project Manager	The Carbon Trust employee who serves as first point of contact in relation to this ITT and the Project.
Clarification Document	A document containing all received clarification questions and Carbon Trust's responses to these questions.
Contract	A document consisting of the Award Letter, the Final Scope of Work, the Integrator Phase III Contractors' Conditions, and any clarifications agreed in writing.

Contractor	The Bidder (or in the case of a consortium, Bidders) selected for the delivery of the Project.
Description of Tender	This document.
Due Diligence Questionnaire	A questionnaire that is to be completed by shortlisted Bidders should Carbon Trust's bidders vetting process give reason to conduct a due diligence. In case of a consortium, the Due Diligence Questionnaire is to be filled-in by the designated Project Coordinator.
Executive Summary Report	A 3-page report containing a high-level description of the Work Programme and a summary of the relevant results, findings and conclusions of the Project. Information can be taken from summaries written for previous Work Packages
Final Scope of Work	The agreed Work Programme for the Project, based on the Scope of Work and the Approach to Work, which is mutually agreed between the Carbon Trust and the Contractor.
Flash Report	A template provided by the Carbon Trust at Project start.
Invitation to Tender (ITT)	The following group of documents: Description of Tender (this document); Integrator Phase III Contractors' Conditions; Tender Certificate template; Bid Price Calculation Sheet template; and Clarification Document (if applicable[3]).
Integrator	The Integrator research and development joint industry programme
Integrator Partners	A group of leading offshore wind farm developers supporting the Integrator.
Integrator SteerCo	Governing body for the Integrator consisting on representatives of the Integrator Partners.
Main Bid Document	Has the meaning given in section 3.1. No template is provided.
Project	The Hybrid generation load site control and grid code compliance or HyLoGen Comply project.
Project Closeout Form	A template provided by the Carbon Trust towards the end of the Project.

[3] A Clarification Document will not be published if no clarification questions are received in relation to this ITT.

Project Deliverables	The individual deliverables including, but not limited to, any reports, technical notes, documents, drawings, models, data, webinars to be produced by the Contractor according to the Scope of Work (see section 4) or as otherwise agreed in the Final Scope of Work.
Scope of Work	The (preliminary) Work Programme for the Project as defined in section 4 of this document. At Contract award, the Scope of Work will be replaced by the Final Scope of Work.
Tender	Bidder's response to this ITT consisting of the following elements: - Main Bid Document (proposal); - signed Tender Certificate; and - Bid Price Calculation Sheet
Tender Certificate	A declaration that is to be provided by the Bidder (in case of a consortium: by the designated Project Coordinator) in addition to the Main Bid Document.
Total Budget	The expected amount of money available that will be made available from the Integrator programme to the Contractor for the delivery the Project.
Work Package	A group of related tasks to be delivered under the Project.
Work Programme	The entirety of all Work Packages.