MCS Standards Project
INVITE FOR TENDERS

ABOUT MCS
Giving you confidence in home-grown energy

With energy costs constantly rising and climate change affecting us all, low-carbon technology has a bigger and bigger role to play in the future of UK energy.

We’re here to ensure it’s a positive one.

Working with industry we define, maintain and improve quality – certifying products and installers so people can have confidence in the low-carbon technology they invest in. From solar and wind, to heat pumps, biomass and battery storage, we want to inspire a new generation of home-grown energy, fit for the needs of every UK home and community.

About

The Microgeneration Certification Scheme Service Company Ltd (MCSSCo Ltd) trades as MCS and is wholly owned by the non-profit MCS Charitable Foundation. Since 2007, MCS has become the recognised Standard for UK products and their installation in the small-scale renewables sector.

We create and maintain standards that allow for the certification of products, installers and their installations. Associated with these standards is the certification scheme, run on behalf of MCS by Certification Bodies who hold UKAS accreditation to ISO 17065.

MCS certifies low-carbon products and installations used to produce electricity and heat from renewable sources. It is a mark of quality. Membership of MCS demonstrates adherence to these recognised industry standards; highlighting quality, competency and compliance.
Vision

To see MCS certified products and installations in every UK home and community.

Mission

To give people confidence in low-carbon energy technology by defining, maintaining and improving quality.

Values

1. We are expert – ensuring quality through robust technical knowledge
2. We are inspiring – helping to reshape energy in UK homes and communities
3. We are collaborative – working with industry and government to create positive change
4. We are principled – operating in a way that’s clear, open and fair
5. We are determined – supporting the UK’s drive towards a clean energy future

PROJECT BACKGROUND

In 2019 MCS undertook a project to catalogue and review all the documents that were published by the Scheme. As a result of that project a plan was developed to rationalise those published. Some were archived and the remainder are set to be combined and re-written to improve the language and incorporate new brand elements and legal text. Some newly re-written documents have already been published including MCS 001, and others are almost complete and awaiting publication (MIS 3002).

We are now seeking proposals from experienced technical authors able to re-write the rest which have been divided into technology specific lots.

LOTS FOR TENDER

Lot 1 – Biomass

- MIS 3005
- MCS 008

Lot 2 – Solar Thermal

- MIS 3001
- MCS 004
- EST Document CE131

Lot 3 – MCHP

- MIS 3007 (Parts 1 & 2)
- Metering Guidance
- Electrical Safety First BP Guide
• MCS 014
• MCS 015
• Micro-cogeneration Add-On Calculator
• Add-On mCHP Package Test Methodology

Lot 4 - Micro-Wind Installer
• MIS 3003
• EST Document CE72
• Metering Guidance

Lot 5 - Micro-Wind Product
• MCS 006
• Renewable UK Small Wind Turbine Standard
• Technical Note for Inverter Changes

Lot 6 - Solar PV
• MGD 003
• MCS 017
• MCS 005
• MCS 012

Lot 7 - Heat Pump
• MCS 007

Lot 8 - Competency
• MCS 025
• Competency Guide

OBJECTIVES AND SPECIFIC DELIVERABLES
The following tasks will apply to all Lots:
• Liaise with relevant Working Group Chair to develop a Change Request and Impact Assessment for Working Group sign-off.
• Re-write the specified documents in accordance with the new MCS format/style.
• Incorporate any updates that the Working Groups wish to see.
• Use simple plain English; clauses need to be written clearly and concisely such that there is no ambiguity as to their meaning.
• Incorporate into the documents any of the relevant supplementary documents (identified in the comments section of the accompanying lot document).
• Develop a public consultation document (template available upon request) and assist with the public consultation.
• Attend at least two Working Group meetings to review the first draft and to review feedback from a public consultation.
• Deliver a final draft within the agreed timetable.
• Maintain appropriate confidentiality particularly where MCSSCo shares strategic and commercially sensitive information.

PREREQUISITES
You need to be able to demonstrate:
• Value for money.
• You have the capacity to undertake this work in a reasonable period.
• You have expertise in the technology Lots for which you are submitting a proposal.
• You have experience in technical authoring.
• You are a bona fide consultancy with relevant insurances (particularly Professional Indemnity Insurance).

SUBMISSION OF TENDERS AND CONTACT DETAILS
The deadline for proposals is 9.00am on Friday 4th September 2020 and these should be submitted electronically to the project management lead.

The project management lead for this work is Alison Hardman. For any further information, please contact E: Alison.Hardman@mcscertified.com T: 07591 385955

REVIEW PROCESS
MCS will perform an initial review of the proposals during w/c 5th September 2020.

Tenders will be awarded using the following weighting:
• Value for money 50%
• Technical Authorship examples provided 30%
• Ability to understand the Brief 20%

Proposal responses and the awarding of the contracts will be communicated on or before 5.00pm on Friday 11th September 2020.

Please note that there is no guarantee that any of these Lots will be awarded. MCS reserves the right to not award any/all of the Lots.

Assistance may be provided liaising with any external bodies but cannot be guaranteed.
YOUR PROPOSAL

Your proposal response should include as a minimum:

Section 1: Identification of Tenderer
- Applicant Details (Company Name, Company Address, Project Lead (Name), Position, Email)
- Project Details (Lot Number, Project Name, Total Project Costs, Project Start Date, Project End Date)

Section 2: Competency and Experience
- Outline of your expertise for the technology(ies)
- Outline of experience writing technical documents
- Examples of any previous technical authorship
- Proof of relevant Professional Indemnity insurance for a minimum of £1million

Section 3: Your Offer
- A fixed price with explicit number of days & day rate
- A timescale for delivery

Additional Information
Additional information on MCS Standards and guidance documents can be found here: www.mcscertified.com