

July 2019

Dear Sir/ Madam,

Subject: Gas and Electricity Provision April 2020 – March 2021

As a subscriber to The Procurement Service you currently take advantage of the Council's discounted gas and electricity contracts and benefit from the scale of our whole procurement. I am writing to let you know that we have to inform our utility suppliers by the **20th September 2019** of those customers that will be using the contract from 1st April 2020. In order to continue to use our utilities contracts you will need to complete the attached form and email it back to Tina.k.nandra@birmingham.gov.uk by no later than **Friday 13th September 2019**.

We are obliged to give suppliers 6 months' notice to terminate individual sites and they will only accept termination if they are notified by Corporate Procurement. If you wish to terminate your contract with effect from 31st March 2020 please indicate this on the enclosed form and you will receive confirmation from us that you are free to enter into new arrangements with an alternative supplier from that date; **subject to there being no outstanding debts with the existing supplier.**

I request that if you are considering terminating the contract that you first contact Tina or me to discuss any concerns.

If you miss the deadline, or fail to return the enclosed form, to ensure continuity of supply, you will automatically be placed on a one year contract with our suppliers until the 31st March 2021.

If you have any questions about the services please see the enclosed Utilities FAQs sheet and if you require any further information do not hesitate to contact us via the CPS helpdesk whose contact details are below.

Please remember that even if you choose to terminate utilities, you can still benefit from the many other contracts available through your subscription. **Subscription fees for schools that have identified they will be using the utilities contract for 2020-2021 will not increase compared to the 2019-2020 rates.**

Yours faithfully



Claire Lewis
Assistant Category Manager – Business & Commercial Development
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 The Procurement
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"The service is reliable and informative - all correspondence is sent in a timely manner for actions to be considered and approved."

Debby Scott
School Business Manager
Bells Farm Primary School
July 2019



"The Birmingham City Council Procurement Team recently conducted a Free Health Check and the positive outcomes and results were outstanding!! Although we constantly run vigorous cost comparisons before we make any purchases in School we genuinely could not believe the further savings we could have made using the recommended suppliers sourced by The Procurement Team. We look forward to working collaboratively in the future, and my advice would be if you are not part of the scheme then you need to be as budgets become more and more stringent !!"

Andy Kelbie
School Business Manager
St Saviours CofE Primary
January 2018



"I have recently started my role and I have found the advice, support and guidance from the Procurement team, in particular Claire Lewis, invaluable. There is a genuine concern for our issues and things are acted on very quickly. There is a strong ethos of customer care across the staff that I have dealt with, which is very refreshing. I do believe that establishments should not be without this service level agreement, it is value for money."

N.Kumari
Plantsbrook Learning Trust
Sept 2018



"Tina is very responsive and always comes back with a solution."

Becky Dewsbury
School Business Manager
Minworth Junior & Infant School
July 2019



"Having used The Procurement Service for several years I always find them to be very professional in their approach dealing with my enquiries in a timely and efficient manner."

Ed Connaughton
School Business Manager
St.Margaret Mary RC JI School
July 2019

BCC Utilities Framework FAQs

For educational establishments

Who are the suppliers under this framework?

West Mercia Energy (WME) contract Total Gas & Power for the supply of both gas and electricity. Find out more visit:

www.birminghameducationsupportservices.co.uk/Page/10228

Why are you receiving this letter?

You currently benefit from using the BCC utilities framework for your supply of gas and electric from April 2019 to March 2020.

What do you need to do?

If you wish to continue to benefit from the BCC utilities framework or wish to change supplier from March 2020 please complete the attached form and return to Tina Nandra by **Friday 13th September**.

What happens if I do not reply by Friday 13th September?

If we do not hear back from you, to ensure continuity of supply, you will automatically be placed on a one year contract with our suppliers until the 31st March 2021.

Why should we use the BCC utilities framework?

Rather than approaching the market on one day (which is what energy brokers do when obtaining a fixed price) BCC, using WME, look to be able to approach the market on multiple days and have access to 126 trading days within the 6 month buying period leading up to delivery of supplies. This approach in conjunction with WME enables decisive commodity trading decisions to take place with a view of mitigating risk in a volatile energy market.

Has the subscription fee increased for 2020-2021?

We are pleased to confirm there are no increases to subscription fees for users of the BCC utilities framework. As you know the subscription allows you to access a wide range of suppliers. To view the full list of BCC contracted suppliers visit:

www.birminghameducationsupportservices.co.uk/Page/10927

We are an academy or are converting to academy status, can we access the framework?

Yes, the framework is open to all educational establishments including, academies, nurseries, colleges and many of which are already benefitting from all of our frameworks and contracts.

How can I request copies of invoices?

You can view all your account information including invoices via the Total Gas & Power customer portal. Please ensure you complete Section 3 of the utilities form to ensure your log in information is set up in a timely manner.

Will there be dedicated support available?

As with all our frameworks and contracts we ensure dedicated support is available for any queries and support you may require. Inspired Energy remain as the appointed Energy Management Consultants on the contract, handling the validation of invoices and all associated queries. As such Inspired Energy will be the first port of call for any queries on a day to day basis. They can be contacted on:

0208 466 2900 or BCChelpdesk@inspiredenergy.co.uk.

View Total Gas & Power FAQs : <https://services.totalgpc.com/web/tgp/faq>

Will we get to see our rates?

Yes, rates will be available from March 2020.

What is the benefit of signing up to the 2 year utilities package? *

By inviting schools to sign up to the Utilities Framework for a 2-year period, it will extend the buying window thus minimising the risks if prices are high during the short buying window. WME will have the ability to buy energy for future periods, buying where they see value and avoiding spikes in the market where possible. It is hoped that this will help to procure even more competitive energy rates for BCC schools.