



Procurement process

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Introduction

WPD recognises that within its distribution area many electricity consumers have the potential to decrease import by shifting demand away from peak periods or the ability increase export by switching their consumption to on-site generation. Where WPD has a known constraint on its network, it wishes to enter into contract with these consumers which will allow WPD to utilise this demand and generation flexibility in return for a payment. This type of arrangement is widely referred to as demand response.

Constraints on WPDs network are confined to specific geographical locations, WPD defines these locations as Constraint Management Zones (CMZs). WPD will be seeking to procure demand response services within CMZs it has identified and published on its Flexible Power website. The website will provide a map of the CMZs location, a postcode finder to allow potential demand suppliers to confirm their site is within the CMZ and the operational window the demand response will be required in. The operational window will detail; the time of year WPD will require the demand response, the time of day WPD will require the demand response and a forecast of the total MWhs WPD anticipate needing within the window. Operation windows will generally be seasonal to support the constraints within the summer and winter demand peaks. Contracts will be awarded for the minimum of 1 year, with the option to extend into further years should the CMZ have ongoing requirements. WPD may decide to award multiple contracts within a CMZ to meet its peak MW requirement.

WPD will procure demand response services in alignment with the services described in ENA'S Open Networks Project DSO Service Definitions document ONSWSP210SEP18.

Process

Stage 1 – Register your Interest

WPD maintain a Dynamic Purchasing System (DPS) for its demand response requirements. The DPS will hold records of all potential suppliers that have passed a Pre-Qualification Questionnaire (PQQ) to ensure they meet the minimum eligibility criteria described [here](#). The PQQ does not commit either party to service provision. The PQQ will also ask for site information which will support WPD’s assessment of zone viability, and inform which zones proceed to full procurement.

In order to join the DPS, interested parties will be required to first register their interest via WPDs Annual Periodic Indicative Notice (PIN). All parties who respond to the PIN throughout the year will then be asked to complete the PQQ. Parties who pass the PQQ stage will be added to the DPS, these parties will receive an Invitation to Tender (ITT) to all of WPDs annual Demand Response requirements.

Stage 1 - Registering your Interest	1	Respond to WPDs Periodic Indicative Notice.
	2	Complete all mandatory sections of the PQQ and return.
	3	The Flexible Power team will confirm your addition to the DPS within 10 working days

Stage 2 - Respond to a tender

WPD plans to run two main procurement cycles each year. Please note, WPD reserves the right to withdraw or add procurement at any time throughout the year.

Stage 2 – responding to a tender	1	All parties who have successfully been added to the Dynamic Purchasing System (DPS) will be notified of all CMZs that open for tender.
	2	Parties with an eligible site within the CMZ we are looking to procure for should respond to the Invitation to Tender (ITT) within the timescales published along with the ITT.
	3	All ITT responses must be submitted with a signed copy of WPDs CMZ Terms & Conditions.

Stage 3 – Build & Operate

Sites that have been successful at the tender stage are expected to have an API in place before the first service window of the CMZ becomes operational.

Stage 3 - Build	1	Provide user details to wpdflexiblepower@westernpower.co.uk and we'll set you up with an account for the Participant's Web Portal. Initial access is provided for a testing and development environment to create your API connection and familiarise with the declarations process.
	2	Set-up an Application Programme Interface (API) Link so we can send you stop/start signal and you can send us your meter readings. An API is software based can be set up in house by the majority of participants without the requirement for any proprietary or specialist hardware. More information is available in our API Guide .
	3	Once your link is set up we will run through a brief test before opening up your access to the live environment. You can then repeat the process in the live environment with your assets, which are again subject to a brief test, after which you are ready to take part in the service.

Stage 3 - Operate	1	For the first month of service Participants will provide an estimated baseline and thereafter it is calculated and updated automatically on a monthly basis.
	2	By midnight each Wednesday, set your availability windows for the following week Mon-Sun, in the Participant Portal. This is automatically submitted and assessed against constraint requirements and accepted or rejected by midday on Thursday. See the Participant Portal Guide for further information.
	3	At the ends of each month, check your performance and billing reports in the Participant Portal. Any queries need to be flagged with wpdflexiblepower@westernpower.co.uk . If there are no issues they are automatically approved after one month and processed for payment.
	4	Contracts will be awarded for the minimum of 1 year, with the option to extend into further years should the CMZ have ongoing requirements we'll contact you at regular intervals to keep you informed.

Procurement Process Flow chart

