



# Solar Panel Maintenance

## RM3824 HELGA Agreement

You may already have made the step to install either ground or roof mounted Solar panels. You are already benefiting from low carbon on site generation of electricity and may even be exporting to the grid generating revenue for your organisation.

However, keeping your solar panels in top condition will help optimise your assets.

Ensuring you have a maintenance contract in place that is right for you will help. Regardless of the age, location or type of solar installation the HELGA agreement is simple and flexible to use and designed to allow you to tailor a solution to meet your individual needs.

To support you putting a contract in place all you need to do is follow these easy steps:

**1)** Access as a buyer by registering on HELGA DPS by visiting <https://supplierregistration.cabinetoffice.gov.uk/dps#utilitiesandfuels>

**2)** Create your project supplier list using the DPS filter options:

- A. Service 2: Delivery Services > Electricity > Solar Photovoltaic
- B. Project Location
- C. Project value

If you need any further support or assistance please contact us via [info@crowcommercial.gov.uk](mailto:info@crowcommercial.gov.uk)

- 3)** Export your list of suppliers
- 4)** Develop your Call for Competition pack –
  - State the competition is being run through RM3824 Heat Networks and Electricity Generation Assets agreement
  - Specification / Scope of requirement
  - Timetable of events (including critical deadlines i.e Tender response deadline)
  - Set evaluation criteria and associated weightings
  - Include relevant documents eg. T&C's (if you wish to use your own rather than suppliers)
  - Performance measures / KPI's you may wish to include
  - Payment options (monthly in arrears, quarterly, annually)
  - Length of contract (number of years and review points)
- 5)** Invite all exported suppliers to your Call for Competition via an e-sourcing platform
- 6)** Evaluate supplier responses
- 7)** Award
- 8)** Commence contract



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