



# INTOG LEASING

**Guidance Notes**

**AUGUST 2022**

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# 1. INTRODUCTION

The purpose of these Guidance Notes is to give guidance to Applicants on how to complete the Application Form and to give information on how we will score the responses we receive.

The Application Form is divided into five sections or steps, A to E. These Guidance Notes provide an overview of the information we are seeking in each step and our aim in requesting it, followed by detailed notes on how to approach each question within that part. Alongside the detailed notes on each question, we have included information on how we will score your application.

Applicants should also carefully review the INTOG Leasing Offer Document, as this contains the overview and further details about the INTOG leasing and application award process. Furthermore, Applicants should also consider as additional or updated guidance any clarification responses formally provided by Crown Estate Scotland.

## 2. APPLICATION FORM – FORMAT AND ATTACHMENTS

The Application Form is provided in an editable format on the INTOG Leasing portal.

Applicants will be required to produce additional information that will be submitted as attachments alongside the completed Application Form. Section 3 of this document states the required naming convention when uploading your attachments.

Attachments for Question B1, setting out the boundary of the area being applied for, should be in Shapefile format and submitted in a ZIP file. All the other attachments must be in PDF format. Any applications received where the attachments are in different formats may be rejected, at the sole discretion of CES. Information generated using other software packages should be incorporated into the PDF format files.

Where a maximum page count is included in the question, any pages (including parts of pages) included in the response which exceed the stated figure will not be read and considered as part of the evaluation. Where limits are expressed in terms of A4 pages we mean that number of single sides of A4, and expect a reasonable font size of not less than 10pt to be used for text and normal margins of 2.54cm to be used. Cover pages and approval sheets will not be included in page counts. Executive summaries or abstracts, glossaries,

table of contents, appendices or annexes, and pages with maps, plans or diagrams will be included in page counts. If a drawing, image or table is best viewed in A3 and not A4 format, it can be submitted in A3 format rather than A4 and will be counted as a single page. If an image is embedded within main text and that page is expanded to A3 size, this will be counted as two pages.

Please note that every application must contain a complete set of Applicant information and documentation; even if the same information will be submitted for more than one application, it must be submitted with suitable file naming for each application separately. No cross-referencing to information or documentation between multiple applications is permitted each application will be considered on its own merits and no account will be taken of information in other applications (other than Price evaluation criterion which is based on relative scoring).

### 3. NAMING YOUR ATTACHMENTS

Applicants should use the naming conventions set out in this section for attachments prepared when responding to questions.

Lead Applicants who have registered their interest and confirmed their intention to apply to the INTOG leasing round will be attributed a filename code name to be used throughout their application. This code name will act as a unique identifier for the application and must be used for every attachment uploaded.

Overall, attachments should follow the naming convention below:

INTOG1<code name><attachment ID>01.<ext>

Where:

- “INTOG1” identifies the first INTOG leasing round,
- <code name> is the unique identifier for the application,

- <attachment ID> is the text string given in the column “Attachment ID text string” in the table below,
- “01” identifies the initial submission of the attachment, and
- .<ext> denotes the conventional filename extension used to indicate the software application required to read the file.

Where relevant, attachments should include clear headings within the document to indicate the question number that each piece of supporting information relates to.

PART	QUESTION	ATTACHMENT	ATTACHMENT ID TEXT STRING
<b>B</b>	B1	Shapefile for application site	B1SHAPE
<b>B</b>	B2.1	Application site proximity	B21PROXIMITY
<b>B</b>	B5	Parties, equity and overall structure	B5PARTIES
<b>B</b>	B6	Statement of Commitment	B6COMMIT
<b>B</b>	B7	Electricity demand	B7DEMAND
<b>B</b>	B8	Letter of Intent	B8INTENT
<b>D</b>	D1	Project concept	D1CONCEPT
<b>D</b>	D2	Project Delivery Plan (PDP)	D2PDP
<b>D</b>	D3	Experience	D3EXPER
<b>D</b>	D4	Development budget	D4BUDGET
<b>D</b>	D5	Financial capability	D5FINANCIAL
<b>E</b>	E1	Innovation development document	E1INNOVDEV
<b>E</b>	E1	Risk Register	E1RISKREG
<b>E</b>	E2	Technology development document	E2TECHDEV
<b>E</b>	E3	De-risking document	E3DERISK
<b>E</b>	E4	Cost reduction narrative	E4COSTRED
<b>E</b>	E4	LCOE model	E4LCOE
<b>E</b>	E5	Market opportunity document	E5MARKET
<b>E</b>	E6	Health and Safety improvements document	E6H&S
<b>E</b>	E7	Future Supply Chain development document	E7SC
<b>E</b>	E8	Environmental Aspects document	E8ENV
<b>E</b>	E9	Community Development document	E9COMMUNITY

## 4. EVALUATION OF RESPONSES

The Applicant requires to certify that this is a bona fide tender submission, intended to be competitive. In particular, the Applicant shall not collude with other Applicants by:

- Communicating to any person the content of the application which you submit
- Entering into any agreement or arrangement with any person that the Applicant shall refrain from submitting an application or as to the content of any application to be submitted and
- Offering or paying or giving or agreeing to pay or give any sum of money or consideration directly or indirectly to any other person/potential Applicant for doing or having done or causing or having caused to be done in relation to any other application or proposed application.

Where Crown Estate Scotland is of the view that there may have been collusion between an Applicant and any other party in such a way as to distort competition, or is of the view that competition might otherwise have been distorted or potentially distorted, or that an application is not a bona fide submission, it may take such measures or steps as it considers necessary, including the exclusion of any Applicants/Project Partners/Lead and Sole Applicants from the INTOG Leasing process and/or referring the matter including the contents of any application or communications during the process to relevant competition authorities.

The Applicants will co-operate with Crown Estate Scotland to provide such information that Crown Estate Scotland reasonably requires.

The Application is broken down into five sections or steps:

- Application choice
- Basic data
- Price
- Deliverability
- Innovation

The response to Section A confirms if the application is for Innovation (IN) or Targeted Oil and Gas (TOG). This determines how the application is evaluated and which sections and questions need to be addressed.

The responses to Sections B to E of the application are evaluated. The evaluation method for each section is presented in the table below.

REF	INFORMATION REQUIRED	IN	TOG
<b>B</b>	Basic Data	Pass/Fail <i>Pass if all responses are Pass</i>	Pass/Fail <i>Pass if all responses are Pass</i>
<b>C</b>	Price	0-100 points 30% weighting	0-100 points 70% weighting
<b>D</b>	Deliverability	0-100 points 30% weighting <i>Pass if all responses score greater than or equal to 1</i>	0-100 points 30% weighting <i>Pass if all responses score greater than or equal to 1</i>
<b>E</b>	Innovation	0-100 points 40% weighting	n/a

## 5. COMPLETING SECTION A – APPLICATION CHOICE

### 5.1. Section overview

In Section A Applicants must confirm if their application is for IN or for TOG. Applicants can only select one of the options for every application submitted. The IN element of the INTOG leasing round is for Innovation projects which aim to show improvements across different innovation categories such as cost reduction, supply chain, health and safety or development into new markets. The TOG element of the INTOG leasing round is for Targeted Oil and Gas projects which aim to provide low carbon electricity to power oil and

gas installations (particularly brownfield or existing installations) and to help decarbonise the oil and gas sector.

The option chosen by the Applicant will determine the follow-up sections and steps that require a response as well as the overall evaluation method. Applicants submitting an application for IN must complete Sections B-E and Applicants submitting an application for TOG must complete Sections B-D.

## 6. COMPLETING SECTION B – BASIC DATA

### 6.1. Completeness and eligibility check

For each application we receive, we will conduct a completeness and eligibility check. We want to check that responses to each question have been included in the submission and that the material is legible.

If we find that material is illegible or missing, we will notify the Applicant and ask that they rectify the error within three working days of our request. If no additional or sufficiently legible material is received within the required timescale then we will evaluate the application as originally submitted.

### 6.2. Information required and detailed guidance

REF	INFORMATION REQUIRED	GUIDANCE
<b>B1</b>	Shapefile for application site	<p>Applicants must detail the boundary of the area covered by their application. The area must have a single continuous boundary and be within the areas set out in the Initial Plan Framework (IPF). This information must be presented in a GIS shapefile(s) and should be submitted as a ZIP file(s).</p> <p>The GIS shapefile data should be in WGS84 geographic coordinate system (ESPG:4326) and boundary lines will be presumed to be geodesic. This is consistent with Marine Scotland's 'Energy Resources – Sectoral Marine Plan – Offshore Wind Innovation and Targeted Oil and Gas' dataset. The application areas will be calculated in square kilometres using the following python calculation based on the Shape field of the submitted shapefile: <i>!Shape!.getArea("GEODESIC","SQUAREKILOMETERS")</i>.</p> <p>Applicants will score Pass if a compliant GIS shapefile is submitted in accordance with the guidance specified and consistent with the rest of the application.</p> <p>Applicants will score Fail if the response does not meet the guidance above or fails to be consistent with the rest of the application.</p> <p>Please Note: The area covered by the application could be reduced by up to 10% depending on the outcome of the Sectoral Marine Plan therefore by submitting this bid, the Applicants accept that the area may change by up to 10%.</p>
<b>B1.1</b>	Area of application site	<p>Applicants must provide the area in km<sup>2</sup> of the application site.</p> <p>This answer must be consistent with the information provided in the GIS shapefile in B1, in order to score a Pass.</p>



REF	INFORMATION REQUIRED	GUIDANCE
<b>B2</b>	Application site proximity to existing offshore windfarm seabed agreements	<p>Applicants must confirm if the area covered by their application is at least 5km from all existing offshore windfarms with seabed agreements (Option Agreements, Option to Lease Agreements, Agreements for Lease and Leases) or not.</p> <p>You should answer Yes if the proposed development is more than 5km from the boundary of existing wind farm agreements.</p> <p>You should answer No if the proposed development is within 5km of the boundary of existing wind farm agreements.</p> <p>Subject to verification that this is accurate and provided that it is clear and consistent with the rest of the application, if the Applicant responds yes – they will have passed B2.</p> <p>If however, the Applicant responds no or fails to answer – the Applicant will require to answer the supplementary question B2.1 below and they will be assessed as to whether they pass or fail as a result of the answer in B2.1.</p>
<b>B2.1</b>	Application site proximity	<p>Applicants should only respond to B2.1 if their answer to B2 is “No”.</p> <p>Applicants must list all offshore windfarms within 5km of the application site and provide documentary evidence that each affected tenant, at Board level or equivalent, is satisfied with the proximity of the application site. The documentary evidence needs to be complete, accurate and cover the following points:</p> <ul style="list-style-type: none"> <li>• That the originator is in a position to represent the entity that is the counterparty to the existing wind farm agreement</li> <li>• That the counterparty to the existing wind farm agreement understands the exact boundary being sought in this application and understands that a wind farm may be constructed anywhere within the boundary defined in that application</li> <li>• That the counterparty to the existing wind farm agreement is content for the new application to be made and</li> <li>• Contact details for the originator to enable Crown Estate Scotland to follow-up if it deems that is prudent.</li> </ul> <p>This requirement does not apply to existing agreements for wind farm transmission connections to shore.</p> <p>Maps and GIS shapefiles which give information about existing seabed agreements and other assets are available to download from the website <a href="http://www.crownestatescotland.com">www.crownestatescotland.com</a>. Applicants may choose to submit a pre-application ‘proximity check’ request to Crown Estate Scotland for a proposed site to establish whether it might interact with any assets which exist at the time the check is done, but noting that dealings subsequent to that may occur before your application is submitted. This proximity check does not change the remaining obligations of the bidders within this question</p> <p>Applicants are responsible for obtaining and maintaining definitive records of data relevant to their application, including information that may become available on new assets during the time that an application is being prepared. This is focussed on wind farm agreements arising from earlier leasing; Applicants are not expected to have any information about proximity to other applications being made to this INTOG leasing round.</p> <p>Applicants will score Pass if a clear, accurate response according to the guidance specified and consistent with the rest of the application is provided.</p> <p>Applicants will score Fail if the answer to B2 is “No” and no response is provided or if the response provided fails to meet the guidance specified above and/or fails to be clear, accurate or consistent with the rest of the application.</p>

REF	INFORMATION REQUIRED	GUIDANCE
<b>B3</b>	Intended Installed Capacity	<p>Applicants must indicate the capacity that is intended for the project once fully constructed (“Intended Installed Capacity”). This must be a single value in MW.</p> <p>It is important to note that the total installed capacity of the project must not exceed 100MW for IN applications. Similarly, for TOG applications, the total installed capacity of the project must not exceed 5 times the annual electricity demand requirement from the oil and gas installation(s), as stated in response to B7.</p> <p>Applicants will score Pass if an accurate response according to the guidance specified and consistent with the rest of the application is provided.</p> <p>Applicants will score Fail if the response does not meet the guidance above or fails to be consistent with the rest of the application.</p>
<b>B4</b>	Capacity density	<p>Applicants must indicate the Intended Installed Capacity density for the project. This must be a single value in MW/km<sup>2</sup>.</p> <p>It is important to note that the capacity density for the project must not be less than 3MW/km<sup>2</sup> (unless applying for a Small Project as defined and described in the Offer Document at Section 3.2.2 Density requirements).</p> <p>Applicants will score Pass if a clear, accurate response according to the guidance specified and consistent with the rest of the application is provided.</p> <p>Applicants will score Fail if the response does not meet the guidance above or fails to be consistent with the rest of the application.</p>
<b>B5</b>	Parties, equity and overall structure	<p>Applicants must detail the Project Partners involved in the application, including the Lead Applicant, and the intended equity ownership between parties. The different roles that Project Partners can hold are detailed in the Section 4.4 of the Offer Document.</p> <p>Applicants are expected to submit a document listing all parties involved, a chart presenting the structure and interfaces between each listed party, which parties have delivery and/or funding responsibilities, and a separate chart describing the intended equity ownership between parties for the Tenant Organisation.</p> <p>It is important to note that the number of applications for any party with a Wind Farm Delivery Responsibility role will be limited to four; this does not apply to parties exclusively fulfilling a funding role in an application or who are Supplementary Experience Providers and without a Wind Farm Delivery Responsibility role. This means that if any party has a Wind Farm Delivery Responsibility role in more than four applications none of those applications will be accepted. Parties which participate in an application should be prudent to ensure that all parties they partner with also comply with this limit.</p> <p>Applicants will score Pass if a clear, accurate response according to the guidance specified and consistent with the rest of the application is provided.</p> <p>Applicants will score Fail if the response does not meet the guidance above or fails to be consistent with the rest of the application.</p>

REF	INFORMATION REQUIRED	GUIDANCE
<b>B6</b>	Statement of Commitment	<p>Each party identified in B5 must sign off a statement confirming that the commitments made in the application will be honoured and that the experience, capabilities and/or resources which are said to be available are effectively available and will be devoted to developing the intended project. The statement also confirms each party's commitment to conducting their business responsibly. The statement must be provided at Board level or equivalent and must follow the form set out in the letter template in Section 10. The commitments required are uniform and non-negotiable. Each party listed in B5 must include the sections of the standard letter template that relate to their role in the application.</p> <p>Applicants will score Pass if a statement is submitted, in accordance with the guidance specified and consistent with the rest of the application.</p> <p>Applicants will score Fail if the response does not meet the guidance above or fails to be consistent with the rest of the application.</p>
<b>B7</b>	Electricity demand	<p><b>Please note:</b> this only requires to be completed for TOG applications. The application form for IN projects will not include this question.</p> <p>Applicants must provide a yearly breakdown of the electricity demand from the oil and gas installation(s) that is anticipated for the project and the annual average wind power supply that is sought for decarbonisation of the installation(s). This must be provided in MW.</p> <p>It is important to note that this information is only relevant for scoring purposes for TOG applications. The electricity demand from the oil and gas installation(s) will be for a minimum duration of 5 years.</p> <p>Applicants will score Pass if a yearly breakdown of electricity demand from the oil and gas installation(s) is submitted, in accordance with the guidance specified and consistent with the rest of the application.</p> <p>Applicants will score Fail if the response does not meet the guidance above or fails to be consistent with the rest of the application.</p>
<b>B7.1</b>	Grid connection	<p><b>Please note:</b> this sub-section is for information only. Responses will not be assessed or influence scoring.</p> <p>Applicants must outline how much of the project capacity in MW (if any) is intended for grid connection.</p>

REF	INFORMATION REQUIRED	GUIDANCE
B8	Letter(s) of Intent	<p><b>Please note:</b> this information only requires to be completed for TOG applications. The application form for IN projects will not include this question.</p> <p>Applicants must provide a letter(s) of intent or equivalent documentation demonstrating the scale and firm nature of the demand for electricity from the oil and gas installation(s). Applicants must declare the following:</p> <ul style="list-style-type: none"> <li>• Confirmation that the oil and gas operator is considering external power supply solutions from offshore wind farms to use electricity (partially or fully) to decarbonise its offshore operations</li> <li>• The intent to work with the oil and gas operator to ensure that the energy delivered to the oil and gas installation is properly integrated into their system</li> <li>• Total electricity demand for its offshore operation (total power demand in Megawatts)</li> <li>• The wind power sought for decarbonisation from the specific INTOG application (total power demand in Megawatts). This should be consistent with information provided in B7 and</li> <li>• The intent by the oil and gas operator to utilise a specified level of power supplied by the Applicant for more than five (5) years from wind farm first operation.</li> </ul> <p>The North Sea Transition Authority's (NSTA) view, on whether it considers that this is consistent with the information provided to it by the installation operators, will be requested.</p> <p>Applicants will score Pass if the letter(s) of intent or equivalent documentation is submitted in accordance with the guidance specified, the NSTA has not indicated that the information is inconsistent with the information provided to it by the installation operators in any material way and is consistent with the rest of the application.</p> <p>Applicants will score Fail if the response does not meet the guidance above, is inconsistent with the information provided by the NSTA in a material way or fails to be consistent with the rest of the application.</p>
B9	Brownfield/ Greenfield development	<p>Applicants must confirm whether their project is related to a brownfield (assets already in production or currently being decommissioned at the date of the application) or greenfield development (new assets coming forward).</p> <p>It is important to note that this information is only relevant for scoring purposes for TOG applications. The application form for IN projects will not include this question.</p> <p>Applicants will score Pass if a response is provided which is consistent with the rest of the application is provided.</p> <p>Applicants will score Fail if the response has not been provided or is not consistent with the rest of the application.</p> <p>Brownfield developments will be prioritised for the first 500MW awarded as part of TOG, with the remainder applications being awarded to the highest scoring compliant bidders, irrespective of installation status as set out in the Offer Document.</p>

## 7. COMPLETING SECTION C – PRICE

### 7.1. Section overview

Section C assesses the Applicant's Valuation offer and resulting Option Fee bid in accordance with the detailed guidance in Section 7.2.

Applicants are required to provide their Applicant Valuation offer in response to Question C1 of the Application Form. This Applicant Valuation, multiplied by the Area extent applied for, determines the Option Fee.

It is important to note the following:

- For IN, the scoring on Price is determined by the Applicant Valuation offer (i.e. the answer to C1) and
- For TOG, the scoring on Price is determined by the Option Fee (i.e. the answer to C1 x the area applied for as set out in B1).

The score for Price for both IN and TOG applications is based on a relative score system whereby the highest scoring IN or TOG application receives a maximum of 100 points with other applications receiving a score relative to this. For example:

- Scenario A:** The IN application with the highest Applicant Valuation offer, valued at £200,000/km<sup>2</sup>, will be given 100 points. Thus, an IN application with an Applicant Valuation of £80,000/km<sup>2</sup> will therefore be given 40 points (calculated as follows

$$100 \times \frac{80,000}{200,000}.$$

- Scenario B:** The TOG application with the highest Option Fee, valued at £2,000,000, will be given 100 points. Thus, a TOG application with an Option Fee of £1,300,000 will therefore be given 65 points (calculated as follows

$$100 \times \frac{1,300,000}{2,000,000}.$$

These points will then be weighted to reflect the relative weighting given to IN or TOG projects; 30% weighting for IN and 70% weighting for TOG. In these circumstances, the weighted score would be.

For **Scenario A** – the highest valuation offer would achieve a weighted score of 30 points calculated as follows 30% x 100) and the application of £80,000 would achieve a weighted score of 12 points calculated as follows 30% of £40,000.

For **Scenario B** – the highest valuation offer would achieve a weighted score of 70 points calculated as follows 70% x 100) and the application of £1,300,000, would achieve a weighted score of 45.5 points calculated as follows 65% of £1,300,000.

Responses to this section that do not comply with the limitations or rules described in the INTOG Leasing Offer Document and these Guidance Notes will result in applications being unsuccessful.

### 7.2. Information required and detailed guidance

REF	INFORMATION REQUIRED	GUIDANCE
C1	Applicant Valuation	<p>Applicants must indicate their Applicant Valuation offer for the application. This must be a single value in £/km<sup>2</sup>.</p> <p>It is important to note that a Reserve price is set at a rate of £5,000/km<sup>2</sup> for IN projects and £50,000/km<sup>2</sup> for TOG projects. Applicants will receive 0 points if their Applicant Valuation offer is below the Reserve price and therefore will not meet the minimum requirement and will not be taken forward further.</p>

## 8. COMPLETING SECTION D – DELIVERABILITY

### 8.1 Section overview

Section D assesses the Applicant's evidence to demonstrate capacity to deliver their proposed project. Applicants are required to provide information about the specifics of developing their project, rather than presenting more generic information or descriptions.

The Applicant must submit information covering the following aspects:

- The project concept, i.e. a summary of the technical and commercial attributes of the proposed project established at this stage
- The PDP, detailing the planned activities, timeline and management of the development work for the proposed project
- The Experience of the project partners and delivery team that will be involved in the proposed project in leading similar or equally relevant projects in recent years
- The Development budget planned for the development work for the proposed project and
- The Financial capability of the project with regards to securing the financial resources to deliver the development work for the proposed project.

Each of these aspects will be assessed for every application received, considering the weighting distribution below to determine the overall score for Deliverability for each application submitted:

- [10%] Project concept
- [10%] PDP
- [40%] Experience
- [15%] Development budget
- [25%] Financial capability

Responses to this section that do not comply with the limitations or rules described in the INTOG Leasing Offer Document and these Guidance Notes may result in applications being deemed non-compliant.

### 8.2 Information requested and detailed guidance

The answers provided to steps D1 to D5 outlined in this document chapter will be scored using a 0-4 grade score system, as mentioned. The following table gives a general overview of how the information provided by the Applicants will be scored:

**Table 1: Deliverability scoring table**

SCORING GRADE	RATIONALE
<b>4 = excellent</b>	The response provides key, relevant information to address the question at an excellent level, with a high level of detail and comprehensive coverage of key aspects of the specific area to be addressed as may also be specified in the guidance provided. The quality and completeness of the response demonstrates a thorough understanding of the requirements, with no uncertainty about its clarity or overall strength.
<b>3 = good</b>	The response provides key, relevant information to address the question at a good level, with a good level of detail and addresses the key aspects of the specific area to be addressed as may also be specified in the guidance provided. The quality and completeness of the response demonstrates a good understanding of the requirements, although some aspects addressed or choices presented would have benefitted from minor, additional clarifications.

SCORING GRADE	RATIONALE
<b>2 = satisfactory</b>	The response provides key, relevant information to address the question at a satisfactory level. Whilst it addresses the specific area in a broad way, it lacks details with regards to one or few key aspects of the specific area to be addressed as may also be specified in the guidance provided. The information submitted may include one or a few aspects that are unclear but with no major detriment to the understanding of the response and the information is generally consistent with other information submitted as part of the application. A satisfactory response but would have benefitted from further explanations and/or the absence of some inconsistencies on key aspects specified in the guidance.
<b>1 = poor</b>	The response provides, relevant information to address the question at a basic level but minimal or no detail is provided with regards to few or many of the key aspects specified in the guidance provided. The information submitted includes aspects that are unclear or inconsistent with the other information submitted as part of the application or contains limited details by way of explanation. There is not a strong basis to justify a satisfactory response.
<b>0 = no response</b>	The response does not provide key, relevant information as specified in the guidance provided that is critical to answer the question posed or provide an assessment of any level.

In order to assist the bidders, we have set out guidance on the specific requirements and quality attributes that need to be demonstrated by the Applicant in their responses to each question.

The following sub-sections are scored from 0-4, using the rationale laid out in the scoring table above. Each sub-section's 0-4 score is weighted according to 11.1 Scoring description. Using 'D1 Project concept' as an example, the score of 0-4 is divided by 4, the maximum score available, and then multiplied by its weighting of 10% (0.1). This score is then added to the weighted scores of the other Deliverability sub-sections, which are the product of a similar formula, and then multiplied by 100, which is the maximum score available from the Deliverability section. Please note that a score of 0 in any of the Sections D1-D5 will result in the application failing.

REF	INFORMATION REQUIRED	GUIDANCE
<b>D1</b>	Project concept	<p>The response must provide information to summarise the technical and commercial attributes of the proposed project that have been established at this stage.</p> <p><b>Technical description</b></p> <p>The response must provide an overview of the project concept. This could include a range of potential solutions if applicable, but the response must then indicate one preferred choice and explain the rationale for the selection. Responses are expected to at least cover the following (applications that do not cover these points will score 0 and will result in the application failing Section D and overall):</p> <ul style="list-style-type: none"> <li>• <u>A) Boundary of the area covered by the application</u> The area covered by the application and the proposed or indicative project location must match and align with the information provided in Section B. This information must contain spatial reference information to clarify the coordinate reference system used.</li> </ul>



REF	INFORMATION REQUIRED	GUIDANCE
<b>DI</b> <b>Cont</b>	Project concept	<p>As previously stated in this document, it is important to note that the total installed capacity of the project must not exceed 100MW for IN applications. Similarly, for TOG applications, the total installed capacity of the project must not exceed 5 times the annual electricity demand requirement from the oil and gas installation(s).</p> <ul style="list-style-type: none"> <li>• <u>B) Proposed project capacity intended and planned phasing if applicable</u></li> <li>• <u>C) Preliminary turbine and foundation selection</u> The turbines and foundation characteristics identified in the application should be appropriate for the proposed location and realistically available for the project timeline. The information provided should elaborate, if possible, on the technical attributes of these technologies, including (but not limited to) the turbine rotor diameter and hub height, turbine capacity (in MW) and indicative foundation size and weight. The key aspect here is for the response to demonstrate a good understanding of suitable turbines and foundations for the project as well as the market.</li> <li>• <u>D) Proposed or indicative project location and turbine layout</u></li> <li>• <u>E) Proposed or indicative location of other required infrastructure within the application site</u></li> <li>• <u>F) Proposed energy use(s) and export route(s)</u></li> <li>• <u>G) Electrical infrastructure requirements</u></li> <li>• <u>H) Proposed installation, operations and maintenance approach</u> Responses are expected to demonstrate a credible project concept by elaborating on the suitability of the project concept for the selected application site and the known and unknown factors considered to determine the proposed technology selection, project location, infrastructure layout, energy use(s) and export route(s) and any other key conceptual aspect of the project. Furthermore, additional recognition is given to responses that are able to elaborate on the wind resource assessment and energy yield with regards to their project.</li> </ul> <p>IN applications must point to what their innovation or innovations intended for the project and driving their INTOG application are and how they fit the project concept. This should be consistent with the information provided in Section E.</p> <p>TOG applications must elaborate on what specific brownfield/greenfield oil and gas installation(s) their project is related to and what is their Integration plan – i.e., 1) how project integration with the oil and gas installation or application is currently assessed and understood and how it fits the project concept, 2) the level of electrification and electricity demand met by the project and 3) what further activities during the project development work will support this aspect of the project. Furthermore, TOG applications must also clarify if their proposed project will be deployed in one or more phases. It is important to note that phasing is allowable if requested in the event of a project with multiple oil and gas installation operators with different timelines. Each phase must be at least 100MW capacity or higher.</p>



REF	INFORMATION REQUIRED	GUIDANCE
<b>D1</b> <b>Cont</b>	Project concept	<p><b>Commercial description</b></p> <p>From a commercial standpoint, responses are expected to elaborate on the following aspects (but not limited to):</p> <ul style="list-style-type: none"> <li>• The proposed project business model, including details on the intended revenue model, target customer(s), partnerships, value proposition to the sector and major cost drivers and</li> <li>• The proposed project route to market and the steps or considerations taken or identified at this stage to ensure the chances of success via the proposed route are maximised.</li> </ul> <p><b>Responses must include this information in a pdf document of no more than 5 pages, in alignment with the guidance in Chapter 2 in this document.</b></p>
<b>D2</b>	PDP	<p>Responses must include information to detail their planned activities, timeline and management of the development work for the proposed project.</p> <p>Responses must include a credible PDP including details on planned activities and expected timeline (Gantt chart), key milestones and interdependencies between activities, the project delivery team, required capabilities and risk management plan. Notably, responses must demonstrate how key project consents and FID are planned to be secured, and what specific activities or studies will support this process.</p> <p>Responses are expected to at least cover the following (applications that do not cover these points will score 0 and will result in the application failing Section D and overall):</p> <ul style="list-style-type: none"> <li>• Design and engineering work</li> <li>• Offshore/field work and/or onshore work</li> <li>• Environmental studies</li> <li>• Stakeholder engagement and negotiations</li> <li>• Health and safety work and</li> <li>• Project management and quality management work.</li> </ul> <p>For clarity, the PDP submitted in any response should elaborate on the following:</p> <ul style="list-style-type: none"> <li>• <u>A) The breakdown of the activities planned for executing the project development work, including scope, planned outcomes, duration and designated leads if applicable</u></li> </ul> <p>Responses are expected to consider the entire project development work and thus provide details not only in relation to the process towards securing consents but also with regards to the work required post-consents to secure FID. CAPEX and OPEX information is not requested and will not be evaluated but responses should clarify which activities have supported or will support an understanding of these aspects.</p> <ul style="list-style-type: none"> <li>• <u>B) The identification of the key consents, studies, stakeholders, planned engagements, planned negotiations and milestones of the project</u></li> <li>• <u>C) The timeline planned for the activities listed and overall project schedule</u></li> <li>• <u>D) The key expertise and capabilities drawn from the project partners and delivery team to ensure the adequacy and feasibility of the PDP submitted</u></li> <li>• <u>E) The project delivery team structure, including who is going to be involved and what roles and responsibilities each team member and/or project party will have</u></li> </ul>

REF	INFORMATION REQUIRED	GUIDANCE
D2 Cont	PDP	<ul style="list-style-type: none"> <li>• F) <u>The project resource plan, including how the appointed team and/or unappointed team roles plus any planned contracted or sub-contracted resources and capabilities will be ensured and managed</u></li> <li>• G) <u>The project risk assessment and mitigation plan, explaining how delivery risk has been assessed and understood at this stage and what mitigations have been considered</u></li> </ul> <p>The risk assessment and mitigation plan must be in relation to the entire project development work, from concept design/early development to FID, including details on project management risk, health and safety risk and resourcing risk. Responses are expected to propose effective, realistic mitigation measures, and cover aspects such as stakeholder management, interface management, schedule planning, health and safety enforcements, work ownership and procurement strategy.</p> <p>Responses are welcomed to use typical frameworks such as a Gantt chart, an Organisational chart, a Stakeholder engagement plan or a Risk register to elaborate on some of the information above.</p> <p>Responses must ensure that all aspects that are critical to secure consents, route to market, technical feasibility and the bankability of the project are considered and addressed in detail in the PDP. This should be consistent with the project concept proposed in D1. IN applications should demonstrate that their PDP has due care for and is adequate to the innovative nature of their project, whereas TOG applications should demonstrate that their PDP has due care for and is adequate to the oil and gas interfacing and integration needs of their project.</p> <p><b>Responses must include this information in a document of no more than 10 pages, in alignment with the guidance in Chapter 2 in this document.</b></p>
D3	Experience	<p>Responses must include information to demonstrate the experience of the project partners and delivery team that will be involved in the project in leading similar or equally relevant projects in recent years.</p> <p>Responses must include relevant evidence to demonstrate the experience and relevant capabilities of each team member and each Project Partner. Notably, responses must demonstrate experience and capabilities both at individual and corporate level in project delivery, relevant technical, environment and health and safety expertise, and quality management. Past project experience should be substantiated by the delivery of up to eight reference projects, all in the last 10 years.</p> <p>Responses must demonstrate the applicability to the proposed project of the relevant experience and capabilities highlighted. Applicability should be defined according to the following guidance (failure to do so will result in an application scoring 0 for Sub-section D3 and failing Section D and overall):</p> <ul style="list-style-type: none"> <li>• <b>High:</b> Offshore wind projects of a scale comparable to, or greater than, the intended project</li> <li>• <b>Medium:</b> Other types of offshore projects (of any scale), other types of renewable energy projects (of any scale) and</li> <li>• <b>Low:</b> Other types of projects of similar scale (as indicated by total CAPEX value, total tonnes of material, or alternative appropriate comparator).</li> </ul>

REF	INFORMATION REQUIRED	GUIDANCE
<b>D3</b> <b>Cont</b>	Experience	<p>Furthermore, for IN applications, for each of the applicability levels set above, additional recognition is given to relevant, verifiable experience that refers to the demonstration of an innovation of the same category as the category proposed for the application or one of the other available categories. Similarly, for TOG applications, for each of the applicability levels set above, additional recognition is given to relevant, verifiable experience that refers to the electrification of an oil and gas installation. This will be considered as well when scoring the application.</p> <p>When describing relevant experience, responses are expected to include the following information in the description, focused on the specific project scope which the Project Party were leading the delivery of and not the entire/wider scope of the project:</p> <ul style="list-style-type: none"> <li>• The project description</li> <li>• The Project Partner(s) who led the project</li> <li>• Any other organisations involved in the project</li> <li>• A summary of the project scope</li> <li>• Timescales, and approximate budget</li> <li>• The experience category or categories covered by the scope and</li> <li>• A statement of the project outcomes and assessment of the success of delivery, which must include supporting evidence to be given credit.</li> </ul> <p>For clarity, responses should classify relevant experience according to the following categories:</p> <ul style="list-style-type: none"> <li>• Project delivery</li> <li>• Technical expertise</li> <li>• Environmental expertise</li> <li>• Health and Safety expertise and</li> <li>• Quality management.</li> </ul> <p>Responses should include in the summary of the project scope, and in relation to the selected experience category or categories, a detailed description of the specific expertise leveraged, capabilities used and activities delivered as part of the project. This response should outline how the experience and capabilities of the each party and team member relate to the roles and responsibilities outlined in Section D2.</p> <p>Responses can include any other type of relevant experience that is individual and not specific to the project parties, including the information set out in the bullet points above where relevant. This should be clearly identified as individual experience.</p> <p>Where there are several Project Partners it is not a requirement that each or any of them has all the required experience, but the required experience should be demonstrated across the Project Parties when taken together. Please note that relevant experience and capabilities referred to in D3 will only be considered if supported by the Statement of Commitment required in B6.</p>

REF	INFORMATION REQUIRED	GUIDANCE
<b>D3</b> <b>Cont</b>	Experience	<p>Supporting evidence provided to demonstrate experience and capability could include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Letters of support/recommendations from previous clients</li> <li>• Positive feedback from stakeholders</li> <li>• News articles</li> <li>• External audits or reviews</li> <li>• Health and safety records</li> <li>• External design/construction/project nominations and awards</li> <li>• Evidence of repeat business</li> <li>• Patent award or</li> <li>• External funding secured to develop Intellectual Property.</li> </ul> <p><b>Responses must provide this information in a document of no more than 10 pages plus a maximum 2-page CV per team member and a maximum of 15 pages for annexing additional supporting evidence, in alignment with the guidance in Chapter 2 in this document.</b></p>
<b>D4</b>	Development budget	<p>Responses must include information to confirm their development budget planned for the development work for the proposed project.</p> <p>Responses are expected to at least cover the following (applications that do not cover these points will score 0 and will result in the application failing Section D and overall):</p> <ul style="list-style-type: none"> <li>• Responses are expected to include details on budget for at least engineering and technical activities, environmental and consenting activities, project management and coordination of the development work to consent, both total value for the project and expected value per year of activity. This should be consistent with the project concept proposed in D1 and the PDP submitted in D2.</li> <li>• Responses are expected to consider the entire project development work and thus provide details on budget from consent award to FID as well, both total value for the project and expected value per year of activity. Similarly, this should be consistent with the project concept proposed in D1 and the PDP submitted in D2.</li> <li>• Direct staff costs should be included in the budget whether staff are (or will be) employed directly or will be sourced via subcontracting arrangements. Costs should be identified as either direct staff costs or where appropriate as subcontracted work packages/services/contracts. Where work is subcontracted, the cost to the project should be included in full.</li> <li>• Any budget allocated to overheads, land agreements, grid connection application, deposits or security arrangements must be identified separately and not aggregated to other items. Responses must confirm that the costs included in the budget are specific to the application submitted.</li> <li>• The budget should include any associated spend and an explanation in instances where this may differ from usual industry costs. If the project is expected to be developed over more than one phase of activity, the budget should cover the activities described in D1 for all the Phases of development which will be required in order to complete the development and consenting of the full intended capacity of the project, stated in B3.</li> </ul>

REF	INFORMATION REQUIRED	GUIDANCE
<b>D4</b> <b>Cont</b>	Development budget	<ul style="list-style-type: none"> <li>Responses must provide funding information in million pounds sterling (£m). Responses must provide all monetary figures in nominal terms and assume commencement of development expenditure in 2022.</li> </ul> <p><b>Responses must provide this information in a document of no more than 5 pages, in alignment with the guidance in Chapter 2 in this document.</b></p>
<b>D5</b>	Financial capability	<p>Responses must include information to demonstrate their ability to secure the financial resources required to deliver the development work for the proposed project. Responses are expected to at least cover the following (applications that do not cover these points will score 0 and will result in the application failing Section D and overall):</p> <p><b>Financial strategy</b></p> <p>Responses must provide an indicative summary of how the totality of the project development work will be financed. This must be in alignment with the PDP provided in D2 and sufficient to finance the Development budget presented in D4, including details regarding:</p> <ul style="list-style-type: none"> <li>The process to secure the finance required</li> <li>The timing and amount of expenditure</li> <li>The total site development cost</li> <li>The development cost breakdown on a yearly basis</li> <li>The amount of funding met by each party, relative to the total finance required and</li> <li>The amount of funding met by each party that will be sourced from its own sources and from external sources.</li> </ul> <p>The information provided must demonstrate the adequacy of the financing strategy and financial resources available to the Project Parties to deliver the project.</p> <p><b>Financial strength</b></p> <p>Each party will be assessed individually on its ability to fund the share of the development budget that is allocated to it. The score awarded is determined based on the individual assessments combined, considering:</p> <ul style="list-style-type: none"> <li>Financial strength indicated by net profit from continuing operations via audited accounts</li> <li>Financial strength indicated by Dun &amp; Bradstreet (D&amp;B) rating</li> <li>Financial strength indicated by cash reserves and/or undrawn but committed financing facilities and</li> <li>Evidence of ability to successfully fundraise and secure finance.</li> </ul> <p>The assessment of the Funding Organisation is set to the highest grading that it achieves when assessed under each of these aspects. This means that a Funding Organisation only needs to meet the requirements of those of the four aspects which are relevant to the funding sources stated. Responses will not receive a higher or lower score from submitting information under additional financial strength tests which achieve the same or lower score.</p>

REF	INFORMATION REQUIRED	GUIDANCE
<b>D5</b> <b>Cont</b>	Financial capability	<p>For clarity, the following should be considered by the funding parties needing to demonstrate financial strength:</p> <ul style="list-style-type: none"> <li>• If more than 35% of the funding is sourced from external sources the Funding Organisation must demonstrate its ability to and relevant experience with successful fundraising and securing finance for similar projects</li> <li>• If the Funding Organisation does not have a D&amp;B rating or its rating is from more than 2 years prior to the date of the application other indicators should be used</li> <li>• If the Funding Organisation does not have cash reserves and/or undrawn but committed financial facilities other indicators should be used</li> <li>• At least 3 years of audited accounts and a resulting average operating profit above a multiple of two of the highest anticipated funding amount is required for a Funding Organisation to demonstrate financial strength by net profit</li> <li>• The most recent D&amp;B Risk Indicator and Financial Strength Indicator must be submitted by the funding party</li> <li>• A funding party with a D&amp;B Risk Indicator of 1, 2 or 3 must have a D&amp;B Financial Strength Indicator of A, 1A or 2A to demonstrate financial strength</li> <li>• A funding party with a D&amp;B Risk Indicator of 4 or absent must have a D&amp;B Financial Strength Indicator of 2A, 3A or 4A to demonstrate financial strength</li> <li>• Any financial data from the funding party required to derive the D&amp;B indicators should be from audited accounts and according to International Accounting Standard definitions and</li> <li>• At least 1.5 times the total amount of funding in proven, unallocated and available cash reserves and finance facilities is required for a funding party to demonstrate financial strength by cash reserves and/or undrawn but committed financing facilities.</li> </ul> <p>Responses should demonstrate sufficient financial strength to fund the development budget and suitable commitments to devote the funds to the development budget. Responses which rely on future fundraising should provide evidence of the ability to raise funding and the commitment to devote the funds to the development budget.</p> <p>It is important to note that funding parties must not put forward the same cash reserves plus funding facilities into more than one application. If a Funding Organisation is involved in multiple applications then this available funding capacity must be divided and allocated uniquely to each application. A Funding Organisation which does put forward the same funding capacity in support of more than one application will not have that aspect of its funding capability recognised in any of the applications it is involved.</p> <p>Responses are expected to include the required financial records, audits and supporting evidence to demonstrate financial strength by any of the assessment options listed above as per the guidance and rules presented.</p>

REF	INFORMATION REQUIRED	GUIDANCE
<b>D5</b> <b>Cont</b>	Financial capability	<p>Responses must include funding information in million pounds sterling (£m). If funds are held, or supporting evidence is denominated, in a currency other than GBP, responses must include information as to the original currency, the exchange rate used to convert to GBP, and the date and source of that exchange rate.</p> <p>Care should be taken that the level of funding that each Funding Organisation has allocated to it is in line with its capabilities. The scoring will take into the account the overall proportion that each Funding Organisation will fund.</p> <p>It should also be noted that the total development cost indicated by responses must equal or exceed the development budget amount stated in D4. Furthermore, responses must not present information for any party that is not identified in B5.</p> <p><b>Responses must provide this information in a document of no more than 5 pages, in alignment with the guidance in Chapter 2 in this document.</b></p>

## 9. COMPLETING SECTION E – INNOVATION

### 9.1. Section overview

The information provided by the Applicants in Section E is only required from applications to the Innovation leasing round. The application form for TOG projects will not include Section E.

The Applicants must state to which Category of Innovation their application belongs to and must also provide responses to all relevant Innovation Evaluation Criteria such that their application can be properly assessed.

### 9.2. Category of Innovation (Question EO)

To capture different types of innovations and improvements to the offshore wind industry and to ensure that all innovations are assessed on equal terms, Applicants must select the Innovation category to which their application belongs. The application will then be assessed on this basis.

The Innovation Categories are as follows:

- Cost Reduction
- New Markets
- Health and Safety
- Supply Chain
- Environmental
- Commercial

Each application will be assessed using the same assessment criteria; however, the criteria weightings will vary depending on the Innovation category to which the project is assigned. It is anticipated that some innovation project applications will aim to show improvements across different Innovation Categories; Applicants must select the category that best describes the aim of their project.

**Applicants must provide a short narrative (maximum 150 words) on their justification for the Innovation category chosen. The Innovation category selected will influence the weightings associated with the scores received and Applicants must receive a score of 2 or more in the evaluation criteria corresponding to their selected Innovation category. Applications not receiving this minimum score will be disqualified.**

#### 9.2.1. Cost reduction

Applications for this category should demonstrate a clear technological innovation (or innovations) that can be integrated into the offshore wind industry that leads to a demonstrable reduction in Levelised Cost of Energy (LCOE) Applications in this category must be able to demonstrate how the adoption of this technical innovation when used at a commercial scale will lead to cost reduction using a robust LCOE model and valid assumptions.

#### 9.2.2. New markets

Applications for this category should demonstrate a clear technological innovation (or innovations) that allow the development of the offshore wind industry into new markets; This could include but is not limited to creating and developing novel technologies proving the use of offshore wind in deeper waters, harsher weather conditions, new geographies. Applications in this area could also be new commercial markets such as new energy vectors or dealing with tangible issues in the electricity market such as grid constraints or addressing the electrification of transport and heat. Applications that focus on this Innovation category must be able to demonstrate the impact that the innovation would have on the new market(s) and provide robust and valid estimates of the scale of the new markets and their innovation's projected market share when at a commercial scale wind farm.



### 9.2.3. Health & safety innovation

Applications in the Health and Safety Innovation category must provide clear and measurable benefits to the industry in terms of health and safety; Applicants must be able to demonstrate how their project will prove and de-risk advancements in Health & Safety that are not merely incremental advances which would be expected of any new wind farm but that show a radical step-change and potential improvement in the health and safety in the installation and/or operation of an offshore wind farm.

### 9.2.4. Supply chain innovation

Applications in the Supply Chain Innovation category must demonstrate a clear stimulation and development of the supply chain for Scottish offshore wind projects. The INTOG innovation demonstration project should be used to prove concepts to stimulate the supply chain for Scottish projects leading to the creation of new parts of the supply chain that currently do not exist.

Supply Chain innovations will maximise the economic content of future commercial-scale projects in Scottish waters as well as leading to de-risking the delivery of future projects

Applications for Supply Chain innovations must be able to demonstrate how the methods and processes being developed and proven during the INTOG project will stimulate the supply chain in the long term – it is not enough to demonstrate that the supply chain will benefit during the INTOG project alone, but the long-term development of the supply chain must be shown as the innovation develops and can be incorporated into commercial scale projects.

The development of the supply chain over time should be backed up with robust estimate of jobs created and value to the economy.

### 9.2.5. Environmental innovation

Applications in the Environmental Innovation category must demonstrate a clear improvement to the environmental impact of an offshore wind farm. Innovations such as reducing the numbers of bird collisions or technologies to reduce noise during piling and installation should be in this category.

Applications should be able to quantify the effects of the proposed innovations and demonstrate the impact on the environment and on the offshore wind sector when scaled up to a commercial scale project.

### 9.2.6. Commercial innovation

Applications in the Commercial innovation category must demonstrate a novel approach to the commercial and ownership models for offshore wind farms. Examples of this kind of innovation may be associated with funding mechanisms, ownership models and profit-sharing schemes associated with offshore wind generation. Applicants will be expected to show how their proposed models represent an innovation in the commercial space and how it differs from existing and proven commercial methods.

## 9.3. Innovation assessment criteria

There are nine evaluation criteria specific for Innovation applications to INTOG. Applicants have the opportunity to provide information for each of these criteria which will be assessed and scored. Applicants do not need to provide information for every criteria and will receive a score of zero (0) for any criteria where no information is provided. The weightings for these criteria vary depending on the Innovation category selected.

The nine assessment criteria are as follows:

- Innovation development
- Technology development
- De-risking
- Cost impact
- Market opportunity
- Health and safety
- Future supply chain developments
- Environmental
- Community development

The following table shows how the criteria are weighted depending on the Innovation category selected by the Applicant.

**Table 2: Innovation assessment criteria weightings for different Innovation categories**

	<b>COST REDUCTION</b>	<b>NEW MARKETS</b>	<b>HEALTH &amp; SAFETY</b>	<b>SUPPLY CHAIN</b>	<b>ENVIRON- MENTAL</b>	<b>COMMERCIAL</b>
<b>Innovation development</b>	20%	20%	20%	20%	20%	20%
<b>Technology development</b>	5%	5%	5%	5%	5%	5%
<b>De-risking</b>	15%	15%	15%	15%	15%	15%
<b>Cost impact</b>	30%	10%	5%	5%	5%	5%
<b>Market opportunity</b>	10%	30%	10%	10%	10%	10%
<b>H&amp;S improvements</b>	5%	5%	30%	5%	5%	5%
<b>Future supply chain development</b>	5%	5%	5%	30%	5%	5%
<b>Environmental aspects</b>	5%	5%	5%	5%	30%	5%
<b>Community development</b>	5%	5%	5%	5%	5%	30%

## 9.4. Information requested and detailed guidance

The answers provided to questions E1 to E9 will be scored by the assessors using a 0-4 scale. The following table gives an overview of how the information provided by the Applicants will be scored by the assessors. Where a breakdown is given each sub-question will be scored using the same scale.

**Table 3: Innovation scoring guidance**

<b>SCORING GRADE</b>	<b>RATIONALE</b>
<b>4 = excellent</b>	The response demonstrates an excellent understanding of the question, the information being requested and how the project will be used to demonstrate the innovation and meet the requirements. The information provided in the response is realistic, accurate and clearly articulated.
<b>3 = good</b>	The response demonstrates a good understanding of the question, the information being requested and how the project will be used to demonstrate the innovation and meet the requirements. There may be some minor details lacking, but the information provided in the response is sound and accurate.
<b>2 = satisfactory</b>	The response includes the information requested, however certain key details and elements may be lacking rigour. The response is somewhat detailed but some uncertainty remains as to the feasibility/accuracy of the information provided and whilst it is possible to consider how the project will be used to demonstrate innovation and meet the requirements it is not entirely clear.

SCORING GRADE	RATIONALE
<b>1 = poor</b>	Applicant submits an incomplete response with missing elements or lacking important details. The response does include the information requested. There may be a lack of coherency or incorrect assumptions. The response lacks detail, that makes it hard to understand the information provided and it is unclear how the project will be used to demonstrate innovation and meet the requirements.
<b>0 = no response</b>	Applicant does not provide information.

REF	INFORMATION REQUIRED	GUIDANCE
<b>E0</b>	Innovation category	<p>Applicants must select the Innovation category under which the project will be evaluated and provide a short narrative (maximum 150 words) as to why their project fits in the selected category. Only one category can be selected by the Applicants.</p> <p>Applicants must receive a minimum score of '2' in the Evaluation Criteria corresponding to the Innovation category selected. Applications not receiving this minimum threshold will be disqualified. For example, if the Innovation category selected is 'Health and Safety Innovation' then Applicants must receive a minimum score of 2 in the 'H&amp;S Improvements' evaluation criteria.</p>
<b>E1</b>	Innovation development	<p>The Innovation Development criterion will assess the potential for the Applicant's innovation to be successfully developed in a timely manner and ensure the Applicant has addressed issues regarding commercialisation, risk and collaboration specifically pertaining to the development and demonstration of the innovation.</p> <p>Applicants should ensure that the following information is included in the Innovation development statement:</p> <ul style="list-style-type: none"> <li>• Demonstrate that the project plan is sufficient and feasible to demonstrate the innovation, i.e. the key milestones are realistic for the complexity of the innovation. Show how the project aims to prove the innovation(s) in an efficient and realistic manner</li> <li>• Show how the project accelerates the innovation to commercial scale deployment</li> <li>• Outline a plan to commercialise the innovation after it has been proven during the INTOG leasing round; what are the proposed timescales for this?</li> <li>• Provide a narrative as to why INTOG is the best way to develop the innovation(s) further? And how will INTOG progress the innovation? What other ways of proving the innovation have been explored?</li> <li>• Demonstrate that the proposed innovation contributes to the promotion or improvement in Scotland of one or more of the following: <ul style="list-style-type: none"> <li>• Economic development</li> <li>• Regeneration</li> <li>• Social wellbeing</li> <li>• Environmental wellbeing</li> <li>• Sustainable development</li> </ul> </li> <li>• What risks are inherent with the project plan and how are these being addressed and mitigated?</li> </ul>

<p><b>E1</b> <b>Cont</b></p>	<p>Innovation development</p>	<p>Assessors will consider the following four topics separately and marks will be awarded for the following aspects of project development in relation to the Innovation:</p> <ul style="list-style-type: none"> <li>• [50%] Innovation development plan</li> <li>• [25%] Pathway to commercialisation</li> <li>• [15%] Justification of INTOG application</li> <li>• [10%] Project Risk register – in a separate file (excel spreadsheet or similar)</li> </ul> <p>With each element receiving a 0-4 score and weighted giving an overall score between 0 and 4 for the section.</p> <p><b>For example</b></p> <p>Innovation development plan score – 2/4 – weighted score 1 (50% x 2)</p> <p>Pathway to commercialisation score 4/4 – weighted score 1 (25% x 4)</p> <p>Justification of INTOG application 4/4 – weighted score 0.6 (15% x 4)</p> <p>Project Risk register 3/4 – weighted score 0.3(10 x 3)</p> <p>Total weighted score for the section – 2.9.</p> <p><b>Applicants must upload a pdf document of no more than 4 pages in response to this question. The risk register should be provided in a separate file (excel spreadsheet or similar).</b></p>
<p><b>E2</b></p>	<p>Technology development</p>	<p>The Technology Development criterion will assess the innovation's level of technology development that is proposed during the project.</p> <p>Applicants should provide details on the following aspects relating to the Technology Development criterion:</p> <ul style="list-style-type: none"> <li>• Justification of current TRL (Technology Readiness Level) and CRI (Commercial Readiness Index) levels and the progress due to the proposed project and</li> <li>• IP considerations; ownership and knowledge sharing.</li> </ul> <p>Applicants should provide details of current TRL and CRI levels for the proposed innovation(s) and provide thorough evidence and valid assumptions for the TRL and CRI progression that would result from the successful completion of the INTOG project.</p> <p>Applicants should note that we advocate the following definition of TRL</p> <ul style="list-style-type: none"> <li>• TRL 1 – basic principles observed</li> <li>• TRL 2 – technology concept formulated</li> <li>• TRL 3 – experimental proof of concept</li> <li>• TRL 4 – technology validated in lab</li> <li>• TRL 5 – technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies)</li> <li>• TRL 6 – technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies)</li> <li>• TRL 7 – system prototype demonstration in operational environment</li> <li>• TRL 8 – system complete and qualified</li> <li>• TRL 9 – actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies; or in space)</li> </ul> <p>And the following definition of CRI should be applied to the innovation</p> <ul style="list-style-type: none"> <li>• CRI 1: Hypothetical commercial proposition</li> <li>• CRI 2: Commercial trial</li> <li>• CRI 3: Commercial scale up</li> <li>• CRI 4: Multiple commercial applications</li> <li>• CRI 5: Market competition driving widespread deployment</li> <li>• CRI 6: “Bankable” grade asset class</li> </ul>

<b>E2 Cont</b>	Technology development	<p>Due to the nature of the INTOG leasing round only technologies of <b>TRL6 and above</b> and with a CRI of no greater than 2 will be considered.</p> <p>If, due to the nature of the proposed project, the Applicant does not intend to develop a technology and/or progress through TRL or CRI levels then the Applicant should state briefly why this is the case.</p> <p>Additionally, in this section Applicants should provide details of the IP development plan and proposed ownership model of IP developed during the project.</p> <p>Applicants should provide details outlining the ownership of any extant background IP and the proposed model of exploitation and ownership of IP emerging during the course of the INTOG project. Any potential obstacles, challenges or risks associated specifically with the IP ownership and exploitation should be identified in this section.</p> <p>Assessors will award marks accordingly:</p> <ul style="list-style-type: none"> <li>• [70%] TRL/CRI justification</li> <li>• [30%] IP development and ownership plan</li> </ul> <p>With each element receiving a 0-4 score and weighted to give an overall score in the range 0-4 for the section.</p> <p><b>For example</b>  TRL/CRI justification – score 4/4 – weighted score is 2.8 (4 x 70%)  IP development and ownership plan – score 4/4 – weighted score is 1.2 (4 x 30%)  Total weighted score for the section – 4</p> <p><b>Applicants must upload a pdf document of no more than 4 pages in response to this question.</b></p>
<b>E3</b>	De-risking	<p>Different types of innovation will encounter and address different risks in the project lifecycle. Some innovations may be designed specifically to address existing industry risks (e.g. an innovation that addresses the consenting process); other innovations will have risks associated with the uptake of that innovation as it is unproven at scale.</p> <p>In this section Applicants should provide details on how their innovation contributes to de-risking within the sector; e.g. eases consenting process, provides investor confidence, integration into the energy system, or contribution toward standardisation.</p> <p>In addition, Applicants can provide a qualitative narrative of how the proposed project will help to de-risk the inherent risks associated with the uptake and acceptance of their innovation.</p> <p>Marks will be awarded for the following aspects:</p> <ul style="list-style-type: none"> <li>• [30%] Identification of industry risks addressed by the proposed innovation and of the inherent elements of risk associated with the innovation,</li> <li>• [70%] De-risking evidence and mitigation on each of the identified metrics of risk</li> </ul> <p>With each element receiving a 0-4 score and weighted giving an overall score between 0 and 4 for this section.</p> <p><b>For example</b>  Identification of industry risks – score 3/4 – weighted score is 0.9 (3 x 30%)  -risking evidence and mitigation – score 2/4 – weighted score is 1.4 (2 x 70%)  Total weighted score for the section – 2.3</p> <p><b>Applicants must upload a pdf document of no more than 4 pages in response to this question.</b></p>

E4	Cost impact	<p>Applicants should provide details on the cost reduction potential or the cost implications of adopting their innovations on a commercial scale project. If appropriate the Applicant should show cost impact of their innovation on a 500MW commercial scale project and compare with an analogous installation e.g. fixed, floating, or other similar commercial scale project.</p> <p>Applicants should either use the LCOE model provided in the application pack to show the cost reduction potential of adopting their innovation or provide an <b>independently and credibly</b> verified alternative model developed in-house. If an in-house model is chosen then the rationale for this must be provided; for example, the standard model not being fit for purpose for their innovation.</p> <p>Using their selected model, Applicants should show the reduction in LCOE due to the innovation(s) in their proposed project.</p> <p>Applicants should provide evidence backed up with strong assumptions of the cost reduction potential of the innovations. The relative maturity of the technology/innovation will be taken into account when scoring the cost reduction potential, for example, it would be expected that there is greater scope for cost reduction in earlier stage technologies.</p> <p>Using the figures provided by the Applicant the assessors will moderate the cost impacts according to their own expertise and judgement and reflecting the maturity of the target sector to obtain a score for the cost reduction potential.</p> <p>If the innovation isn't focused on cost reduction, then evidence of the cost implications of adopting this innovation should be provided.</p> <p>Marks will be awarded for the following:</p> <ul style="list-style-type: none"> <li>• [30%] Robust and thorough LCOE model and assumption validity</li> <li>• [70%] Cost reduction potential</li> </ul> <p>With each element receiving a 0-4 score and weighted giving an overall score between 0 and 4 for this section</p> <p><b>For example</b></p> <p>Robust and thorough LCOE model and assumption validity – score 4/4 – weighted score is 1.2 (4 x 30%)</p> <p>Cost reduction potential – score 2/4 – weighted score is 1.4 (2 x 70%)</p> <p>Total weighted score for the section – 2.6</p> <p><b>Applicants must upload a pdf document of no more than 4 pages to document the cost reduction narrative in addition to the completed LCOE model in response to this question.</b></p>
E5	Market opportunity	<p>Applicants should provide evidence and demonstrate how their innovation(s) may lead to the creation of new markets and opportunities. A narrative should be provided giving a description of the new markets and why the innovation project would help to gain access to the new market.</p> <p>Applicants should provide estimates of the scale of any new markets to which their innovation(s) would provide access. Examples of new market areas are; new seabed soil types, new water depths, weather conditions, energy vectors.</p> <p>If the Applicants believe that the innovation(s) being proposed as part of the INTOG application have no impact on the scale of the market opportunity, then this section can be omitted; in this case Applicants will score zero for this section.</p> <p>Marks will be awarded for the following:</p> <ul style="list-style-type: none"> <li>• [100%] Qualitative narrative of the innovation's impact on new markets (which will be scored 0-4)</li> </ul> <p><b>Applicants must upload a pdf document of no more than 4 pages in response to this question.</b></p>

<p><b>E6</b></p>	<p>H&amp;S improvements</p>	<p>Applicants should provide details of any specific health and safety improvements that are a direct result of the innovation(s) being proposed as part of the INTOG project.</p> <p>Applicants should provide details of the specific H&amp;S concern within the industry that their innovation addresses and the consequences of lessening these H&amp;S concerns.</p> <p>Applicants should provide information on the following aspects:</p> <ul style="list-style-type: none"> <li>• Qualitative details of how the innovation addresses concerns from H&amp;S bodies or how the innovation removes people from hazardous environments</li> <li>• Mitigations to any remaining H&amp;S concerns or system failures</li> <li>• Quantitative measures including (but not restricted to): <ul style="list-style-type: none"> <li>– Injury rates such as LTIF (lost time due to injury), medical or first aid injury</li> <li>– Damage to assets</li> </ul> </li> </ul> <p>Applicants are reminded that any incremental improvements to H&amp;S that would be expected in a maturing industry will not be considered as a H&amp;S innovation; a H&amp;S innovation must constitute a radical step-change and improvement to the status quo.</p> <p>If the Applicants believe that the innovation(s) being proposed as part of the INTOG application have no impact on health and safety improvements, then this section can be omitted; in this case Applicants will score zero for this section.</p> <p>Marks will be awarded for the following:</p> <ul style="list-style-type: none"> <li>• [100%] Qualitative assessment of H&amp;S Improvements (which will be scored 0-4)</li> </ul> <p><b>Applicants must upload a pdf document of no more than 4 pages in response to this question.</b></p>
<p><b>E7</b></p>	<p>Future supply chain development</p>	<p>Applicants should provide details on how their innovation(s) supports and develops the supply chain for Scottish projects when the innovation matures to be used at commercial scale projects.</p> <p>Applicants should also provide details of how the innovation would be scaled up from the INTOG project to a commercial scale and how this would benefit the supply chain for Scottish offshore wind projects.</p> <p>Applicants should identify the required supply chains and any key supply chain gaps, identify any collaborations necessary to make the supply chain functional.</p> <p>Applicants should also show a good understanding of the current and future needs for the supply chains for Scottish offshore wind projects; including skills needs and numbers of jobs.</p> <p>If the Applicants believe that the innovation(s) being proposed as part of the INTOG application have no impact on supply chain for Scottish offshore wind projects then this section can be omitted; in this case Applicants will score zero for this section.</p> <p>A qualitative assessment of future supply chain development is required from Applicants. Applicants are also expected to support their assessment with relevant metrics.</p> <p>Marks will be awarded for the following:</p> <ul style="list-style-type: none"> <li>• [100%] Qualitative narrative assessment of benefits to the supply chain (which will be scored 0-4)</li> </ul> <p><b>Applicants must upload a pdf document of no more than 4 pages in response to this question.</b></p>



E8	Environmental aspects	<p>Applicants should provide information on how their innovation will result in an improvement to any environmental aspects relating to an offshore wind project lifecycle.</p> <p>Applicants should consider:</p> <ul style="list-style-type: none"> <li>• A narrative of the positive environmental benefits of the innovation.</li> <li>• Metrics to provide qualitative estimate of environmental impact improvements with supporting evidence and references. The types of environmental aspects include (but are not limited to): <ul style="list-style-type: none"> <li>– Underwater noise mitigation in installation</li> <li>– Ornithology; breeding increase, collision decrease</li> <li>– Change in mammal breeding or fish migration</li> <li>– Reduction in mineral or material usage</li> </ul> </li> </ul> <p>Applicants should give estimates of the impact of their innovation(s) when applied to a commercial scale wind farm.</p> <p>If the Applicants believe that the innovation(s) being proposed as part of the INTOG application have no impact on environmental aspects, then this section can be omitted; in this case Applicants will score zero for this section.</p> <p>Marks will be awarded for the following:</p> <ul style="list-style-type: none"> <li>• [100%] Qualitative assessment of the environmental benefits (which will be scored 0-4)</li> </ul> <p><b>Applicants must upload a pdf document of no more than 4 pages in response to this question.</b></p>
E9	Community development	<p>Applicants should provide details on how their innovation will support and develop local communities.</p> <p>Applicants should consider providing any evidence for how, when scaled up to a commercial scale wind farm, adoption of their innovation would lead to enhanced developments within the local (and wider) community.</p> <p>By Community developments we include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Quality of life, including community funds</li> <li>• Community ownership of assets</li> <li>• Infrastructure development</li> <li>• Equity &amp; social inclusion</li> <li>• Environmental sustainability</li> <li>• Urban governance and legislation</li> </ul> <p>If the Applicants believe that the innovation(s) being proposed as part of the INTOG application have no impact on community development, then this section can be omitted; in this case Applicants will score zero for this section.</p> <p>A qualitative assessment of community developments is required from Applicants. Applicants are encouraged to support their assessment with relevant metrics, however Applicants will not be directly scored on evaluation of metrics due to the subjective nature of metrics for community and societal developments.</p> <p>Marks will be awarded for the following:</p> <ul style="list-style-type: none"> <li>• [100%] Qualitative assessment of community developments (which will be scored 0-4)</li> </ul> <p><b>Applicants must upload a pdf document of no more than 4 pages in response to this question.</b></p>



## 10. TEMPLATE LETTERS FOR SUBMISSION

### 10.1. Statement of Commitment

As part of your application, each Project Partner must submit a Statement of Commitment based on the template letter below. Some parts of the commitment template are required from all Project Parties and others are required only from those Project Parties with specific roles within the application, as identified in response to Question B5.

We outline a number of commitments to ensure we contract with responsible, reputable organisations, including asking you to confirm in your Statement of Commitment at Board level or equivalent that neither the company/organisation nor any office holder or person with powers of representation, decision or control within the company/organisation have at any time been convicted of any offence of the kind we specify.

#### 10.1.1. Commitments regarding sustainability of offshore wind development in Scotland

We have included an obligation to commit to undertake activity to develop the supply chain. Through this particular commitment, we require all organisations involved in an application to commit to progressing the intended project in a way which will support the sustainability of offshore wind development projects. With organisations required to secure board-level approval of this commitment at this early stage of the intended project's development, it ensures senior level buy-in to supply chain development. This commitment is enshrined in the Option Agreement and Lease that successful Applicants will be granted and will form a requirement throughout the duration of the agreements. These obligations require agreement holders to:

- Advertise all opportunities for sub-contractors and suppliers in a way which ensures suppliers for which the opportunities may be relevant, including small and medium sized enterprises (SMEs), are aware of procurement activities related to the intended project.
- Alone or in partnership with other successful INTOG Applicants, establish and actively engage with a supply chain forum – or an agreed equivalent – which will operate to ensure information flow about supply chain needs and opportunities is as effective as possible.
- Meet regularly with relevant economic development agencies to inform them of progress, concerns and opportunities regarding their region or companies which they account manage.
- Where applicable, provide to Crown Estate Scotland all Supply Chain Plan information at the time it is submitted as part of the Contract for Difference (CfD) eligibility process. The intention is for successful Applicants to deliver the intended project in a way which consistently and predictably provides opportunity for the supply chain to understand project requirements.

#### 10.1.2. Commitments regarding funding

The funding commitments in D5 require that the funding is provided to the Tenant Organisation as set out in the application, so that the Tenant Organisation is able to take decisions to commit (or not) the funding that is provided to it in accordance with the commitments given. The commitment requires that funding is made available to the Tenant Organisation, but does not directly mandate that all the available funding must be committed, although the Tenant Organisation must comply with the requirements of the Exclusivity Agreement and Option Agreement which include that all actions that would be taken by a Reasonable and Prudent Developer must be taken to deliver the Project Programme.

### 10.1.3. Template Statement of Commitment for application stage

Dear Sirs

#### INTOG Leasing

##### Statement of Commitment re: [insert application code name]

We, [•] [name, company no. (if applicable) and registered office of organisation] refer to the above mentioned application and now confirm the following to Crown Estate Scotland:

1. We are aware of, and are willing to participate in the application which is the subject of this letter. A brief summary of our proposed involvement in the application is [•]
2. Insofar as information provided in this application relates to this organisation, we are aware that Crown Estate Scotland are acting in reliance on this information in assessing the application and confirm that it is comprehensive, accurate and up to date
3. Throughout all stages of the project we will comply with applicable Health & Safety law and regulations
4. Insofar as information in this application about availability of resources – in terms of experience, capability and/or finance – relate to this organisation, those resources are so available and will be devoted to developing the intended project and
5. In developing the project we as [•]<sup>1</sup> with role[s] as [•]<sup>2</sup> will aim to progress the intended project in a way which will support the sustainability of offshore wind development in Scotland, as this is explained and defined in the Guidance Notes associated with the application
6. The acceptance of our involvement in the project does not present a reputational risk to Crown Estate Scotland including that neither this company/organisation nor any office holder or person with powers of representation, decision or control within this company/organisation have been convicted of any of the types of unlawful conduct described in full in Appendix 1 to this letter within the past 5 years. If at any time this company/organisation or any office holder or person with powers of representation, decision or control within this company/organisation is convicted of an offence under replacement/amendment legislation to that listed in Appendix 1, we understand that this requires to be disclosed to Crown Estate Scotland
7. The project structure setting out the roles of each of the Lead and Sole Applicant, each Project Partner, each Funding Organisation, [each Supplementary Experience Provider] (all as defined in the Offer Document), together with any guarantors and the supply chain (insofar as already known) is annexed in Appendix 3 and it is true and accurate in all respects
8. The Company structure ultimately showing the beneficial ownership of is shown annexed in Appendix 3 and it is true and accurate in all respects
9. Having carried out an assessment we can confirm that
  - (i) We, nor any of our Group Companies<sup>3</sup> or any individuals office holder or person with powers of representation, decision or control within this company or any of our Group Companies are subject to any UK sanctions/sanctions regime or any sanctions/sanctions regime elsewhere in the world and acknowledge that if we did become subject to any such sanctions/sanctions regime, CES in its absolute discretion may terminate our participation in the INTOG process/any agreements entered into pursuant to that process

1 please insert one of “Lead Applicant”, “Lead and Sole Applicant” or “Project Partner”

2 please insert as many of the following as apply: Funding Organisation, Capability and Experience Role, Wind Farm Delivery Responsibility, Direct Owner of Tenant Organisation, Indirect Owner of Tenant Organisation.

3 For the purpose of this Statement of Commitment, Group Company or Group Companies shall be defined in relation to a company as that company, any subsidiary/subsidiary undertaking or any holding company/parent undertaking from time to time of that company, and any subsidiary/subsidiary undertaking from time to time of a holding company/parent undertaking of that company. Each company is a Group Company.

- (ii) we, nor any of our Group Companies have any arrangements with any other person (whether corporate or natural) who are subject to (i) the UK sanctions/sanctions regime or (ii) any sanctions/sanctions regime elsewhere in the world and to which we or any of our group require to comply with
- (iii) we and any of our Group Companies shall ensure that throughout all stages of the project, we will not enter into any arrangements with any other person (whether corporate or national) who are subject to any UK sanctions or any sanctions elsewhere in the world (as may be updated from time to time) and to which we or any of our group require to comply with and acknowledge that if we did enter into arrangements with such a person, CES in its absolute discretion may terminate our participation in any INTOG Project and any agreements entered into in respect of INTOG
- (iv) no member of our proposed supply chain is subject to the UK sanctions/sanctions regime or any sanctions regime elsewhere in the world

10. We confirm that

- (a) We undertake to continue to monitor the position with regards to (i) the UK sanctions/sanctions regime or (ii) any sanctions regime elsewhere in the world to which we or our group are required to comply and we shall update CES in the event that any changes to those regimes or to our corporate makeup or that of our Group Companies would result in us breaching these undertakings
- (b) We attach at Appendix 4 a note of any involvement that we (or any of our Group Companies) have in Russia/ Belarus and with any Russian or Belarussian entities. This identifies the nature of the relationship and the steps we are taking to divest ourselves of such involvement and the likely timescales involved

11. We confirm that

- (a) we [and any of our Group Companies] comply with all legal obligations in respect of human rights and have in place such policies and internal governance and controls to ensure that it complies with the corporate responsibility to respect Human Rights as set out in the Guiding Principles on Business and Human Rights ([https://www.ohchr.org/documents/publications/guidingprinciplesbusinessshr\\_en.pdf](https://www.ohchr.org/documents/publications/guidingprinciplesbusinessshr_en.pdf))
- (b) in respect of our joint venture partners and our supply chain, we undertake such diligence as may be required to ensure that our joint venture partners and our supply chain have appropriate policies and measures in place to ensure that they comply with all legal obligations in respect of human rights and have in place such policies and internal governance and controls to ensure that they comply with the corporate responsibility to respect Human Rights as set out in the Guiding Principles on Business and Human Rights [https://www.ohchr.org/documents/publications/guidingprinciplesbusinessshr\\_en.pdf](https://www.ohchr.org/documents/publications/guidingprinciplesbusinessshr_en.pdf)
- (c) we are committed to adopting Fair Work First practices (Fair Work First: guidance – gov.scot ([www.gov.scot](http://www.gov.scot)))

**[Following 3 statements to be completed by each Funding Organisation]**

- 12. A brief summary of the relationship between the Funding Organisation and the Tenant Organisation: [•]
- 13. Confirmation of the amount(s) set out in our response to Question D5 is provided here: [•]
- 14. Our funding for the project to the value defined in response to D5 of the application will be provided in the event that this application is successful

**[Following 3 statements to be completed by each Supplementary Experience Provider]**

- 15. A brief summary of the relationship between the Supplementary Capability and Experience Provider and the Applicant: [•]
- 16. Confirmation of the resource commitment set out in our response to Question D2 is provided here: [•]

17. We have read the description and account of our experience/capability upon which the Applicant relies in this application and confirm this is accurate and our commitment to the project is unconditional in the event that this application is successful

Yours faithfully,

Signed for and on behalf of [•] [name of company/organisation] by:

Please formally sign for and on behalf of your organisation here and provide full details of signature to confirm how your company/organisation is bound by this letter as shown at Appendix 2.

## APPENDIX 1 – RESPONSIBLE BUSINESS CONFIRMATION

- i) Conspiracy relating to participation in a criminal organisation or an offence relating to involvement in/directing serious organised crime (Criminal Justice and Licensing (Scotland) Act 2010)
- ii) Corruption (within the meaning of the Public Bodies Corrupt Practices Act 1889 or the Prevention of Corruption Act 1906)
- iii) Bribery or corruption (within the meaning of the Criminal Justice (Scotland) Act 2003)
- iv) Bribery (within the meaning of the Bribery Act 2010)
- v) Cheating the Revenue
- vi) Common law fraud
- vii) Common law theft/fraud
- viii) Fraudulent trading (within the meaning of the Companies Acts 1985/2006)
- ix) Fraudulent evasion (within the meaning of the Customs and Excise Management Act 1979 or the VAT Act 1994)
- x) Offence re: taxation (Criminal Justice Act 1993)
- xi) Common law uttering (Scots law term for fraud)
- xii) Common law attempting to pervert the course of justice
- xiii) Offences under Counter-Terrorism Act 2008
- xiv) Money laundering (within the meaning of the Proceeds of Crime Act 2002)
- xv) Proceeds of criminal conduct (within the meaning of the Criminal Justice Act 1988)
- xvi) Human trafficking (Human Trafficking and Exploitation (Scotland) Act 2015)
- xvii) Proceeds of drug trafficking (Drug Trafficking Act 1994) and
- xviii) Any other offence that is set out as an exclusion ground in the Directive 2014/24/EU of the European Parliament and of the Council on public procurement or any subsequent legislation which replaces that.

## APPENDIX 2 – INFORMATION ABOUT SIGNATURE OF THE LETTER

We confirm:

- 1) The full names of the parties who signed for and on behalf of our company/organisation, including witnesses
- 2) What position the signatories hold and how they are entitled to bind the company/organisation
- 3) The address of signatories, including witnesses (business address is sufficient)
- 4) The town and country where they signed and
- 5) The date(s) when they signed.

Full name of signatory:

Role of signatory: e.g. Director/Company Secretary, witness

Address of signatory:

Location of signature:

Date of signature:

Full name of signatory:

Role of signatory: e.g. Director/Company Secretary, witness

Address of signatory:

Location of signature:

Date of signature:

Full name of signatory:

Role of signatory: e.g. Director/Company Secretary, witness

Address of signatory:

Location of signature:

Date of signature:

Full name of signatory:

Role of signatory: e.g. Director/Company Secretary, witness

Address of signatory:

Location of signature:

Date of signature:

Full name of signatory:

Role of signatory: e.g. Director/Company Secretary, witness

Address of signatory:

Location of signature:

Date of signature:

## **APPENDIX 3 – PROJECT STRUCTURE**

[Applicant to complete]

## **APPENDIX 4 – INVOLVEMENT IN RUSSIA/BELARUS**

[Applicant to complete]

# 11. SCORING SUMMARY

This section provides a summary of how the evaluation and overall scoring is established for an individual application. This summary aims to provide background to the scoring logic applied to the evaluation of an application. It brings together the information provided throughout these Guidance Notes.

## 11.1. Scoring description

Applications that score a Pass in Section B will progress and will then enter the next round of scoring, where it is possible to receive a maximum overall score of 100. This score is derived from the weighted sum of scores for the sections relevant to the type of application submitted.

IN applications are scored based on the weighted sum of scores for Sections C (Price), D (Deliverability) and E (Innovation).

1. Section C (Price) is scored on a relative basis with the highest scoring application assigned 100 points. This score is then given a weighting of 30%
2. Section D (Deliverability) is scored between 0-100 and weighted at 30%. This score is derived from the weighted sum of scores of its 5 constituent sub-sections; these sub-sections are scored between 0-4:
  - Project concept (10% weighting)
  - PDP (10% weighting)
  - Experience (40% weighting)
  - Development budget (15% weighting) and
  - Financial capability (25% weighting).
3. Section E (Innovation) is scored between 0-100 and weighted at 40%. This score is derived from the weighted sum of scores of 9 of its constituent sub-sections, these sub-sections are scored between 0-4:
  - a) **Innovation development:** made up of Innovation development plan, Pathway to commercialisation, Justification of INTOG application and Project Risk register
  - b) **Technology development:** made up of TRL/CRI justification and IP development and ownership plan
  - c) **De-risking:** made up of Identification of industry risks addressed by the proposed innovation and of the inherent elements of risk associated with the innovation and De-risking evidence and mitigation on each of the identified metrics of risk

- d) Cost impact: made up of Robust and thorough LCOE model and assumption validity and Cost reduction potential
- e) Market Opportunity
- f) H&S improvements
- g) Future supply chain development
- h) Environmental aspects
- i) Community development

The weightings for these sub-sections are governed by the category of innovation of the proposed project – e.g. a project with a Health & Safety innovation will have a higher weighting assigned to the H&S improvements sub-section, than a project with a New Markets innovation.

TOG applications are scored based on the weighted sum of scores for Sections C (Price) and D (Deliverability).

1. Section C (Price) multiplies the Applicant Valuation submitted and the seabed area requested. This is scored on a relative basis with the highest score assigned 100 points. This score is then given a weighting of 70%.
2. Section D (Deliverability) is scored between 0-100 and weighted at 30%. This score is derived from the weighted sum of scores of its 5 constituent sub-sections; these sub-sections are scored between 0-4: Project concept (10% weighting), PDP (10% weighting), Experience (40% weighting), Development budget (15% weighting) and financial capability (25% weighting).

Applicants that score a Fail to Section B will fail to meet minimum criteria and will not receive an overall scoring.

The score for Section C is based on a relative score system whereby the highest scoring IN or TOG application receives 100 points and other applications receive a score relative to this.



The score for Sections D and E is based on the weighted score obtained for the sub-sections in each section. These sub-sections group the information required into specific aspects which have a specific weighting in calculating the overall score of the section they feed into. Each sub-section will be assessed through a straightforward 0-4 grade score system whereby a high grade is attributed to the best responses.

Specifically for Section D, Applicants that score 0 in any of the sub-sections will fail to meet minimum criteria and will not receive an overall scoring. This applies

to instances where the Applicant does not provide a response or does not provide key, relevant information as specified in this guidance that is critical to provide an assessment of any level of their response.

Furthermore for Section E (IN applications only), Applicants must receive a minimum score of '2' in the Evaluation Criteria corresponding to the type of Innovation that they are proposing (for example a score of 2 or higher must be received for the Cost Reduction Evaluation Criteria if the innovation is a Cost Reduction Innovation as stated in Question E0.)

REF	EVALUATION	IN	TOG
<b>B</b>	Basic Data	Pass/Fail <i>Pass if all responses are Pass</i>	Pass/Fail <i>Pass if all responses are Pass</i>
<b>B1</b>	Shapefile for application site	Pass/Fail	Pass/Fail
<b>B1.1</b>	Area of application site	Pass/Fail	Pass/Fail
<b>B2</b>	Application site proximity to existing offshore windfarm seabed agreements	Yes/No <i>(Initial step before Pass/Fail decision occurs in B2.1)</i>	Yes/No <i>(Initial step before Pass/Fail decision occurs in B2.1)</i>
<b>B2.1</b>	Application site proximity	Pass/Fail	Pass/Fail
<b>B3</b>	Intended capacity	Pass/Fail	Pass/Fail
<b>B4</b>	Capacity density	Pass/Fail	Pass/Fail
<b>B5</b>	Parties, equity and overall structure	Pass/Fail	Pass/Fail
<b>B6</b>	Statement of commitment	Pass/Fail	Pass/Fail
<b>B7</b>	Electricity demand	Pass/Fail	Pass/Fail
<b>B7.1</b>	Grid Connection	For information only	For information only
<b>B8</b>	Letter of intent	Pass/Fail	Pass/Fail
<b>B9</b>	Brownfield/greenfield development	Pass/Fail	Pass/Fail
<b>C</b>	Price	<b>0-100 points</b> <b>30% weighting</b> <i>Valuation based</i>	<b>0-100 points</b> <b>70% weighting</b> <i>Option Fee based</i>
<b>C1</b>	Applicant Valuation	—	—
<b>D</b>	Deliverability	<b>0-100 points</b> <b>30% weighting</b> <i>Pass if all responses score greater than or equal to 1</i>	<b>0-100 points</b> <b>30% weighting</b> <i>Pass if all responses score greater than or equal to 1</i>
<b>D1</b>	Project concept	0-4 grade score 10% weighting	0-4 grade score 10% weighting

REF	EVALUATION	IN	TOG
<b>D2</b>	PDP	0-4 grade score 10% weighting	0-4 grade score 10% weighting
<b>D3</b>	Experience	0-4 grade score 40% weighting	0-4 grade score 40% weighting
<b>D4</b>	Development budget	0-4 grade score 15% weighting	0-4 grade score 15% weighting
<b>D5</b>	Financial capability	0-4 grade score 25% weighting	0-4 grade score 25% weighting
<b>E</b>	Innovation	<b>0-100 points 40% weighting</b>	<b>n/a</b>
<b>E0</b>	Innovation category	Pass/Fail	n/a
<b>E1</b>	Innovation development	0-4 grade score: calculated from scores E1(i)-E1(iv) and weighted 20% for Section E	n/a
<b>E1(i)</b>	Innovation development plan	0-4 grade score 50% of E1 score	n/a
<b>E1(ii)</b>	Pathway to commercialisation	0-4 grade score 25% of E1 score	n/a
<b>E1(iii)</b>	Justification of INTOG application	0-4 grade score 15% of E1 score	n/a
<b>E1(iv)</b>	Project Risk register	0 – 4 grade score 10% of E1 score	n/a
<b>E2</b>	Technology development	0-4 grade score: calculated from scores E2(i)-E2(ii) and weighted and weighted 5% for Section E	n/a
<b>E2(i)</b>	TRL/CRI justification	0-4 grade score 70% of E2 score	n/a
<b>E2(ii)</b>	IP development and ownership plan	0-4 grade score 30% of E2 score	n/a
<b>E3</b>	De-risking	0-4 grade score: calculated from scores E3(i)-E3(ii) and weighted 15% for Section E	n/a
<b>E3(i)</b>	Identification of industry risks addressed by the proposed innovation and of the inherent elements of risk associated with the innovation	0-4 grade score 30% of E3 score	n/a

REF	EVALUATION	IN	TOG
<b>E3(ii)</b>	De-risking evidence and mitigation on each of the identified metrics of risk	0-4 grade score 70% of E3 score	n/a
<b>E4</b>	Cost impact	0-4 grade score: calculated from scores E4(i)-E4(ii) and weighted according to answer to E0	n/a
<b>E4(i)</b>	Robust and thorough LCOE model and assumption validity	0-4 grade score 30% of E4 score	n/a
<b>E4(ii)</b>	Cost reduction potential	0-4 grade score 70% of E4 score	n/a
<b>E5</b>	Market opportunity	0-4 grade score: weighted according to answer to E0	n/a
<b>E6</b>	H&S improvements	0-4 grade score: weighted according to answer to E0	n/a
<b>E7</b>	Future supply chain development	0-4 grade score: weighted according to answer to E0	n/a
<b>E8</b>	Environmental aspects	0-4 grade score: weighted according to answer to E0	n/a
<b>E9</b>	Community development	0-4 grade score: weighted according to answer to E0	n/a
—	<b>Overall scoring</b>	<b>Pass/Fail application based on B</b> <b>If Pass:</b> <b>If D1-D5 &gt; 0:</b> <b>0-100 points based on C + D + E</b> <b>Unsuccessful otherwise</b>	<b>Pass/Fail application based on B</b> <b>If Pass:</b> <b>If D1-D5 &gt; 0:</b> <b>0-100 points based on C + D</b> <b>Unsuccessful otherwise</b>

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