



**INSPIRED**

# Make UK Member – Energy Procurement Checklist

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## Purpose

Please refer to this Procurement Checklist prior to agreeing any form of energy supply contracts.

The purpose of this document is to provide a “sense check” to ensure you are 100% confident in what you are agreeing prior to acceptance.

We hope this document provides you confidence that the decision you are making is the right decision for your business.

## Your Estate

Utility	Supplies	Annual Volume (kWh)	Current Supplier	Contract Renewal Date
Electricity HH				
Electricity NHH				
Gas				

## Route to Market

1. If using a TPI, is there a clear scope of work contracted between your business and your chosen TPI?  
Yes                      No
2. If using a TPI, is it clear how they will be remunerated for providing the services?  
Yes                      No
3. If using a TPI and they have confirmed their fee as a p/kWh commission – here is the sum to calculate that as an annual fee:

$$\text{Annual consumption (kWh)} \times \text{Commission (p/kWh)} / 100 = \text{Annual Broker Fee.}$$

If you are signing a multi-year agreement, multiply the Annual Broker Fee by the supply contract term.

$$x \quad \text{Years} \quad = \quad \text{(Auto-calculated multi-year broker fee)}$$

4. Based on the above, is your chosen TPI providing value for and are they accountable for delivering an ongoing service?  
Yes                      No

## Strategy / Contract Type

5. What is your businesses purchasing goal via your energy purchasing method:
- Budget security?
  - Beat the market? (achieve a price better than market average)
  - Price optimisation? (secure a price better than your previous price)
  - Secure renewable energy?
  - A mixture of the above?
6. Will your chosen purchasing method allow you to achieve your businesses purchasing goal?
- Yes                      No
7. Is it clear on your contract offer, what charges are included in your unit rates and what charges are not included in your unit rates?
- Yes                      No
8. If you are opting for a “pass through” contract where not all non-commodity charges are included in your unit rates, have you assessed the impact of these additional charges in your invoicing and budget?
- Yes                      No
9. If no, how would it impact your business if your energy cost was:
- 10% higher than budgeted cost?
  - 20% higher than budgeted cost?
  - 50% higher than budgeted cost?
  - 100% higher than budgeted cost?

## Final Sign Off

10. Has the supply contract that you are reviewing been issued to you via an electronic signature platform such as DocuSign?
- Yes                      No

11. If so, are you confident that the supply contract offer mirrors what you have previously been presented via email, tender evaluation and in any phone calls?

Yes

No

12. Does the duration of the supply contract match your expectations?

Yes

No

13. If prices are present in the supply contract offer, do they match your previous reviews of offers presented to you?

Yes

No

14. Does the suppliers “product” have a description that matches your understanding of the type of contract you are accepting? For example “freedom” may refer to non-commodity costs not being included in the unit rates.

Yes

No

## Expert Opinion

If you wish to seek an expert opinion on your supply contracts, get in touch with our Advantage Partners – Inspired.

The Inspired team will provide an additional sense check, if you would like to speak with someone rather than relying on this checklist alone.

They can be reached at [makeuk@inspiredenergy.co.uk](mailto:makeuk@inspiredenergy.co.uk)



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