



ENERGY EFFICIENCY SCHEME 2009

Devolved Scheme of Capital Grants for Energy Efficiency Works in Primary and Post Primary School Buildings

Contractor FAQ

Q. What is covered by the Department of Education & Science Energy Efficiency Scheme?

MEASURE	CATEGORY
Attic	Attic Insulation
Wall	Cavity wall insulation

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Q Is a Display Energy Certificate DEC Assessment mandatory?

A DEC assessment is not mandatory to apply for the scheme, however, the school will need to obtain a provisional DEC through the Department's dedicated Energy Website at www.energyeducation.ie in order to receive final grant aid.

Q. What is SEI's role in the scheme?

The Department's Energy Efficiency Scheme for primary and post primary school buildings is being implemented with the assistance of Sustainable Energy Ireland (SEI). SEI have provided their registered list of HES Insulation Contractors, their base contractors code of compliance documentation for adoption by the Department and have made their call centre available to assist with queries on the scheme up to tender stage.

Q. How do I register as a contractor on the Department of Education & Science Energy Efficiency Scheme 2009?

There is no need to register separately for the Schools Energy Efficiency Scheme 2009. If you are registered with SEI for the HES and maintain that registration then that will qualify you for this scheme. Schools will be able to select Contractors to carry out the measures supported and defined by the Scheme from the list of Registered Contractors published and maintained by Sustainable Energy Ireland (SEI). In order to successfully claim the grant, the works must be carried out in

accordance with the guidance set out in the Code of Practice & Standards and Specifications Guidelines.

Q. What documentation is available for the scheme?

The suite of documentation relating to the scheme is listed below and is available at www.energyeducation.ie. This site also contains a section on frequently asked questions.

- ***Circular letter 0009/2009*** This document outlines the scheme and provides guidance to the Board of Management on how to implement the scheme.
- ***EES 02 Contractors code of practice and standards and specification guidelines.***
- This document is a reference for Registered Contractors who wish to carry out works supported by the Energy Efficiency Scheme for primary and post primary school buildings. It sets out the general competence, standards and specifications that Contractors should possess, and adhere to, in carrying out works supported by the Scheme.
- ***EES 03 Grant Application Guidance Form.*** This form details all the information required to complete the on line application form, completing it fully will reduce the amount of time required on line and ensure that you will have all relevant information prior to going on line.
- ***EES 04 Consultants Satisfactory Completion Document.*** This document outlines the requirements associated with an inspection visit by a Consultant and includes the sign off form.
- ***EES 05 Grant Payments Request Form.*** This document is to be used to claim grant payment on the works.
- ***EES 06 Contractors form of Tender Document.*** This is a standard tender return template for the scheme which contractors must complete and use to submit their tender. Contractors can only be considered by the school if they have fully completed this document.

Q. Is a consultant architect / engineer / chartered building surveyor required?

A. The school authority are to tender the project themselves and manage the process by obtaining three quotations based on the insulation performance specification referred to above. The school authority **must** engage, for the purpose of a sign off and compliance report, a suitably qualified consultant architect , engineer or chartered building surveyor [member of Royal Institute of Architects (RIAI), Institute of engineers of Ireland (IEI), Society of Chartered Surveyors or equivalent or a person with entitlement to such membership] .

The school authority must also satisfy itself that the consultant architect/engineer/ chartered building surveyor will be able to provide satisfactory evidence of tax clearance and adequate professional indemnity insurance cover in advance of engagement. The school authority should ensure that the fee is agreed with the

architect/engineer /chartered building surveyor before the Consultant is appointed and that it covers ALL necessary professional and technical services and expenses.

The Department will cover the cost of a single visit to complete the compliance report up to a maximum of €200.00 plus VAT all inclusive

If due to incompleteness or poor quality of work a second visit is required then this must be borne by the contractor and deducted by the school from the final contract payment to the contractor.

Q. Can I register as a Contractor for more than one measure?

Yes, you can register for multiple measures within the one registration form. Tick the relevant measure boxes that you wish to register for, however for the registration to be accepted you must meet or exceed the technical competency requirements per measure as detailed on the registration form and in the Code of Practice & Standards and Specifications Guidelines.

Q. What happens if I don't send in all the required documents?

The registration will be rejected and all documents will be returned to you along with a letter detailing the reason for rejection.

Q. What are the next steps once I send my registration form and documents to SEI?

If all your documentation is present and correct, you will receive notification from SEI that you are registered as a contractor for the HES scheme for the relevant measures. This will automatically make you eligible for the Department of Education & Science Scheme. Please note that this communication will be via email.

Q. Does my registration on the HES scheme expire?

Two months prior to the expiry date of your insurances or TCC, whichever is the earliest; you will receive a reminder of this expiry date.

If documentation is not received prior to expiry date de-registration will automatically take place.

Q. Can I be de-registered from the HES Scheme Registered Contractor list?

Yes. If a contractor does not maintain up to date Insurance documentation and Tax Clearance Certification with SEI they will be de-registered from the HES contractor list.

Also if it is found during the course of the scheme that a contractor is not adhering to the up to date Terms and Conditions and the Code of Practice & Standards and Specifications Guidelines they will be de-registered from the contractor list.

Q. What Customer Service Requirements are there for the scheme?

The professionalism and good business practice requirements for the HES scheme are detailed in the Terms and Conditions on the Registration Form and also in the Code of Practice & Standards and Specifications Guidelines. To register and remain registered on the HES scheme you must adhere to these requirements at all times.

Q. How will I know if the school contains asbestos?

A. If the school has been surveyed for asbestos then the Principal will have a copy of the asbestos report and registered for the school. You must read this report before tendering. If the school has not already been surveyed for the presence of asbestos or you are unsure whether or not it has been surveyed, then the school must contact the Health and Safety Unit, Office of Public Works, 51 St. Stephen's Green, Dublin 2 – Tel. 01/6476198. In this context, please refer to circular letter **37/99** issued by the Building Unit in December, 1999 and available on Department Web-Site under [School Building/Technical Guidance](#)

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