



# 2025 Business Energy Procurement & Planning Checklist

Plan smarter. Buy better. Reduce risk.

In an increasingly volatile energy market; and with sustainability and cost control climbing every business agenda; 2025 is not the year to leave your energy strategy to chance.

Smart organisations are already locking in procurement plans that reduce risk, align with ESG goals, and capture opportunities ahead of time. Whether you manage one building or a national portfolio, this checklist outlines the **15 critical steps** to ensure your energy procurement strategy is aligned, competitive, and future-ready.

## 1. Confirm Contract End Dates for All Sites

### Why it matters:

Energy buying windows can open **12–24 months in advance**. Knowing your contract end dates across all sites allows you to plan strategically, monitor the market, and avoid expensive rollover rates or rushed decisions at peak times.

## 3. Define Your Organisation's Risk Appetite

### Why it matters:

Not all businesses have the same tolerance for price volatility. By aligning your energy strategy with your internal **risk appetite**, you can select the right pricing model; fixed, flexible, or hybrid; and ensure alignment between procurement, finance, and sustainability.

## 2. Map 12–24 Month Energy Demand Forecasts

### Why it matters:

Accurate consumption forecasting enables suppliers to price your contract correctly and avoids unnecessary risk premiums. Forecasting also allows you to compare tender responses effectively and select contract structures tailored to your real usage.





## 4. Decide on Fixed, Flex or Hybrid Contract Model

### Why it matters:

Each contract model offers a different balance between **budget certainty** and **market opportunity**:

- **Fixed** gives cost predictability.
- **Flex** allows you to buy in tranches and respond to market dips.
- **Hybrid** blends the two.

Making this decision early streamlines the tender process and ensures your energy contract supports wider financial goals.

## 5. Identify ESG & Net Zero Targets

### Why it matters:

Your energy contract is a key tool in your **carbon reduction strategy**. Incorporating REGO-backed supply, data analytics, or even time-matched green energy from the outset can directly support:

- Scope 2 emissions reductions
- SECR and ESOS compliance
- GRESB/CDP reporting
- Net zero commitments

## 6. Establish Internal Decision-Makers and Sign-Off Routes

### Why it matters:

Energy pricing moves quickly. Delays in internal approval processes can mean **missed pricing windows** or lost supplier options. Make sure you have clarity on:

- Who signs off energy contracts
- What documentation they need
- How long the process typically takes

Build this into your timeline to avoid avoidable delays.

## 8. Validate Meter Data and Consumption Profiles

### Why it matters:

Incomplete or inaccurate consumption data leads to **mispriced tenders**. Clean, validated Half-Hourly (HH) data; along with gas, water, or multi-utility use; ensures suppliers avoid conservative pricing assumptions. It also enables better benchmarking and contract shaping.

## 7. Define Non-Commodity and Scope 2 Priorities

### Why it matters:

In some instances, **60–70% of your energy bill** is made up of non-commodity costs (network charges, government policies, levies, taxes). These elements also impact your:

- Carbon reporting
- Budget forecasting
- Energy efficiency goals

Clarifying your priorities; whether it's price stability, sustainability, or reporting alignment; strengthens your procurement decisions.

## 9. Plan Your Tender Timeline and Pre-Engage Suppliers

### Why it matters:

The best procurement results don't come from last-minute quotes. A strong tender process should:

- Include **pre-qualified** suppliers
- Allow time for **briefings and Q&A**
- Run structured pricing rounds

This creates **competitive tension**, better commercial outcomes, and more tailored offers.



## 10. Set Clear Tender Evaluation Criteria

### Why it matters:

Price alone isn't enough. Agreeing on evaluation criteria before you go to market allows you to assess offers fairly and strategically. Consider:

- Total cost impact
- Green energy credentials
- Contract flexibility
- Terms and conditions
- Volume tolerance

Scorecard-based evaluation ensures transparency and auditability.



## 11. Run a Competitive Tender or Engage a Consultant

### Why it matters:

Whether managed in-house or via a specialist consultant like Inteb, your procurement process should be:

- Competitive
- Transparent
- Strategy-first

Working with experts giving you access to **30+ suppliers**, deeper market insight, and more advanced contract structures that can deliver long-term value.

## 13. Monitor Market Conditions and Set Price Triggers

### Why it matters:

Energy markets move daily; and often dramatically. Monitoring key indicators like commodity prices, policy changes, and FX rates allows you to buy at the right time, not just when contracts expire. Having defined **trigger points** supports agile, proactive decisions.

## 12. Review Recommendations Against Budget and Strategy

### Why it matters:

The “cheapest” contract isn’t always the best. Review each tender outcome against:

- Budget tolerance
- Market timing
- Carbon strategy
- Internal governance

A joined-up review ensures energy purchasing supports your **financial, operational, and ESG goals**.

## 14. Lock in Procurement Decisions Early

### Why it matters:

Locking in your energy strategy ahead of the curve can deliver significant cost savings; often **10–30% annually** compared to reactive, last-minute renewals. Early action also increases supplier interest and negotiation strength.

## 15. Set Clear Tender Evaluation Criteria

### Why it matters:

After procurement, you'll need to communicate outcomes internally; to budget holders, senior management, boards, or investors.

A strong reporting pack connects:

- Contract price vs budget
- Chosen strategy and rationale
- Carbon or ESG benefits
- Market benchmarking

This builds confidence and transparency across your organisation.

# Summary: Make 2025 the Year You Take Control

Energy procurement is no longer just an operational task; it's a strategic lever for reducing cost, lowering emissions, and supporting your organisation's long-term goals. Whether you're managing a corporate portfolio, public estate, or mixed-use assets, a structured approach can deliver:

- ✓ Lower cost
- ✓ Greater certainty
- ✓ Stronger compliance
- ✓ Better ESG outcomes



## Need Help Planning or Procuring?

Inteb helps organisations across the UK to plan, procure and optimise their energy strategies. With access to over 30 trusted suppliers and a strategy-first approach, we help you navigate complex energy decisions with confidence.

**Need support building or reviewing  
your energy procurement strategy?**

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