



SCHEDULE 7B

Form of Agreement – Short Form Call-Off Contract

CALL-OFF CONTRACT NUMBER: TfL PSFW2 TPIM 94202 / Task 7 - Solid Fuel Supplier Identification Consultancy

LOT: A4 - Statistical Modelling & Bespoke Analysis

OUTLINE AGREEMENT: [REDACTED]

THIS AGREEMENT is made the 5 day of January 2021

BETWEEN:

- (1) **Transport for London**, (“the *Employer*” which expression shall include its successors in title and assigns); and
- (2) **AECOM LIMITED**, a company registered in England and Wales (Company Registration Number 01846493) whose registered office is at Aldgate Tower, 2 Leman Street, London, United Kingdom, E1 8FA (“the *Consultant*”).

WHEREAS:

This Agreement is made pursuant to a framework agreement between the Parties relating to the provision of **PSF2 94202 - Transport Planning & Impact Monitoring Services (Including Health & Safety and Environmental Services)** dated 27 August 2020 (“the Framework Agreement”). The Employer wishes to have provided Consultancy Services as contained in Table 3. The *Employer* has accepted a proposal (Table 4) by the *Consultant* for the Services in accordance with the Short Form Conditions of Contract (as defined in the Framework Agreement).

NOW IT IS AGREED THAT:

Terms and expressions defined in (or definitions referred to in) the short form conditions of contract have the same meanings herein. The *Consultant* Provides the Services in accordance with the Short Form Conditions of Contract, Tables, Schedules and Attachments. The *Employer* pays the *Consultant* the amount due in accordance with the Short Form Conditions of Contract. The documents forming this Call-Off Contract are:

This Form of Agreement duly executed by the Parties;
Short Form Conditions of Contract;
Table 3, Table 4 and Table 5;
The Schedules;
The Attachments.

Where there is any discrepancy or conflict within or between the documents forming the contract the order of priority shall be as follows:

First : This Form of Agreement;



Second : Table 5;
Third : Table 3;
Fourth : The Schedules;
Fifth : Short Form Conditions of Contract;
Sixth : Table 4.

1. Notwithstanding the manner of execution of this Agreement it is agreed that:
 - 1.1 the limitation period within which any claim may be brought by the Employer for breach of this Agreement by the Consultant is 6 years from the date of breach; and
 - 1.2 the Consultant agrees not to raise in defence of any such claim a shorter limitation period whether pursuant to the Limitation Act 1980 (as the same may be amended or re-enacted from time to time) or otherwise.

This Agreement has been signed for and on behalf of the Employer and the Consultant the day and year written above.

Signed by
for and on behalf of
The Consultant

Signature

Print name

Position

Date:

Signed by
for and on behalf of
The Employer

Signature

Print name

Position

Date:



Table 3, *Employer's Requirement:*

Please see Appendix 1 – Employer's Specification

Table 4, *Consultant's Proposal:*

Please see Appendix 2 – Consultant's Proposal

The total cost of the services is fixed at £26,160.00 and shall not exceed this amount.

The rates shall remain fixed for the life of the Contract.

TfL will not reimburse any additional costs for time, input, resource or other without prior written consent from TfL's Employing manager.

See *Appendix 3 – Consultant's Pricing Schedule* for full breakdown of costs.

Table 5, *Contract Particulars:*

Contract Number: TfL PSFW2 TPIM 94202 / Task 7 - Solid Fuel Supplier Identification Consultancy

The Contract Commencement Date is: 5 January 2021

The Service Commencement Date is: 5 January 2021

The Call-Off Term is: 3 months , expiring 31 March 2021

The Call-Off Contract may be extended for a further 3 months however any extensions will be at the *Employer's* own discretion and subject to the appointed *Consultants'* satisfactory performance, ongoing requirement and funding availability. This will be confirmed and mutually agreed in writing.

In accordance with Clause 7.1 of the Short Form Conditions of Contract, the Employer's Contract Manager is:



[Redacted text block]

In accordance with Clause 7.1 of the Short Form Conditions of Contract, the Employer's Procurement Manager is:

[Redacted text block]

In accordance with Clause 8.5 of the Short Form Conditions of Contract, the Consultant's Key Persons are:

[Redacted text block]

Notice period in accordance with Clause 25.4 of the Short Form Conditions of Contract (termination without cause) : 7 days

Special Conditions of Contract:

N/A

Payment Period: (see Clauses 5.1 and 5.4 of Short Form Conditions of Contract)

Clause 5.1 - The invoice period shall be 4-weekly in arrears.

Clause 5.4 - Payment will be made within 30 days of receipt of invoices.

Consultant must send invoices via email, in pdf format, to:



Invoices@tfl.gov.uk

All invoices must have TfL Contract Reference Number, SAP Purchase Order number, TfL Contact name, a separate calculation of VAT and a brief description of the Services provided.

Other information:

N/A

Appendix 1 – Employer's Specification

The Specification

TPIM Task 7 - Solid Fuel Supplier Identification Consultancy

Project No : PSF 94202 TPIM Task 7

Transport for London

5 Endeavour Square

Stratford

E20 1JN

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1. ORGANISATIONAL OVERVIEW

1.1 Transport for London (TfL)

TfL was created in 2000 as the integrated body responsible for London's transport system. TfL is a functional body of the Greater London Authority. Its primary role is to implement the Mayor of London's Transport Strategy and manage transport services to, from and within London.

TfL manages London's buses, the Tube network, Docklands Light Railway, Overground and Trams. TfL also runs Santander Cycles, London River Services, Victoria Coach Station, the Emirates Air Line and London Transport Museum. As well as controlling a 580km network of main roads and the city's 6,000 traffic lights, TfL also regulates London's taxis and private hire vehicles and the Congestion Charge scheme.

Further background on what TfL does can be found on the TfL website here:

<https://tfl.gov.uk/corporate/about-tfl/what-we-do>

1.2 Greater London Authority

The Greater London Authority (GLA) is a top-tier administrative body responsible for the strategic administration of Greater London. It was created in 1999 and consists of a directly elected Mayor to represent London's interests and 25 members London Assembly with scrutiny powers, both elected on a four-yearly cycle. The GLA represents a strategic regional authority, with powers encompassing a range of policy areas, such as transport, economic development, and fire and emergency planning.

The Mayor is the executive of London's government. He works closely with and sets budgets for:

- The GLA
- Transport for London (TfL)
- The Metropolitan Police Authority (MPA)
- The London Fire & Emergency Planning Authority (LFEPA).

The Mayor also works closely with London's borough councils, who are responsible for providing many local services, to ensure that local and London-wide policies work together for maximum effect.

The Assembly scrutinises the Mayor's activities, questioning the mayor about his decisions. The Assembly can investigate other issues of importance to Londoners and make proposals to the Mayor. The London Assembly is made up of twenty-five members.

As a regional authority the GLA has many of the usual Local Government powers and constraints, and must comply with its own, under the 1999 Act.

1.3 **Business Unit**

The Mayor's London Environment Strategy was published in May 2018. The strategy takes an integrated approach focusing on creating a city that is healthy, resilient, fair and green as well as resource efficient (Greater London Authority, 2018).

The GLA's Air Quality team, sits within the GLA's Environment team, and is responsible, amongst other tasks, for the procurement of suppliers to deliver key programmes and associated project delivery tasks.

The London Environment Strategy prioritises reaching legal air pollutant levels as soon as possible by the most effective route through a number of proposals. These proposals include aiming to reduce emissions by revitalising smoke control areas, address wood burner emissions through a new fit-for-purpose testing regime and working with government and other partners to seek reductions in emissions from wood and other solid fuel burning in London.

Proposal 4.2.4.b states that the Mayor will work with the government to achieve full legal compliance with UK and EU legal limits as soon as possible. Comprehensive and coordinated action is needed at a national level to achieve legal limits as quickly and effectively as possible. The Mayor calls on the Government:

- to revitalise smoke control zones by making it easier to declare them, strengthening and bringing up to date local authority enforcement powers and conferring the ability to create zero emission zones where no combustion is allowed on certain, time limited occasions. This should include new powers to require appropriate abatement of significant combustion related sources of PM2.5 in London
- to address wood burner emissions through a new fit-for-purpose testing regime and information on appropriate technology/ fuels for smoke control zones at point of sale as well as new powers for the Mayor to set tighter minimum emission standards for wood burning stoves sold in London (for example, eco-design standard), or other standards based on contemporary understanding of pollutants such as PM2.5, rather than "dark smoke" or "grit and dust".

Additionally, Proposal 4.3.3.c states that the Mayor, working with London's boroughs and other partners, will seek to reduce emissions from wood and other solid fuel burning in London.

2. INTRODUCTION

2.1 Background

In May 2016 Sadiq Khan was elected Mayor of London and identified air pollution as one of the key challenges facing Londoners and outlined his plans to tackle it in the London Environment Strategy, Mayor's Transport Strategy and London Plan.

Based on current evidence, PM_{2.5} is understood to be the air pollutant which has the greatest impact on human health. Both short and long-term exposure to PM_{2.5} increases the risk of mortality from lung and heart diseases as well as increased hospital admissions.

Around a third of the PM_{2.5} emitted in London comes from road transport, with a large proportion also coming from construction, wood burning and commercial cooking. Efforts to reduce PM_{2.5} from transport and construction sources have been successful with the introduction of the Ultra Low Emission Zone and the Non-Road Mobile Machinery Low Emission Zone. In 2016, the whole of London exceeded the World Health Organization (WHO) limit for PM_{2.5}. In 2019, for the first time, areas in outer London were within the limit. However, there is much work still to be done as 99 per cent of Londoners still live in areas exceeding the WHO PM_{2.5} limit.

A recent King's College London study indicates that biomass wood burning accounts for between 23 and 31% of the urban derived PM_{2.5} in London. Addressing this source is therefore crucial in achieving the London Environment Strategy aim of meeting the 10ugm⁻³ WHO limit for PM_{2.5} by 2030.

The London Environment Strategy (Greater London Authority, 2018) sets out the mayor's objectives and policy for improving air quality in the following objectives:

Objective 4.1 Support and empower London and its communities, particularly the most disadvantaged and those in priority locations, to reduce their exposure to poor air quality

Objective 4.2 Achieve legal compliance with UK and EU limits as soon as possible, including by mobilising action from London Boroughs, Government and other partners

Objective 4.3 Establish and achieve, new tighter air quality targets for a cleaner London by transitioning to a Zero Emission London by 2050, meeting World Health organisation health-based guidelines for air quality.

2.2 Solid Fuel Suppliers

The Greater London Authority would like to procure the services of a consultant to identify solid fuel suppliers and vendors in Greater London, engage with these suppliers and vendors, and provide locations in a GIS map layer.

The Air Quality Solid Fuel Regulations (2020) have recently been approved with new rules restricting the sale of wet wood and bitumen coal coming into force 1st May 2021. Defra will shortly be issuing an Invitation To Tender for organisations wanting to run the wood fuel certification scheme. Once appointed the successful contractor will run the scheme on Defra's behalf, taking applications from fuel suppliers, assessing the suitability of the fuel and providing the supplier with a certification number and logo that they must use on the fuel packaging. The existing approval body (Hetas) for manufactured solid fuels (MSFs) will do the same for the MSFs.

This information will need to be provided to suppliers and vendors in advance of the 1st May 2021 date so that suppliers are compliant with the legislation. We therefore need to identify suppliers and vendors in Greater London now and make them aware of the upcoming changes to the legislation and the need to be compliant. Once we have a database of supplier/ vendor locations we can share this with boroughs so trading standards officers can inspect premises and ensure only compliant and approved fuels are being sold from 1st May 2021. Note, this commission is offered by the GLA and is separate from the Defra wood fuel certification scheme.

2.3 Objectives

- The objective of this project is to identify solid fuel suppliers and vendors in Greater London and engage with suppliers and vendors to establish a baseline level of awareness of solid fuel issues and regulations, and understand what percentage of fuels currently being sold are non-compliant.

Deliverables:

- Survey and engagement results
- Excel database file with all supplier locations identified by borough, fuels sold and surveys completed
- GIS files with supplier locations

The expected outcomes are:

- Identification of locations of solid fuel suppliers
- Provision of supplier locations in GIS layer
- Development, distribution and collation of a questionnaire/ survey for solid fuel suppliers to determine types of fuel sold and awareness of upcoming legislation requirements.

3. SCOPE

3.1 General Requirement

- Undertake desk-based research to identify locations of solid fuel suppliers in London. Solid fuel suppliers include wholesales, Home Improvement retailers (B&Q/ Homebase), high street general stores, grocery stores and fuel forecourts.
- Create engagement survey for suppliers in order to determine which solid fuel types are currently sold and ascertain level of awareness of upcoming solid fuel regulation changes. The use of creative/personalised methods may be required to ensure completion of the survey by relevant suppliers may be necessary.
- Provide at least 5 verifiably completed supplier survey responses for each borough.
- Produce an excel database of all solid fuel suppliers in Greater London. Searchable by major fuel types (wet wood, bitumen coal) and borough location.
- Produce GIS map layers of suppliers for each borough and a layer with all suppliers (distinguishable by borough). All data supplied should be compatible with ESRI ArcGIS.

3.2 Equality Diversity and Inclusion

- Bidders are required to provide a detailed Equalities Diversity and Inclusion (EDI) methodology/policy. This will be evaluated against a social value score of 5%. Submissions which do not include an EDI methodology/policy will be rejected.

4. RESPONSES

Responses to this specification should detail the following:

Approach

- An indication of whether the Supplier will be working independently on the project or by adopting a partnership/consortium approach (in which case details of the partnership/consortium composition should be included).
- Details of any methodology.
- Detailed description of how the specification will be delivered.

Programme & Risk Register

Provide a programme to deliver the services to include:

- A project plan with clear milestones
- A resource schedule (in person days and broken down by role) for the full programme
- Any risks associated with the delivery of the project, along with rationale.

Comparable Works

- Provide relevant examples and details of how you have previously undertaken and successfully completed similar services for the public or private sector
- Examples of previous works that can show a track record of the requirements listed above.

Personnel

Provide an overview of the resources that you will utilise in providing this requirement; this may include: staff description or CVs, an organogram of management structure, and/or materials required.

- Qualifications and experience of the proposed personnel in the form of individual CVs. The amount of time each member will spend on the Programme must also be included.
- Relevant experience of the Supplier's programme team, relating to contracts of a similar nature where applicable.
- Supplier's Safeguarding Policy.

Proposed Approach to Equality, Diversity and Inclusion

- Please outline your proposed approach to Equality, Diversity and Inclusion for this project.
- Please outline how Equality, Diversity and Inclusion is implemented within your organisation.

Knowledge Transfer:

Evidence of Knowledge Transfer opportunities/training/development to be passed on to the stakeholder(s) upon end or during the contract

Price

- Please complete Appendix 2 - Pricing Schedule.
- Total fixed cost for the contract (excluding VAT) including a breakdown of the costs by activity.
- Breakdown of all staff and other costs associated with the contract.
- A payment profile to be provided. This will be subject to GLA's approval and shall have the right to adjust if necessary.

5. DELIVERABLES / MILESTONES

Survey and guidance drafted for GLA review	29 January 2021
GLA Feedback and approval to proceed	19 February 2021
Conduct a total of 165 surveys (5 per borough) and present results in summary report	31 March 2021 ¹
Excel database providing full address, borough location, vendor classification (wholesale/ retail), fuels sold, survey undertaken (Y/N)	31 March 2021
GIS layers for each borough with correct data references linking to above dataset	31 March 2021
Posting of guidance to all the solid fuel suppliers identified.	31 March 2021

¹ 32 London Boroughs and City of London. Summary report should include full details of suppliers surveyed.

6. PROJECT PLAN/TIMESCALES

The Supplier will be expected to provide the GLA with a plan for carrying out the project including timescales as part of the tender submission. Key dates and hard deadlines to be included in the project plan are provided below.

- Contract Award (Subject to Contract) 21 December 2020
- Finalise Call off Contract 22 December 2020
- Contract commencement/ inception meeting w/c 5 January 2021
- Survey and guidance drafted for GLA review by 29 January 2021
- Disseminate guidance to solid fuel suppliers identified in desk-based research by 31 March 2021
- 165 surveys and summary report to be completed by 31 March 2021
- Excel database provided by 31 March 2021
- GIS layers for each borough provided by 31 March 2021

Appendix 2 – Consultant's Proposal

Technical Response to Tender for PPM 94202 / TPIM Task 7

Solid Fuel Supplier Identification Consultancy
(Reduced Scope)

Transport for London (TfL)

21 December 2020

Quality information

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Revision History

Revision	Revision date	Details	Authorized	Position

Prepared for:
Transport for London (TfL)

Prepared by:



aecom.com

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1. Introduction

In anticipation of new regulations restricting some types of solid fuel and requiring suppliers to register with DEFRA, GLA is seeking to identify relevant suppliers and vendors within Greater London.

The aim is to proactively engage with suppliers and retailers to raise awareness of the new regulations in advance of them coming into effect.

2. Approach & Methodology

AECOM will deliver this project using in-house teams.

Due to COVID restrictions, all client meetings will be held remotely over Teams or similar video conferencing facilities.

Our proposed approach to this task will involve the following multi-stage process:

Stage 1 (Identification)

A preliminary desk-based study will be conducted to assess the locations of fuel suppliers within the 32 London Boroughs and City of London. This study will involve an extensive search of the following:

- Existing intelligence/listings from borough authorities,
- Online search engines such as Google and Bing etc,
- Companies House Records to identify businesses based on company name including their current trading status
- Social media (Facebook, Twitter etc) searches,
- Yell / Yellow Pages and any other local business listings,

We will also identify and target known national suppliers (e.g. B&Q, Tesco, Shell etc) via their head offices. It is likely that there may be information available on fuel types on suppliers' web sites, however many of the smaller independent businesses may not offer this information upfront so will require investigation as part of stage 2.

Stage 2 (Engagement)

We will attempt to electronically contact all those businesses identified in Stage 1 in order to ascertain the types of fuel they are selling.

An online survey will be developed and made accessible to those businesses to identify the types of fuels being handled. A 100% response rate is unlikely, with some retailers ignoring and/or some no longer be trading. We will aim to identify in-excess of the 5 businesses per borough to improve the likelihood on achieving the target response rate.

We will produce a Data Impact Assessment to ensure that any data processing is done so within the boundaries of the General Data Protection Regulation (GDPR).

We will use Ordnance Survey AddressBase Data (GLA to provide via Public Sector Geospatial Agreement (PSGA) Subcontractor licence) to generate a speculative mail drop to smaller local suppliers (convenience stores etc) for up to 165 businesses where electronic communication has not resulted in response.

We do not propose engaging in face-to-face visits due to transmission risk and the unpredictable and ongoing COVID-19 restrictions.

Stage 3 (Guidance)

Following communication from the client (thread 6.1 dated 21-Dec-2020 14:10), the ~~strikethrough text is now out of scope as the client will prepare the guidance leaflet and provide to AECOM for distribution. Red text has been modified.~~

~~AECOMs Air Quality team will produce the content for an information leaflet regarding the new regulations and upcoming DEFRA registration scheme. They will then collaborate with our in-house Comms Team who will design and produce it. The draft will be submitted for approval by the GLA in line with the programme.~~

The leaflet will be distributed electronically where possible based on the outcome of stage 1 and 2. In addition, up to 165 No. hardcopy leaflets will be produced and posted.

~~Depending on the content of the survey questionnaire for stage 2 and of the information leaflet, the two maybe combined if this approach will not impact on the effectiveness of either document.~~

Stage 4 (Analysis & Delivery)

We will compile responses and findings from Stage 2 and produce an Excel document containing the following details:

- Suppliers name (business and proprietor),
- Address and contact details (where public information),
- Website or online presence (where available),
- London Borough,
- Fuel type(s) sold,
- Survey response (Yes/No) and details of response.
- Any other fields of interest the survey may yield.

The locations of these businesses will also be presented in a GIS format compatible with ESRI ArcGIS.

Additionally, using opensource mapping software and mapping from the OS Open Data Hub, AECOM can provide a client facing and/or public facing map interface to the data collected as part of stage 1 and stage 2.

3. Programme & Risk Register

Project Plan

Task	Start	Finish	Duration (Days)	Person Days
Contract Commencement	05-Jan-2021			1
Inception Meeting & Plan	05-Jan-2021	08-Jan-2021	4	2
Stage 1 Identification	11-Jan-2021	18-Feb-2021	30	27
Stage 2 Engagement	01-Feb-2021	12-Mar-2021	30	13
Stage 3 Guidance				
Prepare Guidance	11-Jan-2021	29-Jan-2021	15	10
GLA Approval	01-Feb-2021	19-Feb-2021	15	0
Send Guidance	15-Mar-2021	25-Mar-2021	10	2
Stage 4				
Summary Report	15-Mar-2021	31-Mar-2021	10	14
Excel Spreadsheet		31-Mar-2021		1
GIS Data		31-Mar-2021		1
Contract Close		31-Mar-2021		1

Resource Schedule

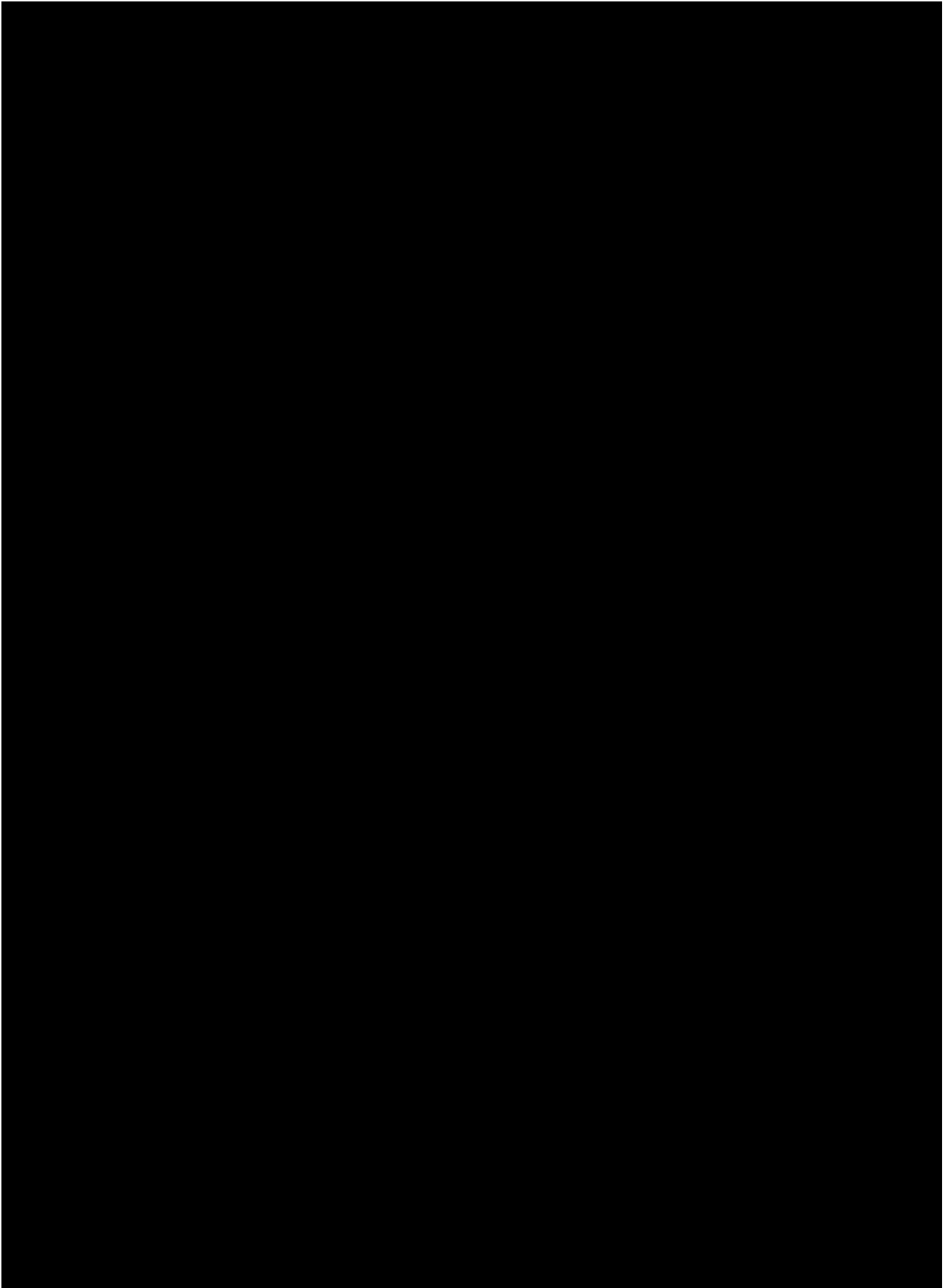
w/c	04-Jan	11-Jan	18-Jan	25-Jan	01-Feb	08-Feb	15-Feb	22-Feb	01-Mar	08-Mar	15-Mar	22-Mar	29-Mar
	1	1			1		1				1	1	3
	1	1	1	1	1	1	1	1	1	1	3	3	
	1	4	4	4	4	4	4	2	2	2	4	2	
	4	3	2	1			1						
			2	2			1						

All units are in days.

Risk register

ID	Description	Likelihood	Impact	Mitigation
1	COVID Transmission	M	M	Face to Face contact is not proposed with either the client or retailers
2	Difficulty in identifying relevant suppliers	L	M	Wide range of sources used to identify as many as possible
3	Difficulty in identifying smaller retailers with no e-presence	M	M	Contact with borough authorities may reveal existing records
4	Fewer than 5 Suppliers per borough responding	M	L	Multiple channels will be used including web portals, email, and letter
5	Suppliers responding with inaccurate information	L	M	A best endeavours approach will be taken to validate the information received
6	Staff availability – High demands on project team staff may result in delays to delivery.	L	M	Key individuals have sufficient capacity for the anticipated project plan. Additional resources of similar qualifications are also available should the need arise
7	Delay to project start	L	L	Additional resources may be available to compress the delivery window or extend the project beyond Mar 2021 depending on client preference
8	OS AddressBase data not provided / available through PSGA	L	M	Data could be purchased from OS at additional cost to the client but likely cost probative. Other searches should identify adequate number of retailers
9	Project overrun	L	L	Additional resources will be available if the project falls behind programme

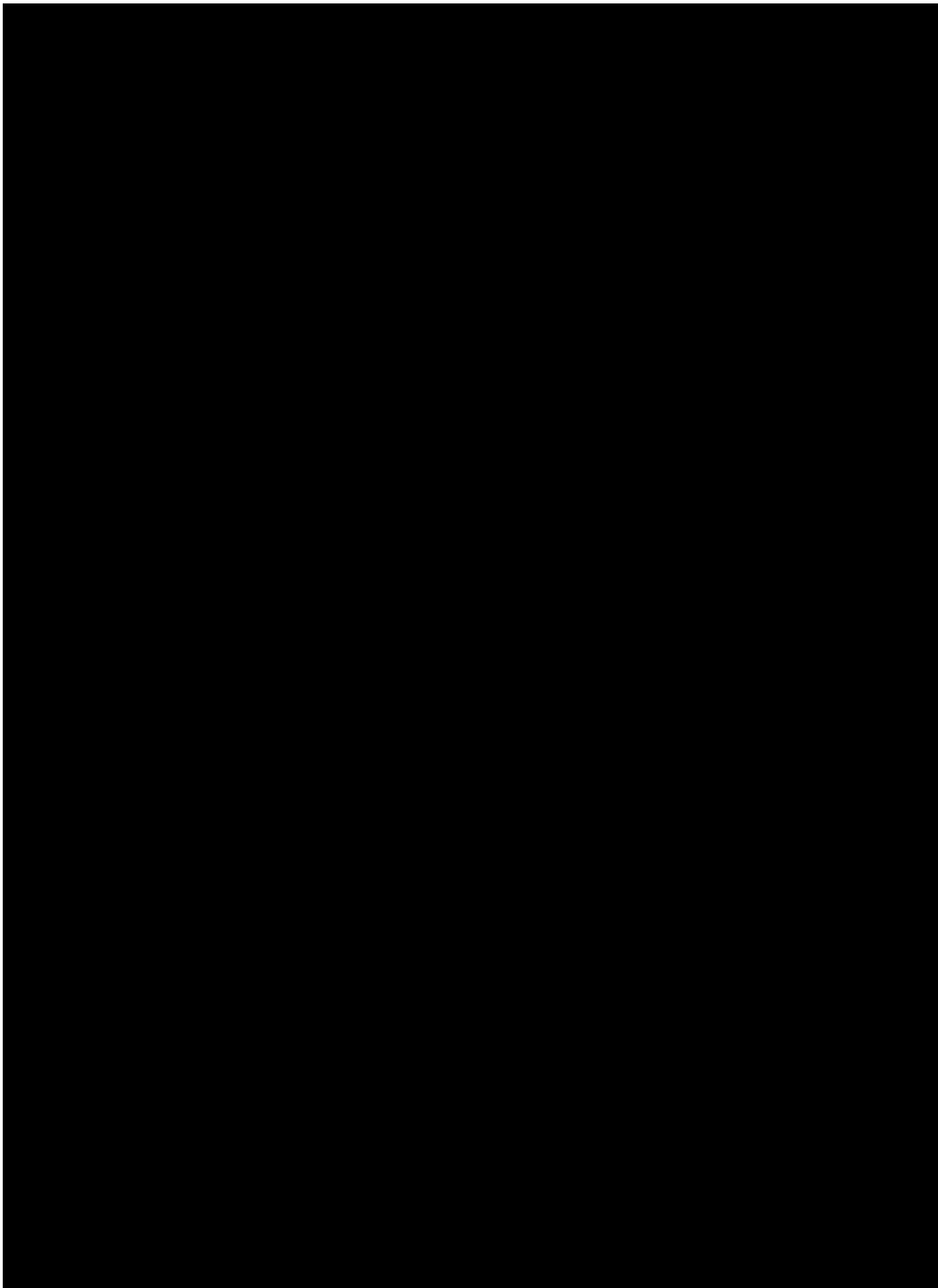
4. Comparable Works



5. Personnel

Name	Role	Input
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1. *Journal of the American Medical Association*, 1997; 277: 1001-1005.



6. Proposed approach to Equality, Diversity and Inclusion

To tackle the world's most complex challenges, AECOM attract, hire, and develop talented people of all backgrounds, and ensure inclusivity and fairness in our sourcing, interview and hiring processes. Through our partnerships with non-profit organisations and universities, we offer robust internships, graduate development programs and volunteer opportunities that help give underserved populations access to STEM education.

We know that Equality and Diversity (E&D), at its heart, is about culture change – it is long term, ongoing and continually evolving. AECOM is committed to the E&D agenda and we continually strive to build on our policy and strategy in response to shifts in our organisation, our markets and society at large.

The three focus areas below are fully in line with our review and update of our E&D strategy and builds upon the 'Enabling Diversity in EMIA – our five-year strategy' that was first developed in January 2016. Detailed policy documents are available on request.

Build diverse teams and leadership

We believe our business needs diversity in order to thrive. Our business strategy is centred on growth, innovation and diversification of services and markets. To truly innovate and grow we need diverse leadership, diverse thinking and diverse teams.

Our E&D strategy works to build diverse teams, from the top down, through innovative recruitment and promotion strategies as well as STEM outreach, tackling areas of underrepresentation where needed. Our ultimate aim is to promote and seek out diversity of thought, as well as ensuring the right representation of gender, age, sexual orientation, disability and faith/belief.

Create a flexible and inclusive culture

Our growth ambitions will be enabled through more global and integrated working, across disciplines, sectors and geographies. To do this we need a culture of agility, flexibility and inclusion. Furthermore, as we build more diverse teams, those teams need an inclusive culture in order to be successful. We want to create a working environment which promotes open and positive relationships amongst all people groups and communities.

Our E&D strategy seeks to promote flexible ways of working and will drive inclusive behaviours at all levels of the organisation, role modelled by our leaders. It will also ensure that we eliminate unlawful discrimination across the organisation.

To give each person the opportunities they need to progress and grow

Our growth ambitions require an engaged and enabled workforce. To achieve this, we need to ensure our management practices enable everyone to reach their full potential and the only thing that means a person gets ahead is on merit alone. Clear career pathways and learning opportunities for all are the heart of this strategy.

Our E&D strategy will focus on learning, coaching and mentoring opportunities for all our people as well as embedding D&I principles into our core people practices and processes.

7. Knowledge Transfer

During stage 1 we will ensure that we retain records of where information has been sourced from to provide visibility on which sources of information have been the most effective so that more targeted approaches can be developed on similar projects in the future.

Likewise, in stage 2, we will look to trend which business types / locations have actively engaged with the project and look to produce confidence and completion metrics against the project goals.

~~All communication material that are produced as part of the project during stage 3 will be handed over to GLA in an editable format (in addition to pdf) so that the ability to edit and re-use the materials in the future is retained by the client.~~

Whilst the deliverables will consist of Excel and a geospatial format such as Shapefile, Geodatabase or similar spatial format; our intention is to use open source software and data for any client and stakeholder facing purposes. As such, it may also be possible to transfer some of the technology used as part of project delivery to GLA on project completion.

8. Conflicts of Interest

To the best of our knowledge there are currently no conflicts of interest. Any potential conflict of interest that arises between the roles AECOM have on the project will be effectively managed.

Appendix 3 – Consultant's Pricing Schedule

Project Title: TfL 94202 / TPIM Task 7 - Solid Fuel Supplier

Commercial Weighting: 40%

Commercial information must not be included in the Technical Proposal.

The provided template must be used with no amendments except for inserting additional lines for deliverables.

The Bidder may provide 1 page supporting document to detail/explain the costs for the deliverables

All Consultants are reminded of the maximum framework rates upon which the framework operates. Proposals containing rates for personnel who exceed these predefined amounts may lead to your proposal being rejected.

If you are providing international resource rates please make this clear on the pricing schedule.

Consultant's Bid manager details (for information only): Registered Organisation Name: Registered Address: Bid Manager Name: Email address: Contact Number:	AECOM Aldgate Tower 2 Lemn Street London E1 8FA Andy Nelson [REDACTED] [REDACTED]
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PASS/FAIL CRITERIA	
FULL Acceptance of Terms and Conditions of TfL Framework Agreement and attached Call off Contract	Yes
1 A) Please state if you are an individual providing your services via a personal service company (i.e. a limited company that typically has only 1 or 2 directors, where some of the individuals providing the services hold more than 5% share in the company). No	N/A
1 B) If you have answered YES to '1. A', please confirm that should you be awarded the contract to deliver this requirement you agree that you will be engaged via an intermediary of TfL's choice.	
2) Please confirm that should you engage personal service companies to deliver the Services you are expressing an interest in, you will inform TfL that this is the case and co-operate with TfL in relation to any questions raised to identify whether the Intermediaries Legislation applies; and if TfL confirms that it does, you will make all relevant deductions in accordance with Chapter 10 Part 2 ITEPA 2003.	Yes

Bidder	AECOM
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£35,333.00

£26,160.00
