

Our Ref: KRB/ ENV6003515R /RFQ  
Your Ref:

Date: 23 August 2022

Dear Sirs

**Contract Ref: ENV6003515R**  
**Contract Title: Eco-hydrological guidelines for blanket bog habitats**

You are invited to quote for the above in accordance with the enclosed documents.

Instructions on what information we require you to provide is in Section 4 of the following Request for Quotation document.

Your response should be returned to the following email address by midday 23 September 2022 – please include “RFQ Eco-hydrological guidelines” within the subject title.

Email [katharine.birdsall@environment-agency.gov.uk](mailto:katharine.birdsall@environment-agency.gov.uk)

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

If you have any queries, please do not hesitate to contact my colleague Mark Whiteman; [mark.whiteman@environment-agency.gov.uk](mailto:mark.whiteman@environment-agency.gov.uk) until Monday 5 September 2022, or me after that date.

Yours sincerely

Katharine Birdsall  
Senior Advisor – Peat Technical Specialist

E-mail: [katharine.birdsall@environment-agency.gov.uk](mailto:katharine.birdsall@environment-agency.gov.uk)  
Mobile: 07900 226123

**The Environment Agency,**  
Teesdale House, Lingfield Way, Yarm Road Industrial Estate, Darlington, DL1 4GQ.

# Request for Quotation

Ref: ENV6003515R

Title: Eco-hydrological guidelines for blanket bog habitats

## Section 1

### **Who is the Environment Agency?**

We are an Executive Non-departmental Public Body responsible to the Secretary of State for Environment, Food and Rural Affairs. Our principal aims are to protect and improve the environment, and to promote sustainable development.

Further information on our responsibilities, Corporate Plan and how we are structured can be found on our Website.

<https://www.gov.uk/government/organisations/environment-agency/about>

### **What do we spend our money on?**

We are a major procurer of goods and services within the UK, spending circa £600M per annum, our major spend areas are:

- Flood and Coastal Risk Management (design, construction and maintenance)
- ICT and Telecommunications
- Vehicles and Plant
- Environmental Consultancy and Monitoring
- Temporary Staff and Contractors
- Facilities Management, Energy and Utilities
- Flood Management and Water Related Services

### **What do we need from our suppliers?**

Suppliers are vital in supporting the delivery of our corporate plan. We aim to support the economy and society whilst delivering more environmental outcomes for every pound we spend. In many areas we are leading the way on environmental and technical developments. It is our role to ensure that suppliers clearly understand our corporate aims and objectives and know that we are committed to delivering the best value most sustainable solutions, taking into account the whole life cost of our procurement decisions. We promote diversity and equality and treat all of our suppliers fairly.

Our procurement strategy may be of interest to you as a potential supplier. It sets out our priorities and key commitments in a range of areas such as delivering our corporate plan, Government policy, supplier management and sustainable procurement:

<https://www.gov.uk/government/organisations/environment-agency/about/procurement#procurement-strategy>

### **Government changes and collaboration**

Since 1 April 2013, the Environment Agency is no longer responsible for delivering the environmental priorities of Wales. This is now the remit of Natural Resources Wales (NRW). Further information can be found here:

<http://naturalresources.wales/splash?orig=/>

By bidding for this requirement, you may also be approached by other members of the Defra network, NRW or other government departments that are specifically named in the tender document.

### **Further information**

For further information and to see our commitments to Diversity and Equality, please visit our website.

<https://www.gov.uk/government/organisations/environment-agency/about/procurement>  
<https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity>

Also, are you up to date on environmental legislation? See links below for further information.

Waste and Environmental Impact - <https://www.gov.uk/browse/business/waste-environment>  
Environmental Regulations - <https://www.gov.uk/browse/business/waste-environment/environmental-regulations>

## **Section 2**

### **The Customer**

#### **Summary**

The Contract will be managed as follows:

Project Sponsor	Helen Wakeham, Deputy Director, Water Quality, Groundwater and Land Contamination
Project Executive	Mark Whiteman, Senior Advisor – Groundwater, Environment and Business Directorate, Groundwater Team
Project Manager	Katharine Birdsall, Senior Advisor – Peat Technical Specialist, Environment and Business Directorate, National Biodiversity Team
Contract Manager	Katharine Birdsall, Senior Advisor – Peat Technical Specialist, Environment and Business Directorate, National Biodiversity Team

The E & B National Biodiversity Team have responsibility for the provision of technical advice and strategic leadership for biodiversity across England. We work with others across our business and a number of external partners, like Defra and Natural England, to improve the delivery of integrated outcomes, including biodiversity, in everything we do.

### **Contract Length**

It is anticipated that this contract will be awarded to one supplier for a period of six months to end no later than 31 March 2023. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition. Any amendment to contract prices for the extensions are to be by negotiation.

The Environment Agency Conditions of Contract for Services (Appendix C) shall apply to this contract.

This contract shall be managed on behalf of the Agency by Katharine Birdsall.

### **Contact Details and Timeline**

Katharine Birdsall will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that both the question and the response will be circulated to all tenderers.

Contact details are:

Email: [katharine.birdsall@environment-agency.gov.uk](mailto:katharine.birdsall@environment-agency.gov.uk)

Mobile: 07900 226123

Key elements of the process have been reviewed. Anticipated dates for planned activities are below:

<b>Activity</b>	<b>Due Date</b>
Supplier responses for Request for Quote	Midday 23 September 2022
Evaluation of Request for Quote submissions	w/c 26 September 2022
Award of contract	w/c 3 October 2022
Project/Contract end date	31 March 2023

It should be noted that these timescales and activities may be subject to change.

### **Section 3**

#### **Evaluation Criteria**

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

- Price – 40%
- Quality – 60%

The following quality criteria are weighted in accordance with the importance and relevance attached to each one.

Evaluation criteria	Criteria weighting	Sub-criteria (quality)	Sub-criteria weighting (subject to minimum threshold, please see notes below)
Quality	60%	Methodology (inc. programme and risk)	40%
		Project Team including in experience and capability in hydro-ecology and hydrogeology for relevant wetland habitats	20%
		Identification of relevant accessible datasets; experience of developing technical guidance	15%
		Project Management (including Programme, Risk Management, Quality Assurance process and Contract Management arrangements)	15%
		Sustainability/ Social Value and Achieving Net Zero	10%
Price	40%	N/A	N/A

The criteria listed above will be assessed on a 0 to 10 basis and will reflect the following judgements:

<b>Rating of Response</b> <b>The tenderer provides a response which in the opinion of the evaluators is:</b>	<b>Score</b>
<b>Excellent:</b> Addresses all of the requirements and provides a response with relevant supporting information which does not contain any weaknesses, giving the Agency complete confidence that the requirements will be met.	10
<b>Very Good:</b> Addresses all of the requirements and provides a response with relevant supporting information, which contains very minor weaknesses, giving the Agency high confidence that the requirements will be met.	8
<b>Good:</b> Addresses all of the requirements and provides a response with relevant supporting information, which contains minor weaknesses, giving the Agency reasonable confidence that the requirements will be met.	6
<b>Satisfactory:</b> Substantially addresses the requirements and provides a response with relevant supporting information which may contain moderate weaknesses, but gives the Agency some confidence that the requirements will be met.	4
<b>Weak:</b> Partially addresses the requirements, or provides supporting information that is of limited relevance or contains significant weaknesses, and therefore gives the Agency low confidence that the requirements will be met.	2
<b>Nil:</b> No response or provides a response that gives the Agency no confidence that the requirements will be met.	0

A minimum scoring quality threshold will be used. Any bid scoring 2 or below for an individual non price criteria (outlined above) may be eliminated from the procurement process for failing to meet the minimum requirements.

## **Section 4**

### **Information to be returned**

**Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.**

Please complete and return the following information:

- completed Pricing Schedule (Appendix A);
- completed Prior Rights Schedule (Appendix B);
- confirmation that terms and conditions are accepted (Appendix C. Please note that the terms cannot be amended later).

Within the submission you will need to include:

- details of the personnel you are proposing to carry out the service, including CV's of your key personnel;
- details of how you propose to maintain continuity of personnel;
- details of proposed methodology
- details of how you measure your success in each of the deliverables.
- detail your recent experience of carrying out similar contracts

## **Section 5**

### **Project Specification**

#### **Working towards the development of Ecohydrological Guidelines for Blanket Bog and Associated Habitat: Phase 2 – guideline development using pilot studies**

##### **1. Introduction**

The development of *Ecohydrological Guidelines for Blanket Bog and Associated Habitats* is a multi-year project which is being initiated by the UK TAG Wetland Task team. The project is being led by the Environment Agency, in partnership with Scottish Environmental Protection Agency, Natural Resources Wales, Natural England, DAERA-Northern Ireland and NatureScot.

**Phase 1: Project Scoping (FY19-20)** reviewed the availability of existing datasets, established which might be available to the project, and provided a literature review of the previous attempts to characterise eco-hydrological typologies for wetland habitats. The scoping study also made recommendations for future work. The non-technical summary produced by *Sheffield Wetland Ecologists*, and the final scoping report and Annexes are available at the following link:

<https://ea.sharefile.com/d-s4e04ce61f68a476cbafaa8282a5907a2>

**The Environment Agency and partners are now looking to contract Phase 2: Establishing draft guidelines for pilot sites in FY22-23. More detail of the project specification is given in the remainder of this document.**

##### **2. Project drivers**

The current suite of Ecohydrological Guidelines (based on WETMECS) [Wetland functional mechanisms: a synopsis of Wetland Water Supply Mechanisms \(WETMECS\) - GOV.UK \(www.gov.uk\)](#) was developed primarily for lowland wetland habitats between 2004–2010.

In 2019, the Environment Agency and partners began to develop similar guidelines for upland blanket bog and associated habitats, which better defined the eco-hydrological characteristics of what is commonly regarded as a homogenous ombrotrophic feature.

A new suite of upland ecohydrological guidelines will complement those in the lowlands and will be used by partners across the UK to support regulatory decision making including in the:

- Development of effective catchment-based measures in support of River Basin Management Planning
- Assessment of Groundwater Dependent Terrestrial Ecosystems (GWDTEs) as part of groundwater status assessments for River Basin Plans
- Work to inform PR24 development with water companies
- Assessment of impacts on wetlands from abstraction licensing and other planning pressures
- Protection of wetlands from diffuse pollution

- Wetland restoration and conservation management, including helping to inform restoration priority locations based on ecohydrological principles, optimal intervention techniques and monitoring after instatement
- Provision of evidence to best project carbon stores through peatland rewetting in future climate change scenarios

In more detail this means:

- Ensuring groundwater body status assessments (based on the GWDTE test) are based on the latest evidence and targeted to those GWDTEs most at risk from groundwater abstraction and quality pressures
- Supporting ongoing work by Environment Agency Operations on identification of measures to achieve good status of water bodies
- Contributing to achievement of net zero carbon emissions through restoration of upland wetland habitats including blanket bogs
- Ensure that multiple catchment benefits delivered by Surface Water Dependent Ecosystems (SWDTEs) are recognised during programmes delivering catchment measures in River Basin Management Plans and operational delivery
- Ensure that also other catchment programmes (e.g. Defra-funded Working With Natural Processes / Natural Flood Management programme) reflect a proper understanding of eco-hydrological links to, from and within ombrogenous mire systems

Recent policy drivers for England, including the Government's 25 Year Environment Plan (2018), England Peat Action Plan (2021) and Net Zero Strategy (2021) have emphasised the importance of healthy peatland ecosystems to maintain a carbon store, amongst other wider environmental benefits. Ambitious targets of 280,000 ha peatland restored, including in the uplands have been set in the drive to meet the Government's commitment to Net Zero by 2050, and peatland research is identified in the UK Net Zero Research and Innovation Framework (2021). Policy drivers for Scotland include the Update to the Climate Change Plan (2018 – 2032), Scotland's Third Land Use Strategy (2021-2026) and Scotland's National Peatland Plan (2015). Scotland's target is for at least 250,000 ha of degraded peatland to be restored by 2030. The project team is able to discuss policy drivers for other parts of Wales and Northern Ireland.

**It is the intention that the finalised guidelines will enable the** application of ecohydrological principles in upland **wetland** habitats for use by a range of stakeholders. The successful contractor should therefore be mindful that the eventual outcomes of the project should be simple, user-friendly, and lend themselves to future training opportunities.

### **3. Aims and Objectives**

#### **Project Aim**

- To develop a functional blanket bog typology which compliments the WETMECS classification system for Lowland Mires and recognises distinct elements of what is currently treated as a homogenous blanket bog feature, and which should be based on an objective analysis of hydrological, ecological and palaeo/stratigraphy data (where available).

## Phase 2: objectives

1. Prioritisation of accessible datasets from blanket bog (and associated habitat) sites across the UK which would be most effectively used as pilot sites in the development of draft eco-hydrological guidelines and definition of a functional blanket bog hydrology
2. Apply existing data from accessible datasets to populate and test the draft hydrological guidelines, leading to an iterative development
3. Determine barriers to progress using suggested typology, and future development work required to establish a robust classification system, suitable for the identified end uses

## Main tasks

The successful contractor will be tasked with using the existing Scoping Study (Sheffield Wetland Ecologists, 2020) and the WETMECS (1999) classification system to:

1. Assess the suitability of existing eco-hydrological characterisation for transposition to upland blanket bog habitats
2. Develop a theoretical framework for the eco-hydrological characterisation of upland blanket bog and associated habitats
3. Identify pilot sites (number suggested: three) with accessible data as test locations for the development of hydrological guidelines. Suggested sites to choose from can include, but are not exclusive to those identified on pages 6-8 of the supplied Phase 1 main report, and annexes
4. Provide an assessment of the initial guidelines development work and a framework for development to incorporate further new sites with a differing typology going forward
5. Provide a scope for the development of training materials for a range of user audiences

Note: All works for Phase 2 must be completed by March 31 2023. However, the project is structured so that it may be continued to incorporate additional pilot sites in future years under the direction of the UK TAG Wetland Task Team if further funding becomes available.

## 4. Background to Requirement

### Supporting Environment Agency and other organisational priorities

Updating the Ecohydrological Guidelines will ensure that the Environment Agency and its external partners continue to use the best science to make regulatory decisions affecting internationally and nationally important wetland habitats across the UK. The work will support the following Environment Agency corporate priorities:

We will take action required for protected areas and species

We will prevent and reverse deterioration in waters

We will take action to improve waters – getting to good

### Why do the Ecohydrological Guidelines need developing for upland habitats now?

1. **There are several upland wetland habitats, including blanket bog which are not covered in the existing guidelines**, which were developed primarily for lowland ecohydrological situations. This means that:



- Parts of the existing guidelines for water supply mechanisms to certain vegetation communities will be transposable to the upland habitats, others will require further consideration and amendment.
- We know that there are gaps for some widespread water-dependent vegetation types that aren't Natura2000 features, including M6 and M23, as well as a few upland types that are N2K features e.g. M8, M32.
- The specific NVC communities and sub-communities included in scope are:
  - M4, M6, M8, M32 (including sub-communities), 'neutral flush' (Stevens et al., 2010) – soligenous fen, upland fringes, blanket bog edge habitats
  - M15, M16 - wet heath on organic soils
  - M17(a,b,c,d), M18(a,b), M19(a,b,c) - oligotrophic/ombrotrophic (raised and blanket) bog
  - M21 – upland valley mire supporting transition mire/fen (supplementary to Wetland Framework account, which is largely based on lowland examples)
  - M23, M25
  - M1, M2, M3 - Bog pool communities

## 2. Eco-hydrological understanding has developed and data availability has improved

- Water supply mechanisms are generally less well understood and characterised than lowland examples, and this may require trialling of draft guidelines for the upland situation. In addition, many new studies have been undertaken during the last 10 – 15 years which potentially provide **a large amount of new** data and new satellite data analysis techniques for environmental variables relevant to peat to improve the existing guidelines and our understanding of how wetlands function. Consideration of these available open data and tools associated with Sentinel and others within the project outputs may be beneficial.
- **There has been a shift in the approach to defining wetland systems, with a move** towards restoration of natural hydrological functioning of wetlands in the landscape. This has moved the thinking on from the previous ecohydrological target setting approach seen in, for example, SSSI/SAC common standards monitoring approaches

## 3. The policy context

- Given the current climate crisis and government move towards net zero carbon emissions by 2050, understanding and restoring the hydrology of blanket bog habitats is now even more critical. Peatland restoration should be undertaken to optimise the benefits to biodiversity, carbon, water quality and moderation of droughts and floods. Recently, working with natural processes and natural flood management measures have become important (with the Defra-funded NFM programme now underway along with community projects), underlining the need for guidelines covering these upland habitats.

## 5. Specific Objectives/Deliverables

### Environment Agency Point of Contact

Dr Katharine Birdsall  
Senior Advisor – Peat Technical Specialist  
Environment Agency

Email: [katharine.birdsall@environment-agency.gov.uk](mailto:katharine.birdsall@environment-agency.gov.uk)

Mobile: 07900 226123

The **main outcomes** for the tasks as outlined in Section 3 are:

The successful contractor will be tasked with using the existing Scoping Study (Sheffield Wetland Ecologists, 2020) and the WETMECS (1999) classification system to:

1. **Assess the suitability of existing eco-hydrological characterisation for transposition to upland blanket bog habitats**
  - Provide a definition of eco-hydrological characterisation for the purposes of developing the guidelines
  - Provide a matrix based rapid assessment of the benefits and dis-benefits of existing eco-hydrological characterisation for direct application to upland blanket bog habitats
  - Using the matrix, make a justified decision as to the elements for development into new guidelines
2. **Develop a theoretical framework for the eco-hydrological characterisation of upland blanket bog and associated habitats**
  - Prepare a draft ecohydrological conceptual model which identifies water supply mechanisms and references to specific NVC communities
  - The model should include reference to water level and chemical requirements, and use trajectory diagrams
  - Develop narrative references to the operational applications of the chosen model
3. **Identify pilot sites (number suggested: three) with accessible data as test locations for the development of hydrological guidelines**
  - In collaboration with the project team, choose three (suggested) climatically, floristically and hydrologically diverse trial sites with adequate data for the task
  - Populate the conceptual model (task 2) with examples from the pilot site data

*n.b.* Suggested sites to choose from may include, but are not exclusive to, those identified on pages 6-8 of the Phase 1 main report, and annexes supplied. The EA project lead and partners can help to steer contractors in the direction of accessible data, but negotiations with data providers will be the responsibility of the successful contractor. It is advised that prospective contractors can satisfy themselves that data

can be accessed before submitting a proposal. ***Please ensure that any anticipated costs for data acquisition are included in the quotation***

**4. Provide an assessment of the initial guidelines development work and a framework for development to incorporate further new sites with a differing typology going forward**

- Produce a report which outlines the methodology, rationale and description of the chosen model
- Include a critical assessment of the ability of then chosen model to describe the eco-hydrological typology of the conditions at the pilot sites
- Describe the amendments and considerations likely to be required to adapt the chosen model to a wider range of habitat typology. Use diagrams where possible.
- Provide a series of recommendations for next steps of ecohydrological guideline development

**5. Provide a scope for the development of training materials for a range of user audiences**

- The report should also scope opportunities for novel training to a variety of audiences which meets operational applications of the guidelines, as identified in task 2

**6. In addition, potential contractors should **include costings** for the **Start Up and Project Management Meetings** with outcomes as follows:**

- One commencement meeting to confirm the scope and expectations for each Task delivery (location to be confirmed – least cost to consultant and Environment Agency) – assume full day
- Agree scope of work to March 2023 and select pilot sites
- Consultant to provide summary notes and agreed actions

**6. Timescales/Deadlines**

The supplier must provide a GANTT chart (or similar) to demonstrate that the delivery times and milestones for each task can be completed within the whole project timescale.

It is envisaged that the project should start no later than 3 October 2022.

Draft information must be produced by 1 March 2023, final draft for sign-off by 31 March 2023.

**7. Skills of Personnel Required**

Skills required by the supplier to deliver this project are expected to include:

- Expertise in wetland ecology in relevant habitats/vegetation types
- Expertise in Hydrogeology and Hydrology
- Expertise in eco-hydrology including surface water and groundwater-fed wetlands
- Understanding of eco-hydrological datasets and their limitations

- Demonstrates innovation and creative approaches
- Excellent communication skills (written and verbal)
- Collaborative working and sharing of knowledge

## **Section 6**

### **Contract Management**

This contract shall be managed on behalf of the Agency by Katharine Birdsall

Email: [katharine.birdsall@environment-agency.gov.uk](mailto:katharine.birdsall@environment-agency.gov.uk)  
Mobile: 07900 226123

As detailed in the Specification, the contract will be managed through regular MS Teams meetings supported by interim and final reports.

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

Invoices will be monthly based on work completed.

Before the invoice is issued, a fee note must be emailed in advance to the contract manager for approval. All invoices must quote the purchase order number in order to be processed. A file copy invoice must be provided to the contract manager, on request. The timescale for payment of invoices will be up to 30 days after we have received a valid invoice.

## **Section 7**

### **Sustainability Considerations**

We are committed to continually improving our sustainability performance. The Environment Agency has set itself tough objectives as a clear commitment and contribution to sustainable development throughout England. The Agency recognises that this can only be achieved through commitment from all sectors of society and it is intent on raising awareness amongst industry and commerce.

Contractors must adopt a sound proactive environmental approach, designed to minimise harm to the environment.

Environmental criteria should be considered as part of your tender submission with credit given for innovation. Factors to be considered could include areas such as:

- Paper use: All documents and reports prepared by consultants and contractors are produced wherever possible on recycled paper containing at least 100% post consumer waste and printed double sided.
- Travel: use of public transport, reduce face to face meetings by using email and videoconferencing. Meetings to be held in locations to minimise travel and close to public transport links.
- Packaging: should be kept to a minimum. Re-use and disposal issues must be considered.
- Efficient Energy and Water Use.
- Disposal of Waste: Whilst on site the contractor is responsible for the disposal of their own waste and can only use client facilities with express permission from the on site facilities officer.
- Whilst on site, contractors should comply with the local environmental policy statement which will be made available to you in advance or on arrival.

## **Diversity and Equal Opportunities**

We are committed to promoting equality and diversity in all we do and valuing the diversity of our workforce, customers and communities. As a public body, we publish regular information about what our equality objectives are and how we're meeting them.

<https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity>

## **Health and Safety**

Contractors will be responsible for making sure all required health and safety aspects including risk assessments are undertaken and required management measures are in place to protect worker exposure. This includes management of all partners, consortium members and subcontractors.

## **IEM2020:**

### Sustainability Objectives

As the Environment Agency, our overarching aim is to protect and improve the environment for people and wildlife. Over the last 10 years we have achieved significant reductions in our environmental impacts that occur through our everyday operations. This included a 40% reduction in our carbon emissions and a 37% reduction in the number of miles we travel.

### **Supply chain**

Our 2020 approach will have a very strong emphasis on the indirect impacts of our supply chain.

Our supply chain accounts for over 70% of our total environmental impacts.

Working with our supply chain we want to be world class in the area of environmental management. The environmental impacts of our work and that delivered by and through our supply chain must be reduced; environmental risks must be effectively managed and opportunities for enhancements investigated.

As an organisation, our environmental management system (EMS) is accredited to ISO14001 and EMAS standards. Our procurement activities form part of this system; driving environmental performance improvements across the value chain.

## **Section 8**

### **Additional Information**

#### **Copyright and confidentiality**

Unless otherwise indicated, the copyright in all of the documentation belongs to the Environment Agency, and the documentation is to be returned to us with your tender. The contents of the documentation must be held in confidence by you and not disclosed to any third party other than is strictly necessary for the purposes of submitting your quote. You must also ensure that a similar obligation of confidentiality is placed upon any third party to whom you may need to disclose any of the documentation for the purposes of the tender.

#### **Accuracy of documentation**

You should check all documentation; should any part be found to be missing or unclear you should immediately contact us at the address given in the covering letter. No liability will be accepted by the Environment Agency for any omission or errors in the documentation which could have been identified by you.

### **Amendments to documentation**

Prior to the date for return of tenders, we may clarify, amend or add to the documentation. A copy of each instruction will be issued to every Tenderer and shall form part of the documentation. No amendment shall be made to the documentation unless it is the subject of an instruction. The Tenderer shall promptly acknowledge receipt of such instructions.

### **Alternative Offers**

Alternative offers may be considered if they constitute a fully priced alternative and are submitted in addition to a quotation complying with the requirements of the Invitation to Quote Documents. If, for any reason you wish to submit an alternative offer without a fully compliant tender please contact us in accordance with the details in the covering letter.

### **Continuity of personnel**

The Contractor shall employ sufficient staff to ensure that the Services are provided at all times and in all respects to the Project Standard. It shall be the duty of the Contractor to ensure that a sufficient reserve of staff is available to ensure project delivery in the event of staff holidays, sickness or voluntary absence

The Environment Agency will be notified immediately of any changes to personnel associated with the project. The Contractor will ensure that every effort is made to replace outgoing staff with personnel of equal calibre and expertise. All new members of staff undertaking work for the Project will need to be agreed by the Environment Agency prior to commencement.

At all times, the Contractor shall only employ in the execution and superintendence of the Contract persons who are suitable and appropriately skilled and experienced.

### **Intellectual property rights**

All results, including material and tools produced, developed or paid for under this contract shall be the property of the Environment Agency.

### **References**

The Environment Agency may request recent and relevant references prior to the award of the project.

### **Contract award**

This Request for Quote is issued in good faith but we reserve the right not to award any or all of this work.

## **DATA PROTECTION ACT ADDENDUM TO SPECIFICATION**

### **Protection of personal data**

The European Union (EU) General Data Protection Regulation (GDPR) came into force on 25 May 2018.

At the same time as the GDPR was introduced, the Data Protection Act 2018 replaced the Data Protection Act 1998.

Please see attached addendum T090 Data Protection Schedule (Goods and Services and RD) to the Terms and Conditions

**APPENDIX A - PRICING SCHEDULE**

ALL COSTS QUOTED MUST BE EXCLUSIVE OF VAT

All costs must be quoted on this schedule. Any costs not detailed will not be paid.

**Staff Costs**

Please detail the day rates of your proposed personnel in the table below.  
(Please also advise how many hours you constitute a working day)

Please detail your task costs in the table below.

<b>Cost Proposal (To be completed by Supplier)</b>			
<b>Staff Name</b>	<b>Daily Rate</b>	<b>No of Days</b>	<b>Cost</b>
<b>Task 1 – Assess the suitability of existing eco-hydrological characterisation for transposition to upland blanket bog habitats</b>			
<b>Subtotal for Task 1</b>			
<b>Task 2 – Develop a theoretical framework for the eco-hydrological characterisation of upland blanket bog and associated habitats</b>			
<b>Subtotal for Task 2</b>			
<b>Task 3 – Identify and secure data at test pilot sites for the development of hydrological guidelines</b>			
<b>Subtotal for Task 3</b>			
<b>Task 4 – Implement and assess new framework model and make recommendations for inclusion of further (phase 3) sites</b>			
<b>Subtotal for Task 4</b>			
<b>Task 5 – Provide a scope for the development of training materials</b>			

<b>Subtotal for Task 5</b>			
<b>Task 6 – Project Management and Start Up Meeting</b>			
<b>Subtotal for Task 6</b>			
<b>Total Staff Cost</b>			

**Other costs**

Please state any other costs that will need to be taken into consideration.

<b>Expenses and Other Costs (To be completed by Supplier)</b>	
Description	Cost
<b>Task 1 – Assess the suitability of existing eco-hydrological characterisation for transposition to upland blanket bog habitats</b>	
<b>Subtotal for Task 1</b>	
<b>Task 2 – Develop a theoretical framework for the eco-hydrological characterisation of upland blanket bog and associated habitats</b>	
<b>Subtotal for Task 2</b>	
<b>Task 3 – Identify and secure data at test pilot sites for the development of hydrological guidelines</b>	
<b>Subtotal for Task 3</b>	
<b>Task 4 – Implement and assess new framework model and make recommendations for inclusion of further (phase 3) sites</b>	
<b>Subtotal for Task 4</b>	
<b>Task 5 – Provide a scope for the development of training materials</b>	
<b>Subtotal for Task 5</b>	
<b>Task 6 – Project Management and Start Up Meeting</b>	
<b>Subtotal for Task 6</b>	
<b>Total Expenses and Other Costs</b>	



**Discounts, rebates and reductions**

Please detail below any discounts, rebates and other reductions you are prepared to offer and the basis of those incentives

<b>Discounts, Rebates and Reductions (To be completed by Supplier)</b>	
<b>Description</b>	<b>Rebate</b>
<b>Total Discounts, Rebates and Reductions</b>	

**Total Overall Cost**

Please detail the total fixed cost for the project

<b>Total Overall Cost (To be completed by Supplier)</b>	
<b>Total Staff Costs</b>	
<b>Total Expenses and Other Costs</b>	
<b>Total Discounts, Rebates and Reductions</b>	
<b>Total Overall Cost</b>	

The following limits will be applicable to all claims for travel and subsistence under this contract:

- a. Travel by rail: standard class should be used at all times
- b. Travel by car: 45 pence/mile

Hotel bookings should be made through the Environment Agency's corporate travel contract. Details of this contract are available from the Corporate Contracting Team.

When making reservations you should state that you are a contractor working on Environment Agency business.

Hotel charges must not exceed a maximum limit per night bed and breakfast (VAT included) of: £140 in London; £100 in Bristol; £90 in Warrington; £85 in Reading; £75 in Aberdeen, Birmingham, Belfast, Cardiff, Coventry, Edinburgh, Glasgow, Harlow, Leeds, Manchester, Middlesbrough, Newcastle, Oxford, Portsmouth, Sheffield and York; and £70 in all other destinations. Please note that these hotel ceiling rates are subject to change throughout the life of the contract.

Expenditure on dinner during an overnight stay must not exceed a maximum limit of £25, including a drink.

Receipts for all rail travel, hotel and food expenses will be required as proof of expenditure and will be reimbursed at cost. No profit or additional cost shall be applied by the contractor to such personal expenses.

## APPENDIX B - PRIOR RIGHTS SCHEDULE

Details of Prior Rights held by the Parties (To be updated as Rights are introduced during the period of the Contract)

Prior Rights owned or lawfully used by a Party, whether under licence or otherwise, which it introduces to the Project for the purposes of fulfilling its obligations under the Contract

Held by the Environment Agency

Name and description of Prior Rights	Extent of proposed use in the Project	Proprietary owner of the Prior Rights

Held by the Contractor

Name and description of Prior Rights	Extent of proposed use in the Project	Proprietary owner of the Prior Rights

### Explanation of Contractor's Prior Rights

All Intellectual Property Rights owned by or lawfully used by the Contractor, whether under licence or otherwise before the date of this Contract. It can also mean any invention and know how or other intellectual property (whether or not patentable) owned by one of the parties prior to the commencement of the Project, or devised or discovered by one of them only in the course of other projects during the Project period and not arising directly from the Project.

## **APPENDIX C – ACCEPTANCE OF TERMS AND CONDITIONS**

I/We accept in full the terms and conditions named in Section 2 and appended to this Request for Quote document.

Company Name \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_