

Our Ref: SC210007

Your Ref:

Date: 1/10//2021

Dear Sirs/Madams,

**Contract Ref: SC210007**

**Contract Title: Onshore Oil & Gas: Development of a Soil-Gas Monitoring Protocol for Assessing the Integrity of Decommissioned Wells**

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 17:00 on 01/11/2021.

roger.timmis[@environment-agency.gov.uk](mailto:mark.bourn@environment-agency.gov.uk)

Please confirm, by email, whether you intend to submit a quote as we may wish to update you with additional information during the quotation period.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Professor Roger Timmis

Lead Scientist, Air Quality & Radioactive Substance, Chief Scientist’s Group

E-mail: roger.timmis@environment-agency.gov.uk

Telephone: +44(0)7768145956

**The Environment Agency**, c/o Lancaster Environment Centre, Lancaster LA1 4YQ.

**Request for Quotation**

**Ref: SC210007**

**Title: Onshore Oil and Gas: Development of Soil-Gas Monitoring Protocol for Assessing the Integrity of Decommissioned Wells**

**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**

This work is being commissioned by the Research team within the Chief Scientist’s Group. The work of the Environment Agency’s Chief Scientist’s Group is a key ingredient in the partnership between research, guidance and operations that enables the Environment Agency to protect and restore our environment. The team focuses on four main areas of activity:

* Setting the agenda, by providing the evidence for decisions;
* Maintaining scientific credibility, by ensuring that our programmes and projects are fit for purpose and executed according to international standards;
* Carrying out research, either by contracting it out to research organisations and consultancies or by doing it ourselves;
* Delivering information, advice, tools and techniques, by making appropriate products available.

## Contract Length

It is anticipated that this contract will be awarded to one supplier for a period of 20 weeks to end no later than 31/03/2022. 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 Research (Appendix C) shall apply to this contract.

This contract shall be managed on behalf of the Agency byRoger Timmis,

roger.timmis[@environment-agency.gov.uk](mailto:mark.bourn@environment-agency.gov.uk)

## Contact Details and Timeline

Roger Timmis 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 that have previously confirmed by email their intention to submit a quotation.

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

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Supplier responses for Request for Quote | 01/11/2021 17:00 |
| Evaluation of Request for Quote submissions | 08/11/2021 |
| Award of contract | 15/11/2021 |
| Project/Contract end date | 31/03/2022 |

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 as set out in the following award criteria:

* Price – 60%
* Quality – 40%

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

|  |  |
| --- | --- |
| Experience of measuring, interpreting and reporting soil-gas at decommissioned onshore oil & gas wells | 40% |
| Adequacy of staff resources (including for project management) | 15% |
| Project methodology (including project management oversight) | 30% |
| Ability to deliver a successful project to time and budget | 15% |

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

|  |  |
| --- | --- |
| **Rating of Response**  **The tenderer provides a response which in the opinion of the evaluators is:** | **Score** |
| **Excellent:** 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 |
| **Very Good:** 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 |
| **Good:** 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 |
| **Satisfactory:** 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 |
| **Weak:** 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 |
| **Nil:** No response or provides a response that gives the Agency no confidence that the requirements will be met. | 0 |

**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:

* details of the personnel you are proposing to carry out the service, including CV’s of your key personnel
* detail your recent experience of carrying out similar contracts or projects
* details of proposed methodology
* 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)

**Section 5**

**Specification**

# Background to the Requirement

The UK onshore oil and gas industry has drilled ~2150 wells in the past ~100 years, most of which have been closed and decommissioned. Decommissioning is intended to seal wells so they do not leak, but decommissioned wells can degrade over time so their integrity may be compromised and they may become potential sources of fugitive air pollution. Air pollutants can leak through overlying soil, including methane which is a powerful greenhouse gas, and other volatile organic compounds that are precursors for photochemical and particulate air pollution. Soil-gas monitoring has been tried as a way of assessing decommissioned well integrity, but the methods used and the interpretation of results have been variable. For example, the ReFINE (Researching Fracking in Europe) project measured soil gas at ~100 decommissioned wells and suggested that potentially ~30% of them might leak (Boothroyd I.M. et al, Science of the Total Environment 547 (2016) 461-469). However, when some of those wells were re-measured by Heriot Watt University they found no evidence of leaks (Report SC190005/R2 – see below). The project will address this variable situation by developing and demonstrating a systematic protocol for measuring soil gas at decommissioned wells and for interpreting and reporting the results.

When a well is decommissioned, the quality and integrity of its seals are regulated by the Health and Safety Executive. But after decommissioning, responsibility passes to the Environment Agency, who have an enduring long-term duty to protect the environment from harmful pollution – which could potentially include leaks from decommissioned wells. The Environment Agency has commissioned research to inform this enduring duty by assessing the risk of leaks from decommissioned wells. Specifically, it has commissioned:

\*Project SC190005/R1, which used information on well age and construction to rank decommissioned wells according to their potential to suffer integrity failure.

\* Project SC19005/R2, which measured soil-gas at 6 decommissioned wells. This included re-measuring 4 wells where the ReFINE project had made soil-gas measurements and had interpreted them as indicating potential leakage.

[Draft copies of the reports for Projects SC190005/R1 and SC190005/R2 will be made available on request to applicants who notify their intention to tender, on the understanding that the draft reports are to be used as background information for tendering purposes only.]

The Environment Agency has also investigated if source-pathway-receptor modelling can be used to assess the integrity of decommissioned wells over long periods. Although modelling is useful for understanding the processes that affect integrity, a general conclusion is that the complexities and data limitations for source-pathway-receptor predictions mean that models can’t yet provide robust evidence on well integrity. So other approaches need developing. In particular, a systematic protocol is needed for soil-gas monitoring, interpretation and reporting – which is the focus on this project.

**2. Scope**

The focus is on decommissioned onshore oil and gas wells in England, as overseen by the Environment Agency. Wells drilled for other purposes or elsewhere are generally out-of-scope, although reviews may cover experience in the rest of UK and overseas, where relevant to onshore oil and gas wells in England.

The project will involve desk-based review and design studies that will be used to develop an initial concept scheme for soil-gas monitoring. The initial scheme will be trialled in the field at a minimum of 3 different well sites. A systematic protocol will then be developed that builds on the initial concept and takes account of the results from the review and the field trial.

The monitoring techniques covered by the protocol should emphasise established methods that can be widely and regularly adopted. Experimental or unproven methods should not be part of the protocol, but may be discussed when recommending future work or commenting on the state of the science.

The protocol should consider both (i) simple reconnaissance methods that can be used to “screen” sites for potential fugitive releases, and (ii) more detailed methods that can be used for “follow up” investigations at selected sites that are “screened in” by reconnaissance.

Although the focus is on decommissioned onshore oil and gas wells, the potential to transfer or adapt the protocol methods to other sectors involving containment of fugitive gaseous releases by sub-surface engineering should be commented on.

The protocol will focus on monitoring of methane as a convenient indicator for fugitive gaseous emissions from decommissioned wells, but may include other accompanying gases where they help to identify the sources of fugitive methane.

The project will focus on technical methods for monitoring and interpreting soil-gas at decommissioned wells, but it will not cover policy aspects e.g. who will do or pay for monitoring if the protocol is widely adopted. Similarly, it will not cover regulatory decisions e.g. on what level of fugitive emissions should trigger regulatory interventions at a well.

**3. Overall objective**

To develop and demonstrate a systematic procedure for measuring soil gas at decommissioned onshore oil and gas wells in England, and for interpreting and reporting the measurements as evidence of well integrity status.

**4. Specific objectives/tasks**

4.1 **Measurement Methods**. Review the literature on methods of measuring soil gas methane for the purpose of inferring well integrity, including:

(i) The locations and timings of measurements.

(ii) Direct instrumental methods.

(iii) Sampling and laboratory analysis methods.

(iv) Ancillary measurements and observations to support interpretation (e.g. of surface geology; land use, background levels; control sites; diurnal/seasonal variations) and to support attribution to sources (e.g. of isotopes; accompanying gaseous pollutants).

(v) Methods for determining methane fluxes.

4.2. **Interpretation & Reporting**. Review the literature on interpreting and reporting soil-gas measurements as evidence of well integrity, including:

(i) Statistical considerations.

(ii) Techniques for attributing gases to different sources, including methods to distinguish between fugitive releases from wells and other potential sources.

(iii) Methods for determining significant changes over time and differences between sites.

(iv) Treatment of uncertainties.

4.3. **Initial Concept Scheme**. Develop an initial concept scheme for monitoring soil gas at decommissioned wells, covering the points reviewed in Tasks 4.1 and 4.2, including the location, timing, precision, interpretation and reporting of measurements. The scheme should include ancillary data (e.g. on soil type, hydrological conditions) and should cover both basic reconnaissance methods and more detailed follow-up monitoring to check situations where reconnaissance data indicate a potential loss of integrity. The scheme should consider potential thresholds for escalating monitoring from basic reconnaissance to detailed follow-up.

4.4 **Field Trial**. Design and undertake a field trial to test the initial scheme in “real world” conditions at selected decommissioned well sites in England. The trials should be conducted at a minimum of three field sites corresponding to decommissioned production wells. The sites should cover different situations, involving potentially wells of different: (i) age, (ii) orientation (e.g. vertical, deviated) and (iii) surficial geology; this is so that the ability of the scheme to be transferred or adapted between sites is tested.

4.5 **Protocol Development** Use the trial results to refine the initial scheme, and hence to develop a systematic protocol for soil-gas surveys at decommissioned wells*.* The protocol should cover reconnaissance methods for “screening” sites, and more detailed methods for “follow-up” investigations at “screened in” sites. It should also include examples and guidance, such as: (i) examples of criteria for escalating from reconnaissance to follow-up monitoring, (ii) guidance on how to identify and discount emissions from confounding sources that are unrelated to well integrity, (iii) advice on how a level of confidence can be associated with an assessment that fugitive emissions from a decommissioned well are, or are not, present at a monitored site.

4.6 **Summary & Recommendations**. Summarise the results of the review, field trial, and protocol in a report and identify remaining knowledge gaps, uncertainties and caveats. The summary should cover the strengths, limitations, transferability and costs of the soil-gas monitoring protocol, and factors that affect the results and interpretation. Recommendations should be made for further work to test and improve the protocol, including options for controlled field experiments using buried artificial sources of sub-surface methane.

4.7. **Comparisons and Commentaries.** Compare soil-gas monitoring with other techniques for assessing decommissioned well integrity e.g. ambient air-quality monitoring; monitoring of gases in groundwater; modelling. Comment on up to 3 technical topics arising from the protocol in order to provide additional insight, based on expert judgement (rather than on specific extra research studies). These topics will be identified and agreed in the later stages of the project and are likely to include, for example:

\* The role of low permeability surficial sediments in containing potential fugitive releases from degraded well structures.

\* The transferability of the protocol to potential fugitive releases from other sub-surface installations involving gas containment e.g. natural gas storage in salt caverns, or potential future storage of Hydrogen or sequestration of Carbon Dioxide.

**5**  **Deliverables**

The supplier will produce an Environment Agency research report using a standard template. The report will set out the work on the objectives/tasks specified above, and in particular will provide:

(i) A review of methods for measuring, interpreting and reporting soil gas as an indicator of integrity at decommissioned wells.

(ii) An initial concept scheme for soil-gas monitoring that has been trialled by fieldwork at a minimum of 3 sites.

(iii) A systematic protocol based on refining the initial scheme, with examples and guidance for use.

(iv) A summary of the protocol’s strengths and limitations, with recommendations for further work to improve it.

(v) Comparisons with other techniques for monitoring decommissioned well integrity.

(vi) Commentaries on up to 3 additional technical topics arising from the protocol, based on expert judgement.

**6. Skills Required**

The supplier will have:

* Good understanding of decommissioned onshore oil and gas wells and of their potential to emit methane and other fugitive air pollutants.
* Experience of measuring fugitive air pollutants in soil-gas above buried sub-surface structures that have been engineered for gas containment.
* Experience of distinguishing between releases from fugitive installations and releases from other sources, including confounding sources, background levels, and variations due to natural cycles.
* Expertise in the statistical treatment of field monitoring data and in the assessment of uncertainties in environmental measurements and interpretations.
* Experience of designing, implementing and comparing monitoring protocols in different environmental situations and media, and of interpreting and reporting and monitoring results.
* Excellent communication skills both verbally and in writing, including the ability to engage effectively with stakeholders and specialists in industry, government and academia.
* Good general understanding of geoscience and of using it to inform protection of the environment.
* Effective project management skills, as required to organise and implement fieldwork at multiple sites in a limited period of time and to a high standard, including taking account of potential COVID considerations.

### 7 Timescales/Deadlines

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Deliverable | Responsible party | Format / Compatibility Requirements | Date of completion: |
| 1 | **Start-up meeting** with project team and the EA steering group, confirming:   * Project plan * Project deliverables and timings | Supplier | MS Teams meeting | w/c 15 November 2021 |
| 2 | **Progress meeting** with EA Project Manager | Supplier | MS Teams meeting | w/c 13 December 2021 |
| 3 | **Draft report** to EA | Supplier | Word document | w/c 14 February 2022 |
| 4 | **Progress meeting** with project team and the EA steering group to present the key findings from the draft report and to discuss its conclusions | Supplier | MS Teams meeting | w/c 21 February 2022 |
| 5 | EA steering group reviews report and provides **comments** back to project team | EA project manager | Track changes in Word document | w/c 28 February 2022 |
| 6 | **Final report** to EA | Supplier | Word document | 31 March 2022 |

Contractors should provide details of how they would schedule the field trial (Task 4.4) so it is informed by the review and initial concept studies (Tasks 4.1-3), and completed in time to inform the subsequent protocol development (Task 4.5).

**Section 6**

**Contract Management**

This contract shall be managed on behalf of the Agency byRoger Timmis, [roger.timmis@environment-agency.gov.uk](mailto:roger.timmis@environment-agency.gov.uk)

The contractor is required to maintain close liaison with the Environment Agency's Project Manager.

During the course of the project, the contractor will provide the Environment Agency’s Project Manager with regular updates (monthly or fortnightly) regarding:

* progress and difficulties encountered with the project
* any proposed changes to the manner in which the project is run
* time spent on the project
* details of the financial spend during the previous month.

An Environment Agency project steering group will be set up to act as the technical quality review panel for the work and outputs. The project advisory group will review drafts produced by the contractor, prior to acceptance. You should ensure that sufficient time is allowed within the project to consult with the project steering group in directing the project. Approximately 2 weeks has been built into the schedule to allow review of draft documents.

The contractor should allow enough time for project meetings to discuss progress and agree future scope. There will be two full project meetings, both of which will be virtual and last approximately 2 hours; one at the start-up of the project and one to discuss the draft report. Other project meetings and any other discussions needed, including project closure, will be conducted where necessary.

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

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.

It is proposed that full payment be made following acceptance of the final report in March 2022. Alternative programmes of work and payment schedules will be considered.

**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. This year we have launched our new Internal Environmental Management strategy to take us through to 2020, building on these successes and widening our ambition.

**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

In order to comply with the Data Protection Act 1998 the Contractor must agree to the following:

* You must only process the personal data in strict accordance with instructions from the Environment Agency.
* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

# 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.

Please detail your task costs in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Proposal (To be completed by Supplier)** | | | |
| **Tasks** | **Hourly Rate** | **No of Hours** | **Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Staff Costs | | |  |
| **Expenses (please detail type, i.e. travel etc)** | | |  |
| **Discounts applied (please detail)** | | |  |
| **Total Overall Cost** | | |  |

**Other costs**

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

|  |  |
| --- | --- |
| **DESCRIPTION** | **COST** £ |
| **1. Other costs (please detail)** |  |
| **2. Other costs (please detail)** |  |
| **3. Other costs (please detail)** |  |
| **TOTAL** |  |

**Discounts, rebates and reductions**

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

|  |  |
| --- | --- |
| **DESCRIPTION** | **AMOUNT**  £ |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

**Total Overall Cost**

Please detail the total fixed cost for the project

|  |  |
| --- | --- |
| **ITEM** | **TOTAL AMOUNT**  £ |
| **Staff Costs** |  |
| **Other Costs** |  |
| **Discounts/reductions** |  |
| **TOTAL Overall Cost** |  |

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

1. Travel by rail: standard class should be used at all times
2. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_