

Our Ref: SC210008/ ENVWLB00486R

Your Ref:

Date: 11/10/2021

Dear Sirs/Madams,

**Contract Ref: SC210008/ ENVWLB00486R**

**Contract Title: National groundwater nitrogen source apportionment**

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 09:00 on the 25/10/2021.

Email natalie.kieboom@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 me.

Yours sincerely

Natalie Kieboom

Senior Research Scientist – Chief Scientist’s Group

E-mail: natalie.kieboom@environment-agency.gov.uk

Mobile: 07776 470412

**The Environment Agency,** Horizon House, Deanery Road, Bristol, BS1 5AH

**Request for Quotation**

**Ref: SC210008/ ENVWLB00486R**

**Title: National groundwater nitrogen source apportionment**

**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 Paul Doherty, Acting Manager – Groundwater Resources, Environment and Business Directorate

Project Manager Natalie Kieboom, Senior Research Scientist – Chief Scientist’s Group, Environment and Business Directorate

Contract Manager Natalie Kieboom, Senior Research Scientist – Chief Scientist’s Group, Environment and Business Directorate

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.

The E&B Groundwater Team is responsible for delivering clean and sustainable groundwater as part of a healthy, rich and diverse environment for present and future generations. The Groundwater Team leads on groundwater quality and groundwater resources across England.

## Contract Length

It is anticipated that this contract will be awarded to one supplier for a period of 5 months 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 byNatalie Kieboom.

## Contact Details and Timeline

Natalie Kieboom 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.

Contact details are:

E-mail: [Natalie.kieboom@environment-agency.gov.uk](mailto:Natalie.kieboom@environment-agency.gov.uk)

Mobile: 07776 470412

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

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Supplier responses for Request for Quote | 08/11/2021 08:30 |
| Evaluation of Request for Quote submissions | 10/11/2021 |
| 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 (MEAT) as set out in the following award criteria:

* Price – 50%
* Quality – 50%

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

|  |  |
| --- | --- |
| Non Price Criteria | *Weighting* |
| Methodology | 25 |
| Programme of Work to deliver tasks | 10 |
| Skills and Experience working with key sectors contributing to UK nitrogen loads, groundwater N source apportionment models, GIS and data analysis, report writing and communication. | 25 |
| Previous Experience of the Environment Agency’s approach to regulation of the Agriculture, Water, Materials to land and Planning sectors | 10 |
| Organisational capacity to deliver | 5 |

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;
* details of your proposed methodology
* detail your recent experience of carrying out similar contracts or projects
* details of how you propose to maintain continuity of personnel;
* 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

Nitrogen continues to be the most frequent reason for failure of groundwater body chemical status under the WFD. In the most recent cycle of River Basin Planning 70 groundwater DrWPAs are classed as being at poor chemical status due to nitrogen compounds, such as nitrate and ammoniacal nitrogen. Within those 70 groundwater bodies, there are 227 Safeguard Zones (SGZ) aimed at reducing deterioration. Circa 50% of agricultural land in England is subject to NVZ regulations due to nitrogen pressure on surface waters, groundwater and transitional and coastal waters.

The impacts of excess nitrogen are not uniformly distributed. In general, nitrate concentrations in groundwater are greatest in the drier, arable-dominated southern and eastern areas of England. This coincides with where we are most dependent on groundwater for public water supply and base flow to rivers, lakes and wetlands. Total nitrogen loads from the contributing catchments in a number of SSSIs (e.g. Poole Harbour and Solent) are causing eutrophication. The need to limit nitrogen loads to habitats already in unfavourable condition due to nutrients is placing pressure on the planning system to offset the nitrogen from new developments as part of Natural England’s nutrient neutrality approach. The need to mitigate nitrogen loads is therefore high on the political agenda.

Nitrogen loads come from a variety of sources including atmospheric deposition; inorganic and organic fertilisers applied to agricultural land, parks and gardens, recreational grassland and golf courses; animal husbandry; construction activities; industrial spills and leaks; leaking sewers; leaking water mains and permitted activities such as waste water discharges to ground and small sewage discharges (SSDs). As part of our methodology for designating Nitrate Vulnerable Zones for groundwater we produce estimates of the nitrogen loads associated with many of these activities. However some activities are not directly permitted as they are subject to General Binding Rules (e.g. SSDs) or exemptions under current legislation (e.g. some organic materials applied to land).

Defra’s Waste and Resource Strategy has supported an increase in organic waste recovery over traditional landfilling and this has led to a rapid increase in organic nitrogen material being applied to land. The number of waste treatment facilities across the UK, in particular anaerobic digestion (AD) plants, has increased significantly. Digestate has become an issue to manage rather than the full recovery option it is designed as (Barnes, 2020). This is due to the continuous production (hence volume) of digestate, the cost of transport and storage, the finite amount of land available for spreading and the perceived low value of organic fertilisers. With the projected increase in energy crops required to help meet net zero targets, the scale of digestate production and associated spreading is likely to increase.

As part of the Government’s ambition to deliver clean and plentiful water, the 25YEP sets a goal of reaching, or exceeding, objectives for groundwater as per River Basin Management Plans. Two indicators have been developed to assess progress with reducing the combined effects of nutrients from major sources notably agriculture and waste water.

* B1 (pollutant loads entering waters).
* B3 (State of water environment).

The Government is also supporting the Environment Bill to make provision about targets, plans and policies for improving the natural environment. This may include a water quality target for agriculture, and potentially require a reduction in nutrient losses from farmland.

This project will address a gap in our understanding of the quantity and distribution of nitrogen loads to groundwater by considering all contributing sectors individually and in combination. This work will include the contribution from activities outside of our direct permitting controls and for which information from a range of sources will need to be collated.

The aim of this project is to:

1. Develop a method and carry out a national inventory of nitrogen loads to groundwater from different industry sectors and produce heat maps for each sector and the combined total. This will provide a consistent approach and proof of concept for the Environment Agency to conduct future inventories.
2. Verify national estimates of nitrogen load using higher resolution local data for 3 catchment studies and model leaching losses and associated impacts on local receptors. Study catchments known to be experiencing pressure from high nitrogen loads will be selected to identify areas of good and poor practice and the associated impacts on local receptors. The findings will inform our regulatory approach.

# Activities & Deliverables

**Key activities**

1. Project Management and Start Up Meeting. This will include:
   * a project commencement meeting (likely to be remote by MS Teams) – assume a half day
   * monthly project progress meetings (by MS Teams – assume 2 hours per meeting)
   * Fortnightly email progress reporting and financial reporting

Project management will include a summary of progress, any risks and financial update to ensure project delivery to time, cost and quality. The supplier is expected to produce a summary note and agreed actions from any meetings.

1. Develop a method for producing a national inventory of nitrogen loads to groundwater from different sectors and subsectors. Key to this task is identifying relevant sources of information. We would like a variety of sources such as internally available EA data, agricultural census, publicly available national statistics, industry sector and subsector reports, and published literature to be considered this first instance. This will enable nitrogen loads from agricultural census data to be compared with figures of inorganic and organic materials being applied to agricultural land from the various industry sectors. This exercise will provide an indication of the reliability of different data sources, improve our existing estimates, and identify areas of uncertainty and data gaps. A table summarising the 2020 total nitrogen contribution of each sector/subsector, including the proportion of nitrate, together with the range or uncertainty should be produced as an output from this task alongside the method for undertaking it again in future. A summary of the importance of different forms of nitrogen for different sectors should be included as part of the discussion and considered further in the following case studies. The report should also include estimates of the partitioning of loads into that which would potentially travel via surface or groundwater pathways.
2. Produce a method for creating the national heat maps for individual sectors and for the total nitrogen load from all sectors combined. The groundwater NVZ approach for mapping of non-agricultural sources of nitrogen may be helpful. A consideration of this task will be the scale to use for the spatial attribution of nitrogen load from individual subsectors/sectors and for the combined total. Robust farm types (RFT) is the usual scale used by Defra stats, but we recognise the data may not be available to this resolution within the timeframe of this project and are open to alternative proposals. The resolution of the outputs is to be agreed with the EA project steering group prior to delivery of the final products.
3. Propose, agree with the Environment Agency project team, and conduct 3 catchment case studies that will:
   * Verify the national spatially attributed loading data against available local data to gain insight into the reliability of the national datasets for different sectors;
   * Model the nitrogen concentrations leaching to groundwater, building on existing modelling where available to improve estimates;
   * Assess how current leaching is likely to influence future groundwater nitrate trends, factoring in hydrogeological conceptual understanding on travel times, transformation and attenuation of nitrate and observed groundwater concentration data; and
   * Determine whether the current nitrogen loads could cause concentrations to exceed/or drop below local receptor thresholds/standards.

These catchments pilots are an opportunity to look in more detail at the contribution from particular sectors, explore some of the challenges and/or identify good practice associated with our regulation. Sectors and activities of interest include biofuels, materials to land and anaerobic digestion, livestock rearing and waste water treatment linked to Natural England’s nutrient neutrality approach.

The Environment Agency is keen to explore the river Wye and Lugg catchment as one of the catchment pilots. This catchment has been the subject of intensive work recently, with a particular focus on phosphates, providing an excellent opportunity to utilise local data and complement the existing work with the focus here on nitrogen. We would be interested to hear your suggestions for other possible pilots as part of the tender submissions.

1. Present the findings of the previous tasks at a half day workshop for the EA steering group and key stakeholders and discuss the implications for the sectors we regulate. The aim of the workshop is to identify data, regulation, research and policy gaps which are limiting our ability to effectively regulate some sectors and seek views from the attendees on possible steps to address them. Due to current remote working arrangements it is anticipated the workshop will be virtual and conducted via MSTeams (or an agreed alternative).
2. Produce a report and summary of the project using EA templates that will be provided. These will describe the approach, sources of information and findings of the national and local studies including any recommendations for further work resulting from the workshop discussion.

Some relevant references are included below, however this is by no means an exhaustive list. We encourage tenders to build upon existing knowledge and tools where possible in order to deliver efficiencies for this work whilst also working to improve our knowledge base.

## References

Defra 2020. Soil nutrient balances UK, 2020. [Soil nutrient balances UK, 2020 - statistics notice - GOV.UK (www.gov.uk)](https://www.gov.uk/government/statistics/uk-and-england-soil-nutrient-balances-2020/soil-nutrient-balances-uk-2020-statistics-notice)

Defra 2016. Method for designating Nitrate Vulnerable Zones for groundwaters. [Method for designating Nitrate Vulnerable Zones for groundwaters (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/573533/groundwater-nvz-methodology-2017-2020.pdf)

Fan, X., Worrall F., Baldini L.M. and Burt, T.P., 2020. A spatial total nitrogen budget for Great Britain. *Science of the Total Environment* 728 (2020) 138864.

Johnson, D. & Lord, E. (2011) Assessment of Trends in N and P Balance in Agriculture, by Sector, with Likely Causes. Environment Agency: EPCRS Framework Project 14627.

Lord, E.I., Hughes, G.O., Wilson, L., Gooday, R., Anthony, S.A., Curtis, C. and Simpson, G. (2008) ‘Updating Previous Estimates of the Load and Source Apportionment of Nitrogen to Waters in the UK. Final Report for Defra Project WQ0111, 104pp’

Wang, Lei; Burke, Sean P.. 2017. A catchment-scale method to simulating the impact of historical nitrate loading from agricultural land on the nitrate-concentration trends in the sandstone aquifers in the Eden Valley, UK. Science of The Total Environment, 579. 133-148.

## Scope and Constraints

* National terrestrial sector apportionment of nitrogen loads for all of England including rural and urban settings
* Quantitative estimates of nitrogen loads for all sectors, acknowledging sectors where data is unavailable.
* Separate load estimates for total nitrogen and nitrate in line with advice from the Water Expert Group for the Environment Bill targets.
* Nitrogen species transformations e.g. NH4 transformation to N03 in the aerobic sub-surface to be considered as part of the catchment studies as appropriate.

## Deliverables

1. A project report detailing the approach, sources of information, findings and recommendations (including from the workshop).
2. A standalone method statement for producing:
   1. a national inventory of nitrogen loads to groundwater from different sectors and subsectors; and,
   2. heat maps for individual sectors and for the total nitrogen load from all sectors combined.
3. A workshop for EA stakeholders including a PowerPoint presentation of the approach and key findings.

### 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. Allow a period of 2 weeks for the Environment Agency to review all draft deliverables.

The whole project must completed by 31 March 2022.

### Skills of Personnel Required

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

* Excellent understanding of the EA’s role and approach to regulating the Agriculture, Water, Materials to Land, Waste and Planning sectors.
* Expertise in hydrogeology, nitrogen source apportionment modelling, GIS.
* Experience of working with the key sectors i.e. Agriculture, Waster Water treatment, Materials to Land, Waste and Planning sectors including key sources of data.
* Excellent written and verbal communication skills

Due to the multi-sectoral nature of this work a team comprising experts from different disciplines is likely to be an advantage.

**Section 6**

**Contract Management**

This contract shall be managed on behalf of the Agency by Natalie Kieboom.

E-mail: natalie.kieboom@environment-agency.gov.uk

Mobile: 07776 470412

As detailed in the Specification, the contract will be managed through regular MS Teams meetings and emails, and the provision of interim and final project deliverables.

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 with a retainer of 30% of the total project cost which can be invoiced when all project deliverables are signed off by the project manager.

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. 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.

**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)

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Proposal (To be completed by Supplier)** | | | |
| **Staff Name** | **Daily Rate** | **No of Days** | **Cost** |
| **Activity 1 – Project Management and Start Up Meeting** | | | |
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|  |  |  |  |
| **Subtotal for Task 1** | |  |  |
| **Activity 2 – Inventory of nitrogen loads & method** | | | |
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| **Subtotal for Task 2** | |  |  |
| **Activity 3 – Heat maps & method** | | | |
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| **Subtotal for Task 3** | |  |  |
| **Activity 4 – 3 catchment studies** | | | |
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| **Subtotal for Task 4** | |  |  |
| **Activity 5 – Workshop & presentation** | | | |
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| **Subtotal for Task 5** | |  |  |
| **Task 6 – Project report & summary** | | | |
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| **Subtotal for Task 6** | |  |  |
| **Total Staff Cost** | | |  |

**Other costs**

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

|  |  |
| --- | --- |
| **Expenses and Other Costs (To be completed by Supplier)** | |
| **Description** | **Cost** |
| **Task 1 – Project Management and Start Up Meeting** |  |
|  |  |
|  |  |
| **Subtotal for Task 1** |  |
| **Activity 2 – Inventory of nitrogen loads & method** |  |
|  |  |
|  |  |
| **Subtotal for Task 2** |  |
| **Activity 3 – Heat maps & method** |  |
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| **Subtotal for Task 3** |  |
| **Activity 4 – 3 catchment studies** |  |
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| **Subtotal for Task 4** |  |
| **Activity 5 – Workshop & presentation** |  |
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| **Subtotal for Task 5** |  |
| **Task 6 – Project report & summary** |  |
|  |  |
|  |  |
| **Subtotal for Task 6** |  |
| **Total Expenses and Other Costs** |  |

**Discounts, rebates and reductions**

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

|  |  |
| --- | --- |
| **Discounts, Rebates and Reductions (To be completed by Supplier)** | |
| **Description** | **Rebate** |
|  |  |
|  |  |
|  |  |
| **Total Discounts, Rebates and Reductions** |  |

**Total Overall Cost**

Please detail the total fixed cost for the project

|  |  |
| --- | --- |
| **Total Overall Cost (To be completed by Supplier)** | |
| **Total Staff Costs** |  |
| **Total Expenses and Other Costs** |  |
| **Total Discounts, Rebates and 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_