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VARIATION TO CONTRACT FORM

This is to confirm the variation of our Agreement. All other aspects of the Contract remain unchanged.

Contract title: *National Reference Laboratory for Genetically Modified Organisms (GMOs)*

Contract Reference : FS616029

Variation No : 1 **Date:** 28th February 2019

Between : **The Food Standards Agency (the Authority) and *LGC Limited* (the Contractor)**

1. The Contract is varied as follows:

Please select the reason(s) for the variation:

☐ Price ☐ Duration ☑ Price and Duration ☑ Scope of Work ☐ Key Personnel ☐ Other

Overview

The National Reference Laboratory for Genetically Modified Organisms (GMOs) is extended to 31st March 2021

The projects specifications and pricing are amended from 1st April 2019 – A copy of the revised Specification and Financial Template are attached to this Variation.

2. Words and expressions in this Variation shall be given the meanings given to them in the Contract.

3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed:

For the Authority		**For the Contractor**	
Signature:	[redacted]	Signature:	[redacted]
Name:		Name:	
Title:	Procurement Category Manager	Title:	DIRECTOR, MEASUREMENT SCIENCE LGC
Date:	20th March 2019	Date:	Click here to enter a date. 14th March 2019

EVIDENCE SPECIFICATION

Evidence Specification Reference
FS616029
Evidence Specification Title
National Reference Laboratory for Genetically Modified Organisms (GMOs)
Contract Duration
1 April 2019 – 31 March 2021

GENERAL INTRODUCTION

The Food Standards Agency is a non-ministerial government department governed by a Board appointed to act in the public interest, with the task of protecting consumers in relation to food. It is a UK-wide body with offices in London, Cardiff, Belfast and York.

The Agency is committed to openness, transparency and equality of treatment to all suppliers. As well as these principles, for science projects the final project report will be published on the Food Standards Agency website (www.food.gov.uk). For science projects we will encourage contractors to publish their work in peer reviewed scientific publications wherever possible. Also, in line with the Government's Transparency Agenda which aims to encourage more open access to data held by government, the Agency is developing a policy on the release of underpinning data from all of its science- and evidence-gathering projects. Underpinning data should also be published in an open, accessible, and re-usable format, such that the data can be made available to future researchers and the maximum benefit is derived from it. The Agency has established the key principles for release of underpinning data that will be applied to all new science- and evidence-gathering projects which we would expect contractors to comply with. These can be found at:

http://webarchive.nationalarchives.gov.uk/20170717102528/https://www.food.gov.uk/about-us/data-and-policies/underpinning-data

The NRL activity supports FSA strategies on "Delivering the regulating our future transformation" and "Anticipating, planning for and delivering the consequences of exiting the EU". It is important for the Agency and UK Official Control Laboratories to be aware of current developments in methods and other issues related to enforcement which the NRL would provide. This activity also supports the "Doing the day job exceptionally well" corporate priority as this NRL is a statutory requirement under 2017/625 and underpins RoF, EU Exit and Surveillance.

THE SPECIFICATION

Background

The Food Standards Agency is the Competent Authority for the purpose of Regulations (EC) 882/2004 and (EU) 2017/625 on Official Feed and Food Controls in the UK.

The UK has a legal obligation (through adopting the Official Food and Feed Controls Regulations 2009) to appoint NRLs.

The work of the National Reference Laboratories (NRLs) is guided by the programme of the respective EU Reference Laboratories (EU-RLs). NRLs are designated for the corresponding EU-RL work areas and post EU exit, it is anticipated the engagement with the EU-RL will continue on a Third Country basis, on invitation by the EU-RL. Core functions and duties of the appointed NRLs are based on Article 101 of the EC Regulation 2017/625. The NRL service is an on-going project and this specification requirement covers the following NRL areas:

- Genetically Modified Organisms

The main functions and duties of the NRLs are to provide scientific and technical assistance to the Official Feed and Food Control Laboratories and the Competent Authority and where appropriate liaise and cooperate with relevant international organisations. Other planned activities include:

- participating in workshops and training courses organised by the EU-RL (where possible) or other relevant organisations;
- evaluation and development of new methods;
- participating in inter-laboratory comparison organised by the EU-RL (where possible) or other relevant organisations;
- providing advice and expertise on standardisation of methods at CEN and ISO.

A laboratory appointed as a National Reference Laboratory should comply with the Competent Authority's requirements based on Article 101 and other relevant articles on laboratories in Regulation (EC) 2017/625, for its specific areas of responsibility. The Agency may only designate laboratories as an NRL if they are accredited in accordance with

- EN ISO/IEC 17025:2017 "General requirements for the competence of testing and calibration laboratories";

- EN ISO/IEC 17011:2004 "Conformity assessment - General requirements for accreditation bodies accrediting conformity assessment bodies.

The Specification

The appointed laboratory will carry out:

The Provision of Services For The UK National Reference Laboratories for Genetically Modified Organisms (GMOs)

for the following areas in food:

- Genetically Modified Organisms

Scope of Services to be Provided

Basic duties of the National Reference Laboratories based on Article 101 of Reg. (EU) 2017/625 are:

(a) cooperate internationally in their area of competence (and where possible the relevant EU-RL);

(b) collaborate with international laboratories (where possible with the relevant EU-RL) and participate in training courses and inter-laboratory comparative tests organised by these laboratories;

(c) coordinate, for their area of competence, the activities of official laboratories responsible for the analysis of samples (in accordance with Articles 34 and 37 of Regulation (EU) 2017/625 on official controls performed) to ensure the verification of compliance with feed and food law;

(d) where appropriate, organise comparative tests between the official national laboratories and ensure an appropriate follow-up of such comparative testing;

(e) ensure the dissemination of any information required by the competent authority;

(f) provide scientific and technical assistance to the Competent Authority for the implementation of MANCPs in accordance with Article 109 and of co-ordinated control plans adopted in accordance with Article 112 of Regulation (EU) 2017/625;

(g) where necessary, conduct training courses for the staff of official laboratories;

(h) upon request by the appropriate authority, actively assist in relevant emergency situations and in cases of non-compliance of consignments, by carrying out confirmatory analysis;

(i) be responsible for carrying out other specific duties as required by the competent authority, where appropriate and by prior agreement.

The laboratory will be required to:

(a) be impartial, free from any conflict of interests, and in particular not be in a situation which may, directly or indirectly, affect the impartiality of their professional conduct as regards the exercise of their tasks as national reference laboratories;

(b) have, or have contractual access to, suitably qualified staff with adequate training in analytical, testing and diagnostic techniques in their area of competence, and support staff as appropriate;

(c) possess, or have access to, the infrastructure, equipment and products needed to carry out the tasks assigned to them;

(d) ensure that their staff and any contractually engaged staff have good knowledge of international standards and practices and that the latest developments in research at national and international level are taken into account in their work;

(e) where relevant, validate the reagents and lots of reagents, establish and maintain up-to-date lists of available reference substances and reagents and of manufacturers and suppliers of such substances and reagents;

(f) be equipped with, or have access to, the necessary equipment to perform their tasks in emergency situations; and where appropriate, assist the competent authority in food incidents by carrying out diagnosis and/or testing of samples, when necessary;

(g) where relevant, be equipped to comply with relevant biosecurity standards;

(h) liaise with other FSA appointed NRLs (as and when required);

(i) maintain a list of the accreditation for the relevant OCLs;

(j) have experience of, and be able to operate in accordance with, the relevant sampling and analysis legislation, including maintaining specific UKAS accreditation (or equivalent) for the relevant analytes, and satisfactory performance in proficiency test schemes;

(k) be familiar with the enforcement system in operation in the UK.

The duties of the NRL are grouped according to its core functions as follows:

1. Secretariat services

(a) disseminating information/advice from engagement with international organisations to the FSA, OCLs and other relevant laboratories in a timely and effective manner;

(b) co-ordinating the activities of OCLs and other relevant laboratories in food in relation to the core functions described below;

(c) creating and maintaining an efficient two-way channel of communication with OCLs and relevant laboratories and international organisations, including information on analytical methods and relevant legislation;

(d) providing regular updates to the FSA on NRL activities, and up-to-date information on UK OCLs and other relevant laboratories to the FSA as requested;

(e) creation and maintenance of a dedicated website for communication of the work of the NRL including provision of advice and support to OCLs, information on methods of analyses, SOPs, latest developments and other background information.

2. Advice and representation within the UK and internationally

(a) providing impartial expert advice as requested to the FSA, OCLs and other relevant laboratories on analytical methodology in the context of Official Controls;

(b) representing the UK at relevant international meetings, and working-groups, consulting the FSA on objectives and requirements before each meeting and providing the FSA with an internal report of the meeting within two weeks of each meeting;

(c) participating in activities organised by the international organisations and contributing to the scientific input at international meetings and in manner which supports UK policy based on best available scientific knowledge;

(d) advising the FSA, OCLs and other relevant laboratories on best scientific practice in testing for Official Controls and undertaking activities in consultation with the FSA that facilitate and promote their application in the UK within the policy aims of the FSA;

(e) keeping abreast of and advising the FSA, OCLs and other relevant laboratories of developments for the sampling, testing and detection of genetically modified organisms;

(f) identifying and informing the FSA, OCLs and other relevant laboratories of emerging analytical issues or developments at a national, European or international level and recommending action to address them;

(g) where appropriate, partake and/or keep abreast of standardisation activities (e.g. CEN, ISO, etc.) relevant to the work area.

3. Production of standard operating procedures, codes of practice and guidance documents

(a) contributing to the development of standardised operating procedures, relevant codes of practice and guidance documents for use by OCLs and other relevant laboratories, as requested by the FSA.

4. Compliance assessment via audits and ring trials

(a) ensuring consistency and quality of testing approaches applied by UK OCLs and other relevant laboratories, including advising on corrective action following adverse reports on OCLs from UKAS;

(b) planning proficiency tests for UK OCLs and other relevant laboratories as appropriate (taking into account the number of relevant laboratories), analysing and evaluating the outcome, informing the FSA and OCLs of the results and advising on further action;

(c) coordinating the participation of UK OCLs and other relevant laboratories in international method validation studies and other initiatives, informing the FSA and OCLs of the results and advising on further action;

(d) where relevant, participating in proficiency tests and method validation studies organised by international organisations, informing the FSA of the results and implementing any corrective measures required;

(e) co-ordinating training exercises to promote best laboratory practice in respect of analysis.

5. Co-ordination within the UK of international initiatives

(a) where appropriate, co-ordinating the recommendations of international organisations related to the standardisation of testing methods.

6. Communication of results and data use

(a) the Contractor shall ensure that the FSA receives regular updates of any developments related to the core functions of the NRL;

(b) the Contractor shall notify the FSA immediately by email of any deviations which may affect the cost, specifications and timing of the annual work programme;

(c) the Contractor shall notify the FSA immediately by email of any unusual occurrences resulting from any of the core functions of the NRL;

(d) if requested, the Contractor shall provide interim reports during the annual work programme;

(e) any results or reports arising from the work of the NRL will not be communicated to any external parties without the written permission of the FSA;

(f) the use of the data for presentations and/or papers will not be permitted unless written permission has been sought and given by the FSA;

(g) the Contractor will maintain records for a period of 3 years from the end of the contract;

(h) in other work related to the core functions of the NRL, the specified deadlines agreed between the FSA and the Contractor should be met;

(i) if necessary, at the end of the Contract all information and data gained from, and required for, NRL function over the course of the Contract will be handed over to the FSA. This will include assisting with transfer of archived reference materials;

(j) provide an internal report of meetings with other organisations within 10 working days.

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Status: ORIGINAL

Application form for a project with the Food Standards Agency Financials Template

Applicants should complete each part of this application as fully and as clearly as possible

Brief instructions are given in the boxes at the start of each section.
Some boxes have **blue** text and this indicates that the value is calculated automatically
Some boxes are shaded **red** and these boxes **must** be completed

Guidance notes on completion of fields can be removed from view by pressing the ESC key

Please submit the application through the Agency's electronic Public Procurement System (Bravo) by the deadline detailed on the Bravo system

This form should be completed by the project lead applicant and must include the collated costs for all participating organisations applying for the project work

Please note that once the cost for a project has been agreed by FSA and an agreement signed, no increase in cost for the specified work will be considered

All costs should be exclusive of VAT for the purpose of comparison of tenders.

Tender Reference	FS616029
Tender Title	National Reference Laboratory for Genetically Modified Organisms (GM
Full legal organisation name	LGC Ltd.
Main contact title	[redacted]
Main contact forname	
Main contact surname	
Main contact position	Principal Scientist
Main contact email	[redacted]
Main contact phone	
Will you charge the Agency VAT on this proposal?	Yes
Please state your VAT registration number:	[redacted]

Project Costs Summary Breakdown by Participating Organisations

Please include only the cost to the FSA.

Organisation	VAT Code*	Total (£)
Insert name of Lead Organisation	Please select	[redacted]
Insert name of Organisation 2	Please select	£ -
Insert name of Organisation 3	Please select	£ -
Insert name of Organisation 4	Please select	£ -
Insert name of Organisation 5	Please select	£ -
		£ -
		£ -
		£ -
Total Project Costs (excluding VAT) **		**£ 161,185.61**

* Please indicate zero, exempt or standard rate. VAT charges not identified above will not be paid by the FSA
** The total cost figure should be the same as the total cost shown below and in the Schedule of payments tab.

Project Costs Summary (*Automatically calculated*)

Staff Costs	[redacted]
Overhead Costs	
Consumables and Other Costs	
Travel and Subsistence Costs	
Other Costs - Part 1	**£ -**
Other Costs - Part 2	**£ -**
Other Costs - Part 3	**£ -**
Other Costs - Part 4	**£ -**
Other Costs - Part 5	**£ -**

Total Project Costs	**£**	**161,185.61**

COST OR VOLUME DISCOUNTS - INNOVATION
The Food Standards Agency collaborates with our suppliers to improve efficiency and performance to save the taxpayer money. A tenderer should include in his tender the extent of any discounts or rebates offered against their normal day rates or other costs during each year of the contract. Please provide full details below:
A multi-lot discount for the GMO and Feed Additives NRL positions capitalises upon economies of scale and cost saving opportunities inclusive of combining Tasks 1a/1d, 1e, 6a/6d regarding disseminating advice to OCLs in an appropriate manner, joint NRL webpages covering both positions, and regular updates with the FSA for both contractual positions.

SIGNATURE	[redacted]	
NAME		
DATE	14-Jan-2019	
REVISION DATE		Enter the effective date if this version of the template replaces an earlier version

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Staff Costs Table

*This should reflect details entered in your technical application section 4C.
Please insert as many lines as necessary for the individuals in the project team.
Please note that FSA is willing to accept pay rates based upon average pay costs. You will need to indicate where these have been used.

* Role or Position within the project	Participating Organisation	Daily Rate (£/Day)	* Daily Overhead Rate(£/Day)	Days to be spent on the project by all staff at this grade	**Total Cost (incl. overheads)**
[redacted]					
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
			Total Labour Costs		[redacted]
			* Total Overhead Costs (if not shown above)		

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Consumable/Equipment Costs

Please provide a breakdown of the consumables/equipment items you expect to consume during the project

Item	Quantity	Cost/Item(£)	**Total**
[redacted]			
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**
		£ -	**£ -**

Total Material Costs [redacted]

Please provide, in the table below, estimates of other costs that do not fit within any other cost headings

	Description and justification of the cost	Estimated Cost
1		£ -
2		£ -
3		£ -
4		£ -
5		£ -
	Total Other Costs	**£ -**

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Travel and Subsistence Costs

Please provide a breakdown of the travel and subsistence costs you expect to incur during the project

Purpose of journey or description of subsistence cost	Frequency	Cost each (£)	Total Cost
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -
		£ -	£ -

Total Travel and Subsistence Costs	

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The Pricing Schedule

Please complete a proposed schedule of payments below, **excluding VAT** to be charged by any subcontractors to the project lead applicant. This must add up to the same value as detailed in the Summary of project costs to FSA including participating organisations costs.

Where differing rates of VAT apply against the deliverables please provide details on separate lines.

Please link all deliverables (singly or grouped) to each payment. Please ensure that deliverable numbers are given as well as a brief description e.g. Deliverable 01/02: interim report submitted to the FSA, monthly report, interim report, final report

Payment will be made to the Contractor, as per the schedule of payments upon satisfactory completion of the deliverables.

Proposed Project Start Date	01-Apr-2019	Amount				
Invoice Due Date	Description as to which deliverables this invoice will refer to (*Please include the deliverable ref no(s) as appropriate)*	*Net	** VAT Code	§ Duration from start of project (Weeks)	§ Duration from start of project (Date)	Financial Year
[redacted]						
		£ -				
		£ -				
		£ -				
		£ -				
		£ -				
		£ -				
		£ -				
		£ -				
		£ -				
		£ -				
		£ -				
		£ -				
		£ -				
	Total	**£ 161,185.61**		Totals Agree		

* Please insert the amount to be invoiced net of any VAT for each deliverable
** Please insert the applicable rate of VAT for each deliverable
§The number of weeks after project commencement for the deliverable to be completed

Summary of Payments

Financial Year (Update as applicable in YYYY-YY format)	[redacted]	Total
Total Amount		**£ 161,185.61**