

Our Ref: PNM/ENVWLB00375R

Your Ref:

Date: 08 December 2022

Dear Sir or Madam,

**Contract Ref: ENVWLB00375R**

**Contract Title: Lines of Evidence and Developing Good Practices to Assess the Effectiveness of PFAS Remediation Technologies**

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

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

Your response should be returned to the following email address by midday 23 December 2022 – please include “RFQ PFAS Lines of Evidence Approach” within the subject title.

Email [petroula.mantzou@environment-agency.gov.uk](mailto:petroula.mantzou@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

Petroula Mantzou

Senior Technical Advisor - Groundwater (Emerging Chemicals & PFAS)

E-mail: [petroula.mantzou@environment-agency.gov.uk](mailto:petroula.mantzou@environment-agency.gov.uk)

Mobile: 07810754163

**The Environment Agency**, Bromholme Lane, Brampton, Huntingdon, Cambridgeshire PE28 4NE

# Request for Quotation

**Ref: ENVWLB00375R**

**Title: Lines of Evidence and Developing Good Practices to Assess the Effectiveness of PFAS Remediation Technologies**

## 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, considering the whole life cost of our procurement decisions. We promote diversity and equality and treat all 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 Kirsten Johnstone, Environment and Business Directorate, Senior Technical Advisor – Groundwater Quality

Project Manager Petroula Mantzou, Environment and Business Directorate, Senior Technical Advisor – Groundwater (Emerging Chemicals & PFAS)

Contract Manager Petroula Mantzou, Environment and Business Directorate, Senior Technical Advisor – Groundwater (Emerging Chemicals & PFAS)

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

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

This contract shall be managed on behalf of the Agency byPetroula Mantzou.

### Contact Details and Timeline

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

Contact details are:

Email [petroula.mantzou@environment-agency.gov.uk](mailto:petroula.mantzou@environment-agency.gov.uk)

Mob: 07810754163

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

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Supplier responses for Request for Quote | 23 December 2022 |
| Evaluation of Request for Quote submissions | w/c 03 January 2022 |
| Award of contract | w/c 09 January 2023 |
| Project/Contract end date | 31 March 2023 |

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

## Section 3

### Evaluation Criteria

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

* Price – 40%
* Quality – 60%

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

|  |  |
| --- | --- |
| Quality Criteria | *Weighting* |
| Methodology (inc. programme and risk) | 25 |
| Programme of Work to deliver tasks | 10 |
| Skills and experience in hydrogeology, contaminated land assessment, remediation, and environmental compliance (inc. knowledge on PFAS) | 25 |
| Previous Experience of remediation treatment research and performance evaluation work (inc. final reporting) | 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 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 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 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:

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

Within the submission you will need to include:

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

## Section 5

### Project Specification

# Background to Requirement

Polyfluoroalkyl and perfluoroalkyl substances (PFAS) are a broad group of synthetic fluorinated organic chemicals which are extremely persistent in the environment. They are a group of more than 4,700 man-made chemicals (OECD, 2018), the two most well-studied of which are perfluorooctanoic acid (PFOA) and perfluorooctane sulfonic acid (PFOS). Characterised as “forever chemicals” due to their persistent nature with some being bio-accumulative and toxic, and/or highly mobile, they are shown to becontaminating soil, groundwater and surface waters and pose a risk to human health. These chemicals are causing a global pollution problem - and the nature and scale of the problem in the UK is only now being fully realised.

The need for viable treatment solutions to manage PFAS chemicals\* in groundwater is growing substantially due to increased public and media attention to PFAS as an emerging contaminant and is becoming more essential as regulations across the globe continue to evolve and strategies developed to manage PFAS chemicals in the UK. The project will help close the evidence gap which is currently affecting regulation and environmental performance. Project work delivery forms part of our coordinated programme of work to develop our approach to managing the risk from PFAS chemicals. Final product and developed tools will produce outputs in a format that can provide internal and external guidance for both practitioners and our operational teams.

This project also aligns with our long-term strategic direction for groundwater as part of our fiver-year action plan (EA 2025) commitments which ties in with the Government’s 25 Year Environment Plan. The plan sets out 3 long term goals:

* A nation resilient to climate change
* **Healthy air, land and water**
* Green growth and a sustainable future

\*When this document refers to PFAS chemicals, we mean the PFAS family of chemicals and other associated synthetic chemicals that possess similar properties and present similar risks to health and the wider environment.

# Project Stages

The project is divided into two stages:

**Stage 1** of this project is to initially outline its structure and design, undertake a literature review which will include research on similar international projects, and develop lines of evidence for evaluating treatment mechanisms, technology performance and effectiveness of available technologies based on current state of knowledge.

**Stage 2** of this project is to develop tools which will assist through set criteria in decision making and identifying gaps and uncertainties which require further research. Developing good practice will be captured and promoted, and limitations highlighted to allow for research and technological performance improvement. The final product and developed tools should be in the form of a guidance with a structure that can be kept live and up to date.

Note: Sustainable and financially feasible treatment options are appraised through cost benefit analysis as part of UK sustainable remediation frameworks. Therefore, as part of the performance evaluation criteria consideration should also be given to the projected costs and carbon footprint of each treatment technology (carbon emissions throughout each remedial process). For the latter, businesses are now required to demonstrate efforts towards sustainability and their journey to Net Zero in response to climate change.

It is recognised that time and budgets may mean that Stage 2 cannot be completed by March 2023 in the current contract. It is hoped that at least scoping work can be done so that any remaining tasks can be costed for a future phase of work.

The project approach and outcomes must be consistent with the following project dependencies:

* Any tools developed must be compatible with current and planned Environment Agency computer systems and software.
* The tools developed should be made as future-proof as possible, taking account the different data formats and systems involved.

# Aims and Specific Objectives/Deliverables

**Environment Agency Point of Contact**

Petroula Mantzou

Senior Technical Advisor, Groundwater (Emerging Chemicals & PFAS)

Environment Agency

Email: [petroula.mantzou@environment-agency.gov.uk](mailto:petroula.mantzou@environment-agency.gov.uk)

Mob: 07810754163

**Project Aims**

* Allow comparison of the effectiveness of different remedial technologies and highlight limitations and areas of uncertainty.
* Identify the most effective technologies to characterize, treat, and manage PFAS-impacted sites.
* Encourage investment in improving or introducing new innovative and sustainable technologies with long-term performance secured.
* Build confidence in current novel treatment technologies which are evaluated in sustainability option appraisals for groundwater treatment to meet planning or Environmental Permitting (England and Wales) Regulations 2016 objectives.
* Align to other international practices.

**Stage 1**

**Task 1 – Project Management and Start Up Meeting**

**Task Purpose and Description**

Project commencement to confirm the scope and expectations for each Task delivery.

EA to discuss background to the project and the overarching aims and objectives. The consultant will then present their scope of works and their understanding of the commission as well as additional thoughts for project enhancement. Detailed discussion and critical evaluation of the approach will help refine and enhance the scope for this project.

To undertake project management ensuring delivery to time, cost, and quality. 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)
* monthly email progress reporting and financial reporting

**Task Products:**

* Consultant to provide summary notes and agreed actions from meetings.
* Consultant to summarise financial progress monthly and submit monthly invoices.

**Deliverable: A refined specification to include all comments and suggestions from the start-up workshop**

**Task 2 – Literature Review/Research on Similar International Projects**

**Task Purpose and Description**

The purpose of this task is following a wider literature review to gather information and look at current available treatment technologies within the UK (and internationally) for PFAS remediation and developing lines of evidence for evaluating their performance and degree of effectiveness in reducing, eliminating, or destroying PFAS chemicals and their longevity based on current state of knowledge. Research into similar international projects will ensure approaches are aligned with global studies and outcomes used to steer/inform this project. Consideration should be given by the consultant to the technology’s stage of research (lab studies, site pilot and full-scale trials) and comparison to UK environment, should technology used abroad be adopted.

**Task Products:**

* Consultant to briefly describe approach and developed lines of evidence in draft written format and share this information with the project team for their consideration.
* Project Manager to send comments and further discuss via a meeting with the consultant.
* Consultant to produce a final draft and project team to confirm it is within scope and complete before moving on to the next task.

**Deliverable: Comprehensive literature review and development of lines of evidence**

**Stage 2**

**Task 3 – Develop Tools and Identify Good Practice**

**Task Purpose**

The purpose of this task is for the consultant to develop tools with set criteria which will aid decision making on identifying most effective treatment technologies and highlighting gaps and uncertainties which require further research. These will also allow to build confidence in currently proposed novel treatment technologies, some of which are already being commissioned across the UK. As part of this task, the consultant will also capture developing good practices for assessing the effectiveness of technologies for PFAS remediation.

**Task Products:**

* Consultant to develop and share with the Project Manager for their consideration developed tools, accessible by the EA, and developing good practice in draft written format.
* Project Manager to send comments and further discuss via a meeting with the consultant.
* Consultant to produce a final draft and project team to confirm it is within scope and complete before moving on to the next task.

**Deliverable: Develop decision tools and capture good practice**

**Task 4 – Production and Review of Guidance**

**Task Purpose**

To compile all work into a single draft document in a format that can provide internal and external guidance for both practitioners and our operational teams. This task will also allow the Agency an opportunity to make comments and suggestions before the final product.

**Task Description**

The consultant should provide the project team with a working version of the guidance and hold a meeting to present the approach and outputs. The meeting is expected to be a short (up to 2 hours) online meeting.

The draft project guidance will be reviewed by the EA project team and those operational teams who will ultimately be using this guide for PFAS treatment technology evaluation and regulation.

Feedback will be provided to the consultants for them to produce a final version.

As this area of work is still developing, it is acknowledged that the resulting guidance cannot be fully comprehensive and answer all questions. The guide should clearly identify where information is unavailable, information is inconclusive or where assumptions have been made. It is acceptable to highlight key questions and knowledge gaps, and to point the reader to other information sources.

The guide should be well structured, clear and easy for the reader to understand. Innovative options to assist the reader such as a quick reference supplement, flow-charts, decision trees etc should be considered.

**Task Products:**

* Consultant to provide Project Manager with a working version of the guidance.
* Consultant to present approach and outcomes through an online meeting.
* Project Manager to share comments and further suggestions to the consultant.
* Consultant to include feedback when producing final version.

**Deliverable: Draft and Finalised project guidance**

**Task 5 – Recommendations for a Further Iteration of the Project Guidance**

**Task Purpose and Description**

As a live document and an ever-expanding field of study, to provide recommendations for further phases of work in relation to ongoing development, refinement and enhancement of the project guidance.

**Task Products:**

* Consultant to provide recommendations to Project Manager through a 1-hour online meeting.

**Deliverable: Recommendations for a Further Iteration of the Project Guidance**

### 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.

The whole project must be completed by 31 March 2023.

### Skills of Personnel Required

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

* Expertise in hydrogeology, remediation, and environmental compliance
* Experience in project management, undertaking research and methods development
* Understanding PFAS chemicals and environmental impacts
* Demonstrates innovation and creative approaches
* Excellent communication skills (written and verbal)
* Collaborative working and sharing of knowledge

## Section 6

### Contract Management

This contract shall be managed on behalf of the Agency by Petroula Mantzou

Email [petroula.mantzou@environment-agency.gov.uk](mailto:petroula.mantzou@environment-agency.gov.uk)

Mob: 07810754163

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

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

Invoices will be monthly based on work completed.

Before the invoice is issued, a fee note must be emailed in advance to the contract manager for approval. All invoices must quote the purchase order number to allow it 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)

Please detail your task costs in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Proposal (To be completed by Supplier)** | | | |
| **Staff Name** | **Daily Rate** | **No of Days** | **Cost** |
| **Task 1 – Project Management and Start Up Meeting** | | | |
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|  |  |  |  |
| **Subtotal for Task 1** | |  |  |
| **Task 2 – Literature Review/Research on Similar International Projects** | | | |
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|  |  |  |  |
| **Subtotal for Task 2** | |  |  |
| **Task 3 – Develop Tools and Identify Good Practice** | | | |
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| **Subtotal for Task 3** | |  |  |
| **Task 4 – Production and Review of Guidance** | | | |
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| **Subtotal for Task 4** | |  |  |
| **Task 5 – Recommendations for a Further Iteration of the Project Guidance** | | | |
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| **Subtotal for Task 5** | |  |  |
| **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** |  |
| **Task 2 – Literature Review/Research on Similar International Projects** |  |
|  |  |
|  |  |
| **Subtotal for Task 2** |  |
| **Task 3 – Develop Tools and Identify Good Practice** |  |
|  |  |
|  |  |
| **Subtotal for Task 3** |  |
| **Task 4 – Production and Review of Guidance** |  |
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|  |  |
| **Subtotal for Task 4** |  |
| **Task 5 – Recommendations for a Further Iteration of the Project Guidance** |  |
|  |  |
|  |  |
| **Subtotal for Task 5** |  |
| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_