

Our Ref: ENVBBPDM20196B01R RFQ

Your Ref:

Date: 17/06/2019

Dear Sir/Madam

**Contract Ref: ENVBBPDM20196B01R**

**Contract Title: Environmental Measurement Data Standards**

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 16:00 Wednesday 10th July 2019.

antony.morley@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

Antony Morley

Title: Data Standards Officer

E-mail: antony.morley@environment-agency.gov.uk

Telephone: 07785233624

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

**Request for Quotation**

**Ref: ENVBBPDM20196B01R RFQ**

**Title: Environmental Measurement Data Standards**

**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 Data Standards Team sits within the Data and Systems Team in the Flood and Coastal Risk Management directorate of the Environment Agency but have a national remit.

The key aim of the team is to improve the consistency and interoperability of our data by defining and implement priority data standards.

## 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 31/01/2020. 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 shall apply to this contract.

This contract shall be managed on behalf of the Agency by **Antony Morley**

**Email:** antony.morley@environment-agency.gov.uk

**Tel:** 07785233624

## Contact Details and Timeline

Antony Morley 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.

datastandardsteam@environment-agency.gov.uk

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

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Supplier responses for Request for Quote | 16:00 Wednesday 10th July 2019 |
| Evaluation of Request for Quote submissions | 17th July 2019 |
| Award of contract | 24th July 2019 |
| Start of contract | 2nd September 2019 |
| Project/Contract end date | 31st January 2020 |

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 – 60%
* Quality – 40%

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

|  |  |  |
| --- | --- | --- |
| **Quality Sub-Criteria Weightings** | | |
| **Methodology including approach and innovation** | **Mandatory** | **40** |
| **Technical Staff - including skills and experience** | **30** |
| **Project Management** | **20** |
| **Skills transition and knowledge transfer** | **10** |
| ***Confidentiality****(Confidentiality Agreement required)* | **Optional** | **Pass/Fail** |

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:

* 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).

Please also include information on the following:

* 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**

**Specification**

# Background to the Requirement

The Data Standards Team, part of Data and Systems in the Flood and Coastal Risk Management Directorate of the Environment Agency, are responsible for creating and making available data standards that are of use across the Environment Agency’s data.

Our data is essential for making sound business and environmental decisions, and so that we can target our resources correctly. Increasingly, we need to be able to join up data from across our diverse business to be able to make these decisions. We spend a large amount of resources collecting and using our data, and should not spend additional resources correcting or collecting it twice.

Our data is increasingly being made available externally, whether this is through open data, or to meet legislation, government initiatives (data.gov.uk) or work with partner organisations and the public.  This increases exposure to our data which, if the data is poor quality, negatively affects our reputation and compromises our chances of further investment.

We have identified data standards as an important tool to help us improve the quality, consistency and interoperability of our data holdings. Across Government, there is also a move to encourage the use of standard names and terms. Government Digital Service (GDS) has created a Register of Registers to ensure consistency across Government using agreed lists of terms for widely used data such as Country Names, and is encouraging the creation and re-use of these registers by, and across Government Departments.

Our current implementation of data standards across our business is fragmented and inconsistent. We have historically defined our reference data in each individual application, and defined it inconsistently. We have therefore started to define and publish nationally consistent data standards and controlled lists for implementation across the business. However, during this process, we have identified a number of instances where the controlled lists and standards cannot be successfully specified without first defining a consistent data model.

We have developed a logical data model for what we measure in the environment. This brings consistency and agreement to the entities, definitions and relationships of our measurement data and we have begun creating controlled lists of terms for the Chemical Parameters and Units of Measure as defined in the logical data model, to drive consistency of measurement data at an attribute level. We now need to continue developing the controlled lists for other Parameters and parts of the data model.

The data model and subsequent controlled list data standards will benefit all of the business functions that capture data about what we measure in the environment, which includes many of our core systems and services including; water quality, water management, hydrometry, waste and permitting, ecology and incident management. The controlled lists will be used in public facing digital services, published data and internal systems.

# Specific Objectives/Deliverables

This work will deliver controlled lists/data standards for Physical and Biological Parameters and identify controlled lists for Qualifiers, and these may result in some minor improvements to related parts of the logical data model. The model is the result of extensive work across our current applications that hold measurement data, and has been reviewed by our business. It has succeeded in defining the entities, definitions and relationships of our environmental measurement data, but does not define attributes for the entities. The next step in standardising our measurement data is to understand the names used for parameters by analysing key environmental measurement datasets. This will enable us to define the controlled lists and standards for the remaining Parameter types. The outcome of this work is to;

1. Develop controlled lists of terms for Physical Parameters and refine the sub-type definition as required
2. Develop controlled lists/specifications of terms for Biological Parameters and refine the sub-type definition as required
3. Identify potential proxy parameters (i.e. parameters that are not Biological, Chemical or Physical Parameters) and refine the definition of this sub-type
4. Identify consistent Qualifiers for what we measure in the environment
5. Suggest/confirm improvements to the data model for related entities, definitions and relationships based on evidential analysis of our data, and make the required updates to the data model

We anticipate that this will involve the tasks and activities outlined below.

**Tasks**

1. From 11 datasets covering:
   1. Biology
   2. Ecology
   3. Fisheries
   4. Environmental Toxicology
   5. Water Quality
   6. Groundwater
   7. Hydrometry
   8. Pollution and Emissions
   9. Landfill

Identify the range of terms within the ‘Physical’ and ‘Biological’ sub-types of the ‘Parameter’ entity, the frequency of use of those terms, and the possible synonyms. Identify any ‘Proxy Parameters’. Identify the extent of common ‘Qualifier’ terms across data sets. Using these identified terms, identify appropriate approaches to controlled lists/specifications, for the purpose of defining specific logical groupings of terms and prioritising their development. There may need to be some engagement with key stakeholders to establish the distinction between potential controlled lists and appropriate sources for external data such as species lists.

1. Develop controlled lists/specifications for ‘Physical Parameters’, ‘Biological Parameters’ and ‘Qualifiers’ (there may be multiple controlled lists/specifications for each parameter, as defined in task 1.). The terms and their relationships to domains, aliases and other relevant controlled lists will be captured in an existing Microsoft Access Database developed for the purpose of capturing Environmental Measurement terms and relationships.
2. Gain agreement for these lists from key stakeholders across the business, such that the lists/specifications contain all relevant terms from the datasets and they are in a position to be technically reviewed by key stakeholders.
3. Using identified ‘Proxy Parameters’ from Task 1, decide if these genuinely require their own list/s, or can instead be accommodated in already developed parameter lists/specifications.
4. Identify required improvements to logical data model, seek approval for changes and make the updates to the logical data model.

**Definition of terms for this project**

|  |  |
| --- | --- |
| **Term** | **Definition for purpose of this project** |
| Environmental Measurement Logical Data Model | Logical representation of the raw data captured into our systems about what we measure in the environment. Including the things (entities) we capture, our agreed definitions of those things and relationships between the things. |
| Data Standard | The rules by which data are described and recorded.  In order to share, exchange, and understand data, we must standardize the format as well as the meaning. |
| Controlled List | One of three types of Data Standard. A Controlled List is a set of allowed values and descriptions. Typically implemented as a drop-down menu or pick list in an application or database. |
| Specification | One of three types of Data Standard. A Data Specification is an instructional Data Standard that details how data is to be captured, formatted, stored, used and transferred.  Data Specifications can be shared and used across many sub-business areas (e.g. location, addressing, date/time, identifiers etc.), or they can apply at a local level only (e.g. an Operational Instruction for data entry into a particular system). |
| Stakeholder | A technical expert or data custodian for domain specific data, datasets or systems of Environmental Measurement data. They will typically advise, comment, review and approve data standards and data models relating to Environmental Measurement |
| Project Team | Environment Agency Data Standards Team and procured Service Suppliers, as defined contractually, working together according to project plans until Service supplier contract end. |
| Parameter | A Parameter is one characteristic of a Feature that can be quantified by a Measurement. |
| Biological Parameter | A Biological Parameter is derived from a living thing e.g. Animal or Plant |
| Chemical Parameter | A Chemical Parameter is a distinct element, compound or group of chemicals |
| Physical Parameter | A Physical Parameter is a Parameter that is concerned with matter and energy or is perceptible to the senses e.g. smell, noise, texture, size, shape, mass, etc |
| Proxy Parameter | A proxy parameter acts as an indicator for the effects of one or more substances on the environment. |
| Units of Measure | A Unit qualifies a Result of a Measurement of a Parameter. |
| Qualifier | A Qualifier provides additional information to determine confidence in results and any mitigating information around the precision or degree of error or what could affect the precision of the result related to the measurement or sample. |

**Working arrangements**

The project will require meetings with Environment Agency (EA) staff and travel to appropriate EA offices. The Environment Agency Data and Systems (D&S) function is largely based in Horizon House, Bristol, including the Data Standards National Lead. The custodians are senior managers based across our EA offices. There may also be a requirement to hold meetings with Defra colleagues.

There is no provision for the contractor to work from an EA office on a daily basis. There is also no provision for the storage or processing of data for data profiling or access to our business systems for direct access to data.

Regular review and validation of method and deliverables will be required with EA Data Standards Team.

**Information Supplied and Formats of Deliverables**

The supplier will be provided with copies of;

* Logical Data Model – Sparx EA and MS Word
* Conceptual Data Model – Erwin and PDF
* Environmental Measurement Data Model Documentation – MS Word
* All previously gathered requirements from stakeholders including consultation feedback – MS Word, Excel and PowerPoint.
* Reports for data with terms already identfied – MS Excel and Word
* Datasets for identifying terms - .csv or .xls format
* Data Standard Specification Template – MS Word
* Database of Environmental Measurement terms and relationships – MS Access
* Database User Guide – MS Word
* Identified Qualifier terms/names from datasets - .xls

The Logical Data Model of Environmental Measurement is specifically about ‘what’ we measure in the environment. Previous work has developed this logical data model, and we have also developed a conceptual data model for the Environment Agency. The conceptual model was only intended to provide a context of how the Logical Data Model of Environmental Measurement fits into the EA from a data perspective.

The logical data model is in Sparx EA format. The Data Standards Team have read only versions of the software at present and are unable to make updates to the data model files. We request the deliverable of the updated logical data model be sent to us in Sparx EA format and related documentation about the data model in Microsoft Word format. Typically we will share the data model to stakeholders in a more user friendly format such as .pdf or .ppt. We don’t expect many changes to the data model as part of this project or in the future – its purpose is to be logical data model of the things we need to capture data about to measure the environment and not what we currently capture.

The existing data model, previous investigations, stakeholder notes, data profiling reports, and all available data and data flow maps will be provided under licence as part of the contract. Datasets will most likely be provided in .csv or .xls format.

The controlled lists will be developed in the MS Access database provided, however any stakeholder review of controlled lists will use extracts from the database in Excel format. The Specifications will use our Data Standard Specification Template in MS Word format. Documents explaining the development of the controlled lists and specifications will be created in MS Word format. The purpose of these is to ensure an audit trail of decision making and sources of terms to ensure accuracy and consistency.

Knowledge transfer will likely take place in 2 forms – regular catch-ups (fortnightly) and progress reports, and in documentation (of technical decision making and development of data manipulation/integration approaches, controlled lists/specifications, data model updates and stakeholder engagement), although other opportunities for knowledge transfer should be taken when they arise.

### Timescales/Deadlines

|  |  |  |  |
| --- | --- | --- | --- |
| **Task No.** | **Deliverable** | **Responsible party** | **Date of completion, end:** |
| **N/A** | **Agenda of Start Up Meeting with map travel/information, if necessary** | **Environment Agency Project Manager** | **2 weeks before date of meeting** |
| **N/A** | **Data/file sharing capability between EA and Contractor** | **Contactor** | **1 week before date of meeting** |
| **N/A** | **Supply previous investigations, data profiling reports, data model. database and supporting information** | **Environment Agency Project Manager** | **1 week before date of meeting** |
| **N/A** | **Minutes of Start Up Meeting** | **Environment Agency Project Manager** | **Within 1 week of the meeting** |
| **N/A** | **Programme/project plan to deliver the logical model** | **Contractor** | **Within 2 weeks of the meeting** |
| **1** | **All 11 datasets have been used to identify the range of terms for controlled list/specifications** | **Contractor** | **6 weeks after project start** |
| **2** | **Identified controlled lists and specifications for Biological and Physical Parameters and Qualifiers** | **Contractor** | **7 weeks after project start** |
| **3** | **Identified controlled lists and specifications agreed and prioritised for development** | **Environment Agency** | **8 weeks after project start** |
| **4** | **All identified controlled lists and specifications drafted/developed in MS Word or in MS Access db as appropriate** | **Contractor** | **14 weeks after project start** |
| **5** | **Stakeholder acceptance of controlled lists/specifications include all required terms, relationships suitable for full technical review** | **Contractor** | **18 weeks after project start** |
| **6** | **Proxy Parameters have been identified and project team has agreed if they are a genuine sub-type of parameter, or are included in other Parameter controlled lists** | **Contractor** | **20 weeks after project start** |
| **7** | **Logical Data Model is updated based on project team agreed improvements identified from data profiling and controlled list development** | **Contractor** | **22 weeks after project start** |
| **8** | **Final deliverables are supplied to EA project team** | **Contractor** | **Project close** |
| **N/A** | **Regular updates of progress against plan** | **Contractor** | **Fortnightly** |
| **N/A** | **Record of engagement with staff, and any actions/discussion** | **Contractor** | **TBC, will need regular update** |
| **N/A** | **Project closure meeting** | **Environment Agency Project Manager/Contractor** | **1 week prior to end of project** |

### Skills of Personnel Required

1. Experience in developing data standards – business analysis of uses of data to create data specifications and controlled lists of terms with business-wide acceptance for common use
2. Data profiling of large datasets. In this instance identifying the range, frequency and synonyms of terms present in datasets
3. Well-developed understanding of data models and their application
4. Experience in analysing and developing logical data models
5. Report writing
6. Project management
7. Effective communication to a variety of technical and non-technical audiences including meetings, workshops and documentation

**Section 6**

**Contract Management**

This contract shall be managed on behalf of the Agency by **Antony Morley, Data Standards Officer (antony.morley@environment-agency.gov.uk)**

A project plan, including key milestones and dates, will be agreed between the Contract Manager and supplier.

Regular progress updates will be provided, by the supplier, to the Contract Manager, via email or telephone.

Regular phone calls will be set up to discuss progress, risks and issues – the frequency of these will be agreed with the supplier upon award of the contract.

An initial project start-up meeting will be arranged by the Contract Manager. This will be used to discuss the tasks, in detail, any risks or things to be aware of, expected deadlines for completion, meeting frequency, logistics and how the supplier should claim for expenses, etc.

A Data Use Licence will be issued by Environment Agency for supplier use of data, files and documents provided by Environment Agency to conduct this service.

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

It is preferred that suppliers invoice monthly.

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)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title/Grade** | **Day Rate** | **No of Days** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  | £ |  |

Please detail your task costs in the table below.

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

**Other costs**

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

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

**Discounts, rebates and reductions**

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

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

**Total Overall Cost**

Please detail the total fixed cost for the project

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

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

1. Travel by rail: standard class should be used at all times
2. Travel by car: 45 pence/mile

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

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

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

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

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

**APPENDIX B - PRIOR RIGHTS SCHEDULE**

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

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

Held by the Environment Agency

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

Held by the Contractor

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

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

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

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

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_