



Department  
for Environment  
Food & Rural Affairs

# Bidder Pack

## Procurement Specific Requirements

### Reducing Noise from Offshore Wind Piling: A Pilot

**Tender Reference C27437**

**December 2024**

Version Date: October 2024

# Contents

Section 1: The Invitation .....	3
The Opportunity .....	<b>Error! Bookmark not defined.</b>
Timetable .....	<b>Error! Bookmark not defined.</b>
Section 2: The Specification of Requirements .....	7
The Authority's Priorities .....	7
Scope .....	7
Overview of Requirement.....	7
Accessibility.....	24
Anonymised recruitment.....	26
Section 3: Terms and Conditions of Contract .....	26
Conditions applying to the ITT.....	26
Acceptance of Tenders .....	27
Costs .....	27
Mandatory Requirements .....	27
Clarifications.....	27
Amendments .....	27
Section 4: Evaluation Methodology.....	27
Scoring Criteria .....	31
Technical/Quality Evaluation Criteria Including Sustainability and Social Value (70%) .....	31
Commercial/Price Evaluation Questions (30%) .....	37
Evaluation .....	38
Section 5: Appendices .....	41
1.    Definitions .....	41

# Section 1: The Invitation

This procurement is being carried out by Defra group Commercial in accordance with the Open Procedure as set out in the Public Contract Regulations 2015 (PCR) on behalf of Core Defra.

The Bidder Pack comes in **two** parts:

The **first part, The Core Requirements**, provides details of the General Requirements, Government Transparency Agenda and Government Priorities.

The **second part, The Procurement Specific Requirements**, provides details of the Specification Requirements, Terms and Conditions of Contract, Evaluation Methodology, Procurement Timetable and Definitions.

The tendering process seeks to determine the Most Economically Advantageous Tender (MEAT). The Authority will evaluate the Tenders using the tender evaluation criteria and weightings listed in Section 4, Evaluation Methodology.

## Introduction to Defra

### About us

We are responsible for improving and protecting the environment. We aim to grow a green economy and sustain thriving rural communities. We also support our world-leading food, farming and fishing industries.

Further information on our responsibilities and how we are structured can be found on our website.

[Department for Environment, Food & Rural Affairs - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

### Priority outcomes

- Improve the environment through cleaner air and water, minimised waste, and thriving plant and terrestrial and marine wildlife
- Reduce greenhouse gas emissions and increase carbon storage in the agricultural, waste, peat and tree planting sectors to help deliver net zero
- Reduce the likelihood and impact of flooding and coastal erosion on people, businesses, communities and the environment
- Increase the sustainability, productivity and resilience of the agriculture, fishing, food and drink sectors, enhance biosecurity at the border and raise animal welfare standards
- One of the Secretary of State's (SoS) priorities is also to ensure for nature's recovery

Read our [Outcome Delivery Plan](#) to find out more about how we will deliver our outcomes and measure success.

## What do we need from our suppliers?

How you prepare and present your tender proposal can be a crucial factor in securing a contract. You should:

- Read the invitation to tender (ITT) properly – understand fully what is being asked of you
- Respond in the required format – follow the layout requested, keep to the order for documents if one is given, send it to the person named and get the address right
- Give full answers – this is your only chance, so give solutions and answer the whole question, but be concise
- Be upfront – our ITT will be as honest about the requirement as possible
- Plan ahead to ensure you meet the deadline

## Sustainable procurement

Defra is committed to procuring sustainably in accordance with the following policy statements and commitments:

[Defra's sustainable procurement policy statement](#)

[Defra's ethical procurement policy statement](#)

[Greening government commitments](#)

To support its aims Defra seeks to minimise its own environmental impact. We aim to incorporate sustainable development into our thinking and our actions.

## Government sustainability requirements

Suppliers should consider social, economic and environmental aspects of sustainability with reference to the standards listed below.

The government's commitments for 2010 to 2015 to reduce greenhouse gas emissions, reduce waste, reduce water usage and procure more sustainably are set out in [Greening Government Commitments: Operations and Procurement](#)

The minimum level [government buying standards](#) are mandatory in central government. There are also voluntary, higher level best practice and class leader standards:

Defra is working to align the government buying standards with the EU's [Green Public Procurement \(GPP\) standards](#) so that they are at least as good, if not better.

These budgets set the course for achieving the government's 2050 [target of an 80% reduction in carbon emissions by 2050](#)

This scheme operates a 'cap and trade' mechanism, providing a financial incentive to reduce energy use in large organisations by putting a price on carbon emissions. In CRC,

organisations buy allowances equal to their annual emissions: [CRC Energy Efficiency Scheme](#)

The EU's [Energy Performance of Buildings Directive](#) requires energy certificates for buildings on construction, sale and lease and large public sector buildings to display energy certificates to the public.

The [Building Research Establishment's Environmental Assessment Method \(BREEAM\)](#) measures best practice in environmental design and management. Public sector bodies must achieve a rating of 'excellent' in new builds and at least 'very good' in major refurbishments.

## Further information

For further information and to see our commitments to Diversity & Equality, please visit:

Diversity and Equality: <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: <http://www.gov.uk/browse/business/waste-environment>

Environmental Regulations: <http://www.gov.uk/browse/business/waste-environment/environmental-regulations>

## Procurement Tender Process

The procurement tender timetable below is subject to change from time to time as notified by the Authority. All Tenderers will be informed via the Authority's e-Sourcing System.

Activity Ref	Activity Title	Date (Time)	
1	Opportunity Notice published in Find a Tender System / Contracts Finder and Bidder Pack released	13/12/2024	
2	Deadline for clarification questions	06/01/2025	
3	Deadline for Responses	Date	Time
		13/01/2025	12:00
4	Evaluation of Tender	Start:	End:
		13/01/2025	20/01/2025
5	Contract award notification	27/01/2025	
	Mandatory standstill period	Start:	End:
		27/01/2025	06/02/2025
6	Contract Award	07/02/2025	

Activity Ref	Activity Title	Date (Time)
7	Contract Start Date	08/02/2025
8	Service commencement date	08/02/2025

All timescales are set using a 24-hour clock and when referring to “days” it means calendar days unless otherwise specified (for example, working days).

## Variant Tenders

The Authority shall not accept variant Tenders.

For the avoidance of doubt, if the Authority has reserved a right to waive a requirement in this Bidder Pack and chooses to exercise such discretion, the Tender will not be considered a variant Tender.

## Abnormally Low Tenders or Pricing Anomalies

If the Authority considers your Tender to appear abnormally low, an initial assessment will be undertaken using a comparative analysis of the pricing proposals received from all Tenderers [and the Authority’s valuation of the procurement]. If that assessment indicates that your Tender is abnormally low the Authority will request a written explanation of your Tender, or of those parts of your Tender which the Authority considers contribute to your Tender being abnormally low. The Authority reserves the right to reject your Tender if the response does not satisfactorily account for the low level of price or costs proposed.

The assessment of abnormally low tenders will be undertaken strictly in accordance with Regulation 69 of the Public Contracts Regulations 2015, which outlines how abnormally low tenders must be assessed and the circumstances in which the contracting authority can reject the tender.

## Pricing Anomalies

If in the opinion of the Authority your Tender contains any pricing anomalies (for example apparent discrepancies between the financial submission and other parts of your response) the Authority may seek clarification. If the clarification response indicates that the pricing anomaly was the result of a clear and obvious error, in the interest of fairness the resulting change will be taken into consideration. If the clarification response results in a change to the initial tendered Commercial Response and price, it will not be taken into account.

# Section 2: The Specification of Requirements

## The Authority's Priorities

Through the Environment Act, the Authority has targets to restore at least 70% of protected features in relevant Marine Protected Areas (MPAs) to a favourable condition by 2042, with the rest in a recovering condition. As part of the Marine Strategy Regulations, the Authority is required to take the necessary measures to achieve or maintain Good Environmental Status (GES). This includes achieving GES for underwater noise by reducing both impulsive and continuous noise to levels that do not adversely affect populations of marine animals.

## Scope

The Authority's priorities include ensuring nature's recovery, along with cleaning up rivers, lakes and seas, creating a roadmap to move Britain to a zero-waste economy, to boost food security, to ensure nature's recovery and to protect communities from the danger of flooding. The UK government has ambitions to radically increase renewables deployment to deliver our Clean Power by 2030 Mission whilst effectively supporting thriving marine and coastal ecosystems.

Appendix 3 sets out the Specification of Requirements.

### Division of the Contract into Lots

This procurement requirement is not divided into Lots because this is for the award of a single contract.

The Authority intends to award a Contract to the most economically advantageous tender (in accordance with Section 4: Evaluation Methodology).

## Overview of Requirement

### Introduction

Underwater noise is increasing in the marine environment. A key area of concern is impulsive noise which can be generated from a range of activities including piling during the installation of offshore wind turbine foundations. Without mitigation, mid-frequency sound, such as from impact piling, has been shown to cause permanent hearing loss, tissue damage and lethal injury to marine mammals. The sound can also result in disturbance effects, such as disruption of foraging and potential impacts to breeding, communication and navigation. This can be potentially more harmful at the population level as it can impact a larger number of marine mammals. Fish have also been shown to have lethal and sub-lethal effects from impulsive sounds. It is thought that piling can also cause physiological impacts to eggs and larvae as these life stages contain air sacs. Other impacts such as poor body condition post

hatching could occur, in addition to behavioural impacts that can affect the population level. For example, if piling activity is to take place close to a known spawning bed or ground for herring during the key spawning period, the behaviour of the spawning herring could potentially be disturbed, leading to spawning taking place in less suitable locations, or not at all. Mackerel have demonstrated changes in their shoaling behaviour when exposed to piling noise and Atlantic cod have been shown to have delayed migrations to spawning grounds when exposed to pile driving noise.

### **The need to reduce noise**

The UK Government has commitments to protect the marine environment and reduce levels of underwater noise. Under the [Marine Strategy Regulations 2010](#), the Government is required to take the necessary measures to achieve or maintain GES. This includes achieving GES for underwater noise by reducing both impulsive and continuous noise to levels that do not adversely affect populations of marine animals, as laid out in [UK Marine Strategy](#). As the UK is a contracting party to the [Convention for the Protection of the Marine Environment of the North-East Atlantic \(OSPAR\)](#), the Government has commitments to reduce anthropogenic underwater noise to levels that do not adversely affect the marine environment as set out in the [North-East Atlantic Environment Strategy 2030](#).

More recently, the [Kunming-Montreal Global Biodiversity Framework](#) was adopted in 2022. It sets out an ambitious pathway to reach the global vision of a world living in harmony with nature by 2050. One target is to reduce the negative impact of pollution from all sources by 2030 to levels that are not harmful to biodiversity and ecosystem functions and services. Noise is considered to be a source of marine pollution. We also have a target to restore at least 70% of protected features in relevant MPAs to a favourable condition by 2042, with the rest in a recovering condition under the [Environmental Targets \(Marine Protected Areas\) Regulations 2023](#).

Since 2019, harbour porpoise Special Areas of Conservation (SACs) have been designated under the [Conservation of Habitats and Species Regulations 2017](#) to maintain important habitats for this species. Through the Statutory Nature Conservation Bodies' guidance, disturbance thresholds have been set in these SACs to prevent the favourable conditions of the habitat being lost, and therefore preventing adverse effects on the site integrity. The thresholds ensure that no more than 20% of the seasonal area a day, and 10% on average over a season, is unavailable to harbour porpoise as a result of noise disturbance.

Harbour porpoise SACs overlap with current and planned offshore wind developments, in particular the Southern North Sea (SNS) SAC located in English waters. This protected area has 24 offshore wind farms either operating (9), under construction (4), or planned to be built within or partially within this site (6 consented, and 5 in the pre-planning application stage). Offshore wind activity is also planned in or near to other harbour porpoise SACs such as the Bristol Channel Approaches SAC. This protected area spans the Bristol Channel. A leasing round for [up to 4.5 gigawatts of floating wind](#) is currently underway, which includes this protected area.

Until recently, overall noisy activity in the SACs has been at a level that monitoring and scheduling was sufficient to ensure noisy disturbance levels remained below the thresholds. However, with the level of activity now planned to deliver our Clean Power by 2030 Mission, there is a high risk that the thresholds could be reached, should no further action be taken.

If the thresholds are reached, to prevent an adverse effect on site integrity, no further noisy activity can take place within the SAC on the relevant day or season. This will mean that the relevant regulator(s) may have to restrict constructing in certain time periods, causing delays and extensions to construction timetables. Activities may not be able to take place until a time when there is sufficient capacity in the thresholds, which could be weeks to years in the future, having potential knock-on effects on piling vessel requirements and/or Contract for Difference milestones along with cost implications. This poses a challenge for development.

The UK government is clear that our Clean Power by 2030 Mission is to be delivered sustainably and in a way that continues to protect and enhance our marine environment. Therefore, to support continued offshore wind deployment in a sustainable manner, and without delays, additional approaches to managing noise are required.

### **A potential noise limit for offshore wind construction**

Since the first round of leasing for offshore wind by The Crown Estate (TCE), wind farms and wind turbines have increased in number and size. To meet the Clean Energy Mission, the size and number of turbines are expected to continue to increase into the future which, coupled with higher hammer energies, will lead to more noise being produced during piling.

There is evidence of sufficient noisy activity to breach the thresholds happening in the SNS area, prior to designation of the SAC. For example, during the summer of 2015, three seismic surveys were undertaken at the same time resulting in a daily disturbance of 21.08% of the area of the SAC, and during the winter of 2016-2017 two adjacent piling events resulted in a daily disturbance of 19.08%. This issue is not limited to the SNS SAC; noise thresholds could be easily breached in smaller harbour porpoise SACs with a single unmitigated monopiling operation. For example, noise disturbance with an Effective Deterrent Range of 26km for unmitigated piling would represent 145.46% of the winter area of the West Wales Marine SAC, and 132% of the summer area of North Channel SAC.

In addition, Defra commissioned research has estimated that additional measures are needed to reduce noise to allow construction to continue at pace. For example, initial results modelling different construction scenarios in the SNS SAC suggested that if one monopile is installed per wind farm per day with no noise abatement then there is a risk that daily thresholds would be breached multiple times in both summer and winter seasons from 2023 onwards; and the seasonal threshold would be breached for four seasons between 2021 and 2030. The full report titled “Impulsive noise in the Southern North Sea SAC (2015 to 2020)” can be found on Defra’s [Science Search](#) website, by searching for the project code: ME5601.

For 2023 and 2024, the risk of threshold breach has been successfully mitigated by intensive coordination of activities between offshore operators. However, it is clear that coordination alone will no longer be sufficient as the amount of noisy activity increases.

A workshop was hosted on 9<sup>th</sup> March 2022 to discuss noise reduction for offshore wind piling. The majority of workshop attendees thought that noise from windfarm construction could become a barrier to development and delay reaching offshore wind ambitions, and thought that noise abatement (and other forms of noise reduction methods) could deliver benefits for the environment, the offshore wind industry or both.

As part of the workshop three management approaches were presented to the attendees. These options were:

1. A mandatory noise limit at a set distance;
2. Pre-approved primary or secondary noise abatement technology; or
3. A voluntary approach.

The option of setting a mandatory noise limit at a set distance was the most favoured across all participants and stakeholder groups, with a voluntary approach the least favoured. Stakeholders from the offshore wind industry suggested that a mandatory approach would provide more certainty for developers when compared to guidance being used to suggest best practice noise emissions. The final report titled “An approach to impulsive noise mitigation in English waters” can be found on Defra’s [Science Search](#) website, by searching for the project code: ME5611.

Following the above study, which showed that noise reduction would be needed to meet Government ambitions, and the stakeholder preference for a mandatory noise limit, Defra commissioned a further desk-based study to investigate the feasibility of introducing an offshore wind piling noise limit in English and Welsh waters in 2023. The study undertook noise modelling to determine what a feasible noise limit could look like, considering the size of turbine foundations anticipated over the next ten years. This project, completed in summer 2024, included recommendations for a future piling noise limit and provided a methodology for a pilot programme to trial the proposed limits in real-world conditions. The final reports can be found on Defra’s [Science Search](#) website as project ME5618.

The three recommendations for a future piling noise limit from the report are:

- A limit of an unweighted single strike Sound Exposure Level ( $SEL_{ss}$ ) of 170 dB re 1  $\mu Pa^2s$ , when measured at 750 metres from the pile;
- A broadband low frequency marine mammal weighted limit of a single strike Sound Exposure Level ( $SEL_{ss}$ ) of 164 dB re 1  $\mu Pa^2s$ , when measured at 750 metres from the pile; and
- A peak Sound Pressure Level (SPL) limit of L0-pk 190 dB re 1  $\mu Pa$  when measured at 750 metres from the pile.

The UK government now wishes to test the proposed noise limits in real-world scenarios on upcoming offshore wind developments in English waters. These pilots will be run in parallel with a Government-led consultation on proposals for an offshore wind noise limit and results will be considered alongside the wider evidence base. The results of the pilots and the

consultation will be used as part of a suite of evidence to determine if a piling noise limit should be introduced in the future.

## **The Offshore Wind Evidence and Change (OWEC) Programme**

The Offshore Wind Evidence and Change (OWEC) programme, led and funded by TCE, in partnership with the Department for Energy Security and Net Zero (DESNZ), and the Department for Environment, Food and Rural Affairs (Defra), brings together a coalition of 26 government organisations, industry bodies, and environmental NGOs to collaborate and act as agents for change in the face of climate and biodiversity crises. The programme funds a range of projects to de-risk and accelerate the delivery of clean offshore technologies and supports the UK's position as one of the most attractive places to invest in offshore renewables, whilst enabling our marine and coastal ecosystems to thrive. To date, OWEC has funded 40 projects to fill critical knowledge gaps and support the offshore wind consenting process.

### **Defra's OWEC Funded Pilot Programme**

Defra has been successful in securing funding from TCE's OWEC Programme to pilot two innovative approaches to minimise the environmental impacts of offshore wind: turbine blade painting to reduce bird collisions, and a noise limit to reduce the impact of construction noise on marine species. **The project in this Invitation to Tender (ITT) will focus on piloting an offshore wind noise limit only** and will consist of a multi-year programme of work to gather evidence on the effectiveness of noise reduction methods on planned offshore wind developments.

### **Project aims:**

This project will deliver a pilot programme comprised of noise and marine mammal monitoring on three planned offshore wind developments in 2025 and 2026 where noise reduction methods are being employed when piling. The four key aims of the project are:

To measure the noise levels generated by piling, with and without noise reduction methods in place, to determine the effectiveness of a range of noise reduction methods in English waters.

To test the recorded noise levels against the proposed noise limits to give consideration to how achievable the proposed noise limits are.

To gather data on marine mammal behaviour in response to piling, with and without noise reduction methods employed, to improve our understanding of behavioural disturbance.

To record the practical experiences of all involved when employing noise reduction methods and undertaking noise monitoring, to provide recommendations for any future implementation of a noise limit.

## Project scope:

### Outline of work

Completion of this project will require collection of real-time underwater noise and marine mammal monitoring data during the installation of offshore wind turbine foundations at selected offshore wind developments. Offshore wind developments will be responsible for procuring and applying noise reduction methods, in line with licensing requirements. This project will focus on collecting and analysing noise and marine mammal response data during piling activities with and without noise reduction methods in place.

This project will be undertaken at three offshore wind developments (Project A, B & C) that are employing noise reduction methods when piling in 2025 and 2026 respectively.

- Project A is [RWE's Sofia Offshore Wind Farm](#). It is piling between January and May 2025 in English waters in the North Sea. Project A has agreed to take part in this pilot programme and should therefore be targeted first to undertake noise and marine mammal measurements.
- Project B is [Scottish Power Renewables's East Anglia Three \(EA3\) Offshore Wind Farm](#). It is piling between April 2025 and January 2026 in English waters in the North Sea. Project B has agreed to take part in this pilot programme.
- Project C is an anonymous offshore wind farm location that is due to be piling in 2026 in English waters in the North Sea. To date, discussions are ongoing with a developer regarding their potential involvement as Project C, and it will therefore be the responsibility of the Project Manager, as part of this project, to discuss and secure any final agreement and involvement.

Further details will be provided to the successful supplier for Projects A, B and C once this contract has been awarded to allow discussions to commence.

Given discussions are ongoing regarding Project C, a stage gate will be included within this project to allow for the successful supplier to move onto final data analysis and finalisation of the project should no agreement be reached with the developer, or any other developer, on their involvement as Project C.

**As the project requirements are complex, requiring a range of different expertise and skills, Defra encourages applications from consortiums to fulfil the requirements.**

As a minimum, we would expect to see:

- An appropriately qualified and experienced Project Manager;
- A Project Team, comprising of noise and marine mammal monitoring specialists that will be undertaking the noise measurements and expert scientists that will be producing the reports and disseminating the findings;
- An Independent/Academic Partner with expertise in underwater acoustic measurement, to steer the design and delivery of the trials, ensuring results are robust and delivered in a way that data can be compared to other literature and data sets.

A summary of the contract requirements as work packages is laid out below.

## **Work Package 1: Project planning and reporting**

Given the scale of this project, experienced project management will be required. The Project Manager will be expected to remain in post for the full duration of the project and will be responsible for overseeing delivery of all work packages to time and budget.

The tender should demonstrate the applicant's ability to manage complex projects including experience as a consortium, if applicable, and identify potential risks to the project with appropriate mitigation options to ensure the project runs successfully to time and budget.

### **1.1. Project management**

At the start of the project, the Project Manager will engage with all involved parties to produce an updated, robust and detailed Project Plan to deliver Work Packages two to four to time.

The Project Manager will be required to coordinate and engage with a range of other people to successfully deliver the project, including but not limited to:

- the offshore wind developers that have projects (Project A and Project B) where the pilots are to be held. The developers will be supplying the necessary noise reduction methods (e.g. noise abatement technologies);
- piling contractors who will undertake the pile-driving activity.

The Project Manager will be responsible for all day-to-day planning and management of the pilot projects, and all related work packages. The below is a non-exhaustive list of expected responsibilities:

- procuring all necessary monitoring equipment, vessels etc to undertake the noise and marine mammal monitoring at the selected offshore wind developments. Where possible and to minimise costs, efforts should be made to utilise existing vessels where possible;
- securing any necessary licences to undertake the monitoring work;
- securing and undertaking all necessary training, health and safety certification etc required to access the offshore wind development sites;
- creating and managing the project plan;
- project planning and schedule management;
- progress tracking and reporting including management of risks and issues and decisions on when to escalate to workstream leads;
- document control;
- budget management and regular reporting to Defra on progress;
- sub-contractor/supplier management;
- health and safety;
- overseeing dissemination of findings through stakeholder engagement;
- fulfilling all reporting requirements as set out below.

Bidders can include any other project management support needs at their discretion in the tender.

### ***1.2 Developer engagement and securing agreement for participation***

The Project Manager/project team will be required to closely engage with the relevant offshore wind developers throughout the duration of the project, recognising that this project is reliant on their involvement.

The Project Manager/project team should work closely with the developers of Projects A and B to finalise the scopes of work to be undertaken at each site and maintain engagement to coordinate monitoring activity at each location throughout the duration of the pilots. Projects A and B has already agreed to take part in this project and will procure the necessary noise reduction methods.

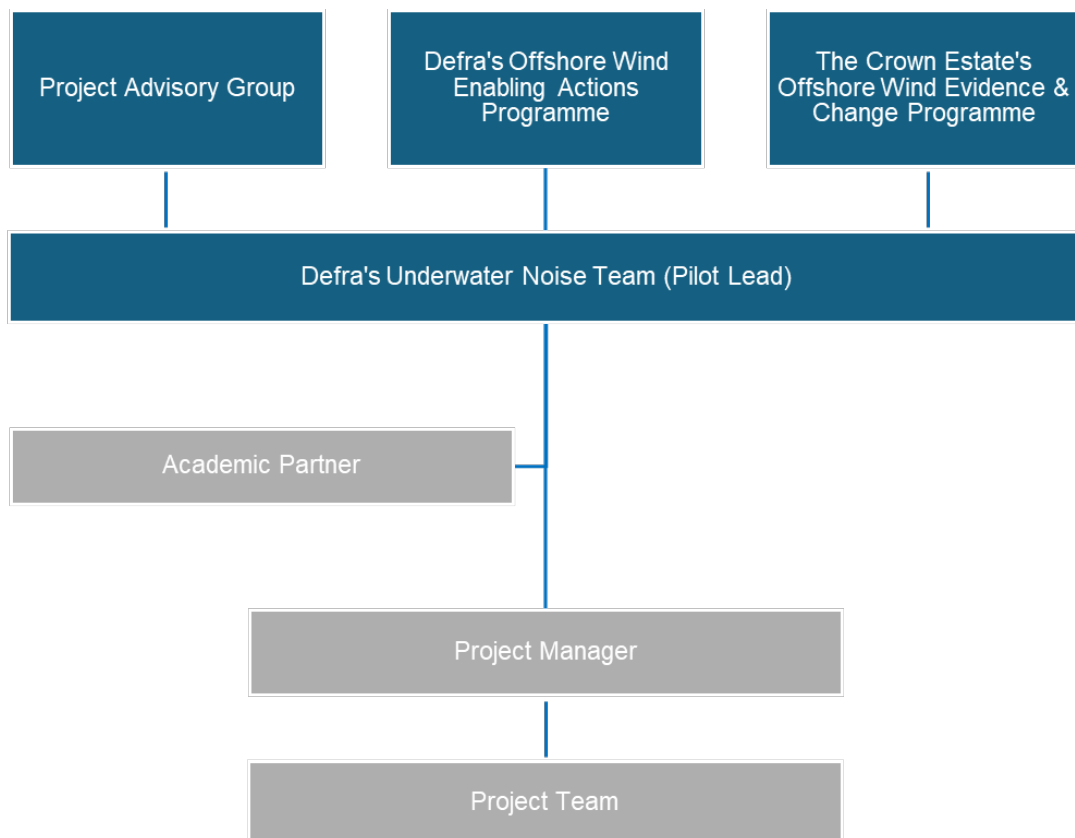
The Project Manager/project team should also work closely with the developer of Project C to secure final agreement and the involvement of Project C in this pilot project. Should the currently identified developer be unable to take part in the pilot project, efforts should be made to identify and secure another offshore wind development that could be used instead.

### ***1.3 Reporting***

The Project Manager will be required to:

1. **Report to Defra's Underwater Noise Team Pilot Lead** (virtually) on a fortnightly basis on project progress (for the first six months of the project and monthly thereafter).
2. **Report to a dedicated Project Advisory Group (PAG)** (virtually) for the project on a six-weekly basis. The PAG has been established by Defra to oversee and steer the direction of the project, with relevant representatives from:
  - Defra
  - DESNZ
  - The Marine Management Organisation
  - Natural England
  - The Joint Nature Conservation Committee
  - The Wildlife Trusts
  - Pathways to Growth - Offshore Wind Industry Council.
3. **Report to TCE's OWEC programme** via Defra's Underwater Noise Team. This will include:
  - submitting quarterly progress reports (roughly two pages in length);
  - monthly updates on project spend;
  - any change requests, should any agreed milestones or deliverables change.

An overview of the anticipated reporting structure is set out in Figure 1 below. All reporting will be undertaken with involvement of Defra's Underwater Noise Team. Grey roles are those that are to be secured through this Invitation To Tender; blue roles are existing roles.



**Figure 1: Diagram showing the project’s anticipated reporting structure. Grey roles are those that are to be secured through this Invitation To Tender; blue roles are existing roles.**

## **Work Package 2: Data collection/pilot delivery**

The second work package is to undertake the data collection at three offshore wind developments over a two-year period. This should include:

1. Noise monitoring of pile driving with and without noise abatement;
2. Marine mammal monitoring where not already covered by the developer’s own monitoring requirements; and
3. Recording the practical experience of operators in utilising noise abatement and reporting.

More detail is provided below on each of these elements.

### **2.1: Underwater noise monitoring**

The pilot study will require collection of underwater noise data during the installation of piles with and without noise reduction methods on three offshore wind projects (Projects A, B and C) in 2025 and 2026. This monitoring will be over and above the noise monitoring of the first four piles that is required as part of the deemed marine licence.

The successful supplier will be responsible for planning and execution of all monitoring, and data analysis, including procuring the necessary noise monitoring equipment and vessels. The tender response should demonstrate the respondent's ability to undertake all stages of this work and should provide a proposed programme that clearly demonstrates how the noise monitoring will be undertaken.

Acoustic monitoring should be undertaken for a range of piles within Projects A, B and Project C, and where possible real-time recorders should be employed. The range of piles selected should represent a range of different depths, ground conditions (representing a range of pile driveabilities) and other parameters likely to be encountered in coming years. As a minimum, noise should be monitored at a distance of 750 metres from each pile and over a large enough number of piles to ensure robust data analysis. The tender response should clearly set out how many piles would be monitored.

The design of the noise monitoring programme should be informed by the [Noise Feasibility Study report – Part 3](#). This report includes recommendations and requirements for monitoring equipment specification (section 4.1), monitoring locations (section 4.2), deployment considerations (section 4.3) and data analysis/reporting (section 4.4). This report should be reviewed when preparing the tender response and any proposed variations identified and justified in the response.

Consideration should be given to how data is collected to ensure transferability and comparability of data between this and other research projects (e.g. the PrePARED project) and other monitoring data sets.

The offshore wind developments (Projects A, B and C) taking part in this project will have already procured necessary noise reduction methods and will be responsible for securing the necessary licences required to undertake their piling activity.

The successful supplier will be responsible for engaging with the offshore wind developments to produce a refined monitoring plan for each project, based on their construction timeline. The final refined monitoring plans produced by the supplier, including the selected piles and monitoring locations, will be agreed with Defra and the PAG following award of the contract and following the successful supplier's close engagement with the offshore wind developers. The Independent/Academic Partner should be closely involved in the production of the final refined monitoring plans, providing advice and ensuring the plans are robust.

As a minimum, noise monitoring of the first four piles of at Projects A, B and C will be undertaken by the developer, as per existing licence requirements. The Project Manager should work with the relevant developers to secure an agreement to access to this raw data so that it can be incorporated into data analysis. The successful supplier is responsible for reflecting this data as part of the wider data synthesis.

## **2.2: Marine mammal behavioural monitoring**

Marine mammal monitoring must be undertaken to investigate behavioural responses to piling with and without noise reduction methods employed. Note, the outline of work for marine mammal monitoring varies between projects:

- Project A, constructing in 2025, does not have marine mammal monitoring in place.
- Project B, constructing in 2025, already has a robust marine mammal monitoring plan in place as part of their licence conditions. As a result, the Project Manager should work with Project B to secure access to this raw data. This data must be analysed by the successful supplier alongside the noise monitoring data as part of this project.
- Project C, constructing in 2026, also does not have marine mammal monitoring in place.

As a result, the tender should set out how marine mammal monitoring would be undertaken by the successful supplier at Projects A and C only, and how access to marine mammal data from Project B will be secured. The result will be that the successful supplier has a noise monitoring data set and a marine mammal monitoring data set for each of the three Projects for analysis.

The approach to monitoring should consider the marine mammal monitoring objectives provided in the [Noise Feasibility Study report – Part 3](#) (section 5.1) and tailor the monitoring to the participating projects (Section 5.2 of the above report).

Consideration should be given to how data is collected to ensure transferability and comparability of data between this and other research projects (e.g. the PrePARED project) and other monitoring data sets.

It is anticipated that, as a minimum, F-PODS will be required to detect harbour porpoise and dolphin echolocation click trains. Where possible, minke whales and lower frequency species should be monitored. Any future noise limit will aim to reduce impacts to all marine mammals however it is recognised the species that can be monitored will be limited by location and species presence. It is also assumed this data will be analysed post-piling i.e. this data does not need to be analysed live while the piling event is underway.

The successful supplier will be responsible for planning and execution of this monitoring, and data analysis. The tender response should demonstrate the respondent's ability to undertake all stages of this work.

### ***2.3: Practical implications of adhering to and monitoring a noise limit***

Key to the future success of a piling noise limit will be effective reporting and ease of implementation. Testing the practicalities of applying noise reduction methods, undertaking noise monitoring (including real-time noise monitoring where applicable) and the reporting of this back to the regulator, will be essential. As such, the pilot programme will serve as a trial-run to test how the noise monitoring will work in practice and how the monitoring data is reported back to regulators. This will inform future licencing and monitoring requirements.

The successful supplier should develop and undertake a process to gather the experience of developers, operators, regulators and any other relevant individuals that are taking part in the pilot project. This should include, but is not limited to:

- the ease of procuring and deploying the noise reduction method;
- whether NAS was successfully deployed at all intended locations or if there were environmental conditions that prevented the use of the noise reduction method;
- where applicable whether the noise reduction method impacted pile driving efficiency (for example time taken to reach final embedment, pile fatigue, hammer energies required);
- the ease of undertaking noise monitoring (both passive and real-time);
- the ease of presenting and reporting data back to regulators;
- any suggestions for improvements in the future.

Tender respondents should consider what information they plan to gather and how they will undertake this. The information should be presented in the draft reports.

### **Work package 3: Data analysis and report writing**

All data collected should be analysed, with three interim reports produced (one per offshore wind project) and one final report combining the data from all interim reports. All reports will be submitted to Defra and the PAG for comments. Any revisions should be made before the reports being cleared by Defra and the PAG prior to dissemination.

The final output of this project is to be a written report of publishable quality supplemented by annexes, if considered appropriate. It should consider as a minimum:

1. Noise levels recorded on all three Projects, with and without noise reduction methods employed;
2. Whether the proposed noise limits were achieved with the noise reduction methods employed, and if not, what levels of further noise reduction would be needed to bring piling noise below the proposed limits;
3. The distance at which Permanent Threshold Shift (PTS) and Temporary Threshold Shift (TTS) would have occurred, with and without noise reduction methods employed. The report also should compare predicted injury distances (i.e. those presented in the Environmental Impact Assessment) with those based on noise levels collected during piling.
4. Whether the marine mammal monitoring data recorded behavioural changes when noise reduction methods were employed, compared to piling without it, and the distance from the pile within which this occurred to inform disturbance ranges;
5. The ease of use of the underwater noise monitoring system and practicalities of monitoring and reporting from both the developer/contractor and the regulators;
6. The ease of procuring and deploying noise reduction methods; and
7. Any recommendations for improvement based on 5 and 6 above.

Consideration should be given to how the final report will be presented and the range of stakeholders who will be reading the report, recognising that not all will have in depth

specialist/technical expertise of all the topics being discussed. Given the anticipated length and technical content of the project report, detail can be provided within annexes.

In addition, research outputs are to be submitted for publication in an open access, peer-reviewed scientific report. The chosen supplier will be required to prepare a draft paper for review and provide suggestions on an appropriate journal to submit it to.

#### **Work Package 4: Dissemination of knowledge**

In addition to Defra and the PAG, outputs of the pilot will be disseminated to regulators, SNCBs, the offshore wind industry, eNGOs and other interested parties. This may include submission of information to other relevant Government and TCE communications where relevant.

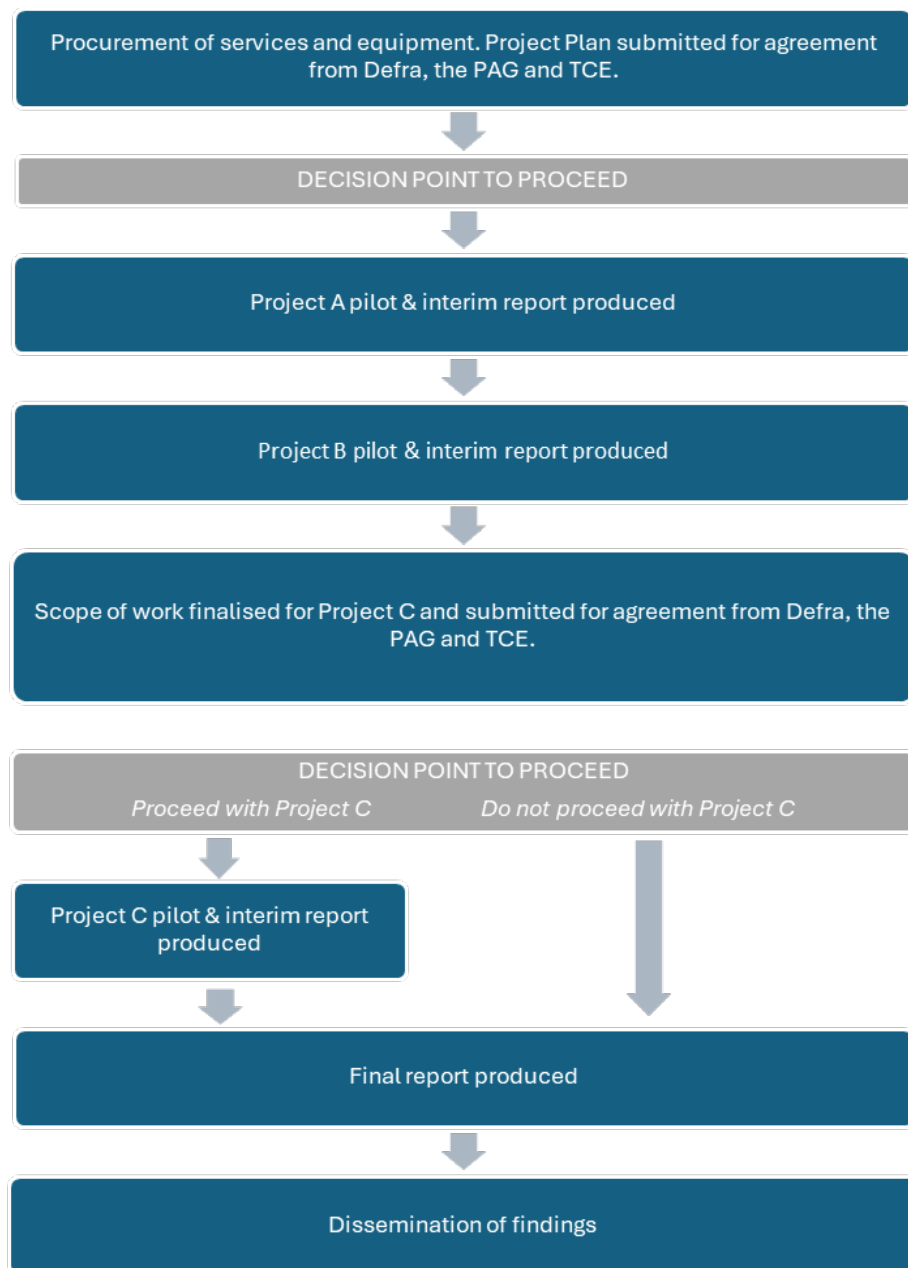
At the end of the project, the supplier will be expected to present results to Defra and the PAG, and the successful supplier may also be asked to present findings at future stakeholder meetings such as the OWEC Programme Steering Group and members of the Offshore Wind Industry Council via their P2G group. Industry events, such as conferences, may also be used to communicate and share interim findings and the final report.

Research outputs will also be submitted for publication in an open access, peer-reviewed scientific report on Defra Science Search. We expect the research findings to be of significant public interest and therefore anticipate that publications will be accompanied by press releases.

Findings from this study will feed into Defra's consideration of an offshore wind piling noise limit.

## A key decision point

Figure 2 below sets out the expected key stages of the project. This includes **a decision point** (in grey) at which a decision will be made regarding whether to proceed with undertaking monitoring at Project C. Proceeding is dependent on the Project Manager securing agreement with the Project C developer to take part in the pilot. If no agreement is secured, the monitoring at Project C will not proceed and the successful supplier will be able to instead move on to producing the final report.



**Figure 2:** Key stages of the project, including decision points.

## Key deliverables

As a minimum, the following outputs will be required:

- Work plan / Gantt chart of the full project;
- Reporting to Defra, the PAG and TCE's OWEC programme;
- Finalised monitoring plans to measure underwater noise and marine mammal behavioural changes (for approval by the PAG);
- Underwater noise and marine mammal monitoring undertaken;
- Two interim reports detailing the individual progress and findings from Project A and Project B. A third interim report should be produced detailing the individual progress and findings from Project C, should this development take part;
- Final report(s) taking into account proposed changes;
- A series of presentations to disseminate the findings and communicate to a wide audience and
- Draft peer review article.

Time should be incorporated into the program for the PAG to review and return comments on all draft written material, including interim reports and the final report.

## Required Skills:

You must have the following skills in order to undertake the proposed project:

- Strong project management skills to ensure that deliverables are produced on time and of the highest quality.
- Up to date underwater noise and marine mammal monitoring expertise.
- The ability to critically analyse data and identify and explain the underlying limitations/drawbacks to a range of stakeholders.
- Strong drafting and reporting writing skills, including the ability to communicate complex technical information to a mixed audience.
- Understanding of the offshore wind sector and underwater noise impacts from pile-driving.
- Ability to take on board, and be led by, feedback from the PAG.
- Resources to deliver to short deadlines and flex capacity where required to meet key milestones.

### Price, Fee Schedule and Payments:

The project will be let on a fixed price basis (excluding VAT). This is an all-inclusive price for the contract and, so long as the scope of the contract remains the same, it is not subject to any review, amendment, or alteration.

Tenderers should provide a breakdown showing the allocation of resources across different components of the project by all key individual members of the proposed team. A pricing schedule has been attached as **Appendix D** and should be filled out with appropriate activities required to meet the objectives of the ITT.

Tenderers should draft a pricing schedule which will provide information on daily rates, overheads, and other related costs for carrying out the work.

Proposals should include a suggested invoicing schedule based on milestones identified in the programme of work.

A payment schedule will be linked to the delivery of a proposed programme of works which can be found in the table below. These will be in line with stage gates (milestone decision points) to be agreed by The Crown Estate as the funding provider.

## **Milestone Table**

Please note milestones and target dates are indicative and will be confirmed and agreed with the successful organisation(s) of this tender. **Milestones 1 and 4 are stage gates** and will be key decision points at which a decision is made in conjunction with Defra as Lead Organisation, The Crown Estate and delivery partners as to if or how the project will continue to further milestones.

<b>Milestone</b>	<b>Task and Deliverable</b>	<b>Target End Date</b>
1	<p>The Project Manager will have procured all necessary equipment to undertake the project. A robust and tested project plan will be produced demonstrating how the project will be delivered. This will be submitted for agreement from Defra, the PAG and TCE, to proceed with the project.</p> <p><b>DECISION POINT:</b> Decision to proceed subject to the above being successfully delivered.</p>	31/05/2025
2	All monitoring complete at first two offshore wind farms (Projects A and B).	31/10/2025
3	2 x interim reports produced, detailing results separately from Projects A and B. These should be presented to Defra, the PAG and TCE.	31/03/2026
4	<p>Scope of work finalised for Project C and submitted for agreement from Defra, the PAG and TCE, to proceed with Project C.</p> <p><b>DECISION POINT:</b> Decision to proceed based on the above being delivered and an agreement secured for Project C to take part.</p>	31/03/2026
5	All monitoring complete at third offshore wind farm (Project C).	31/10/2026
6	Interim report produced, detailing results from Project C. This should be presented to Defra, the PAG and TCE.	31/03/2027

7	Final reports produced which will be cleared by Defra, the PAG, and TCE before dissemination.	31/10/2027
8	Outputs will be disseminated. Interim and final project reports will be made available via The Marine Data Exchange and published by Defra. A series of webinars and presentations on the findings will be delivered at relevant conferences and industry meetings. Results should be drafted and submitted to a peer-reviewed scientific journal.	31/12/2028

## Quality:

Tenderers should demonstrate how they will ensure high quality is maintained in carrying out the project, including any formal internal quality control procedures. Defra requires the opportunity to comment on draft/interim and final reports. The Contractor will provide Defra with relevant assurances around QA procedures, and/or certifications from recognised standards providers (e.g. ISO). Contractors will also be expected to provide assurances on ethical, animal wellbeing and health and safety considerations and be responsible for procuring any necessary licenses. Defra will review and assess quality assurance by internal and external peer review before final approval of outputs presented by the Contractor.

Any New Intellectual Property Rights created under the Contract will be owned by The Crown Estate (via the Offshore Wind Evidence and Change Programme), with Defra retaining usage rights. Any sensitive data relating to Government policy will not be distributed without Defra's prior permission. The Authority gives the Supplier a licence to use any Existing IPRs for the purpose of fulfilling its obligations under the Contract and a perpetual, royalty-free, non-exclusive licence to use any New IPRs.

## Contract Management

To enable bidders, make an informed decision in writing their tender; it is very important to read and pay attention to **Schedule 13 - Contract Management document**. This contains the governance and the performance Framework including KPIs.

## Travel and Subsistence

All Travel and Subsistence should be in line with Defra's Travel and Subsistence Policy. Claims should always be supported by valid receipts for audit purposes and must not exceed any of the stated rates below. Should the stated rate be exceeded, Defra reserve the right to reimburse only up to the stated rate.

### Rail Travel

**All Journeys** – Standard class rail unless a clear business case demonstrating value for money can be presented. This includes international rail journeys by Eurostar and other international and overseas rail operators.

### Mileage Allowance

Mileage Allowance	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Private cars and vans – no public transport rate*	45p	25p
Private cars and vans – public transport rate	25p	25p
Private motorcycles	24p	24p
Passenger supplement	5p	5p
Equipment supplement**	3p	3p
Bicycle	20p	20p

\*NB the 'no public transport rate' for car and van travel can only be claimed where the use of a private vehicle for the journey is essential e.g. on grounds of disability or where there is no practical public transport alternative. If the use of the vehicle is not essential the 'public transport rate' should be claimed.

\*\* Under HMRC rules this expense is taxable.

### UK Subsistence

Location	Rate (Upper Limit)
London (Bed and Breakfast)	£130
UK Other (Bed and Breakfast)	£75
Rates for specific cities (bed and breakfast)	Bristol £100 per night Weybridge £100 per night Warrington £90 per night Reading £85 per night

## Accessibility

As a public body, any product that is published within the public domain must comply with the accessibility legislation. Please ensure that where the end product is to be published, reference is made to the following requirement which can be found here.

<https://www.gov.uk/guidance/publishing-accessible-documents>

## Anonymised recruitment

Anonymised recruitment removes the candidate's personal details from their application. The most common items include name, age, employee number, email address, home address, nationality, and immigration details. This supports diversity in the workforce. It helps to create a more level playing field in the assessment process.

Where procuring an opportunity that requires the provision of CVs, anonymised recruitment should be the default position.

## Section 3: Terms and Conditions of Contract

The Terms and Conditions of Contract for this procurement are Mid-Tier.

The Terms and Conditions of Contract for this procurement are submitted in acceptance of agreed Authority's terms and conditions of contract.

The Terms and Conditions are split into Core Terms and Contracting Authority Terms within the Annexes / Schedules and details of the legal priority are provided by the agreed Authority's terms and conditions of contract.

The Authority proposes to enter into Contract(s) for a maximum period of 48 months with the successful Tenderer(s)

The anticipated contract duration will be from February 2025 to February 2029.

## Suggested Changes to Conditions of Contract

Tenderers may raise clarification questions relating to the amendment of contract terms during the clarification period only, as specified in the Timetable, if it can be demonstrated that there is a legal or statutory reason why they cannot be accepted. Where a legal or statutory reason cannot be substantiated the Authority has the right to reject the proposed changed.

Such requests must follow the Clarifications Sought by the Tenderer process set out in the Core Requirements element of this Bidder Pack.

## Conditions applying to the ITT

You should examine your tender response according to the ITT and related documents, ensuring it is complete prior to submitting your completed tender.

Your tender must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your tender fully and accurately, and that prices quoted are arithmetically correct for the units stated.

## Acceptance of Tenders

By issuing this ITT the Authority does not bind itself to accept any bid and reserves the right not to award a contract to any supplier who submits a tender.

## Costs

The Authority will not reimburse you for any costs and expenses incurred preparing and submitting your tender, even if the Authority amends or terminates the procurement process.

## Mandatory Requirements

The ITT includes mandatory requirements and if you do not comply with them, your tender will not be evaluated. All mandatory requirements are set out in Atamis.

## Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your tender with you prior to any award of Contract to clarify matters.

## Amendments

The Authority may amend the ITT at any time prior to the deadline for receipt. If it amends the ITT, the Authority will notify you in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

## Section 4: Evaluation Methodology

The overall aim of the evaluation process is to select the Tender that is the most economically advantageous to the Authority, having regard to the Authority's overall objectives and the criteria set out below.

Evaluation of Tenders comprise of the stages set out in the table below.

The Authority will carry out its evaluations of the Technical and Commercial elements according to the criteria, sub-criteria and weightings set out in the table below:

The Authority will carry out its evaluations of the **Technical (60%), Sustainability and Social Value (10%) and Commercial (30%)** elements according to the criteria, sub-criteria and weightings set out in the table below and **Appendix C**. The detailed questions and guidance are set out in the Authority's e-Sourcing System.

## Evaluation of Responses

Evaluation of Responses will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Responses applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.

During the consensus meeting, the decision may be taken that a Response will not be carried forward to the next evaluation stage if the consensus view is that the Tenderer has failed to meet any minimum or mandatory requirements, and/or provided a non-compliant response.

Stage	Section Reference	Evaluation Criteria	Question Scoring/ Weighting (%)
<b>Stage 1</b>	Form of Tender	This stage is not scored but if you do not upload a complete, signed and dated Form of Tender in accordance with the instructions in Atamis, your Tender will be rejected as non-compliant.	Pass/Fail
<b>Stage 2</b>	Selection Stage:	<p>This stage is designed to select those Tenderers who are suitable to deliver the Authority's requirements and will be evaluated in accordance with the criteria set out in Sections 1 to 5 of the response form in Atamis and Part 1 of this Section 2 below (in respect of economic and financial standing and technical and professional ability).</p> <p>Failure to meet the stated selection criteria will result in a Response being rejected at this stage and no further assessment of the remainder of the Response (including the Tender) pursuant to the remaining stages below will be undertaken by the Authority.</p>	Pass/Fail

<b>Stage 3</b>	Technical & Professional Ability – Project Specific Requirements (Technical Questionnaire)	<p>This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire.</p> <p>Some requirements are mandatory and if you cannot provide them your Tender may be rejected.</p>	<p><b>Scored as 60%</b> weighting of the total available score, consisting of the following breakdown of questions:</p> <p><b>E01 - Organisation's capacity and resource</b> Weighting = <b>10%</b></p> <p><b>E02– Project management and organisation's quality assurance</b> Weighting = <b>10%</b></p> <p><b>E03 – Proposed approach to research and methodology</b> Weighting = <b>50%</b></p> <p><b>E04 - Capability and Expertise of Proposed Project Team</b> Weighting = <b>30%</b></p> <p><b>F01 - Health and Safety</b> Weighting= <b>Pass/Fail</b></p>
<b>Stage 4</b>	Sustainability including Social Value	<p>This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire.</p> <p>Some requirements are mandatory and if you cannot provide them your Tender may be rejected.</p>	<b>Scored weighting 10%</b>

<b>Stage 5</b>	Pricing Schedule	Prices will be evaluated in accordance with criteria set out in the Pricing Schedule on the ITT and Atamis.	<b>Scored weighting 30%</b>
<b>Stage 5</b>	Final score / Award	<p><b>A Response which passes stage 1 and 2 will proceed to evaluation of Tenders in accordance with stages 3 to 5</b></p> <p><b>The final score is calculated as follows:</b></p> <p><b>Total Technical Quality Requirements will make up to a maximum of 60% of total score. (Stage 3)</b></p> <p><b>Total Sustainability including Social Value Requirements will make up 10% of the total score. (Stage 4)</b></p> <p><b>Total Price Requirements will make up to a maximum of 30% of total score. (Stage 5)</b></p> <p><b>The most economically advantageous Tender will be the Tender with the highest final score. ('Stage 5)</b></p>	

- 1.1 Tenders will be evaluated on quality and price using the evaluation criteria set out in Atamis to determine which Tender is the most economically advantageous. The Authority will award the Contract to the Tenderer which submits the most economically advantageous tender which will be the highest scoring Tender after the weightings in clause 1.3 are applied.
- 1.2 Each question will be scored separately, and no reference will be made between the questions.
- 1.3 To ensure that the relative importance of both sets of criteria is correctly reflected in the overall score, a weighting system will be applied to the evaluation:
  - the total Quality scores awarded will form **60%** of the final score;
  - the total Sustainability and Social Value scores awarded will form **10%** of the final score;
  - The score awarded for price will form **30%** of the final score.
- 1.4 Each scoring question in the quality evaluation including Sustainability and Social Value is given a weighting to indicate the relative importance of that question in the overall quality score including Sustainability and Social Value score. Weightings for quality scores are provided with the evaluation criteria and are detailed on Atamis for

each question in the response form. The evaluation criteria for price are set out in the Pricing Schedule.

- 1.5 Evaluation of Tenders will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Tenders applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.
- 1.6 Questions asked by the Authority to evaluate submission's Technical Quality can be found on Atamis. These are repeated as Appendix C of this ITT for information purposes.
- 1.7 The method for scoring price can be found on Atamis.
- 1.8 The submissions against the Technical Quality questions including Sustainability and Social Value E01 – E05 will be evaluated using the following scoring criteria:

## Scoring Criteria

### Calculation Method

**If a score of twenty (20) or less is awarded to a Tenderer's response to any scored question (E01-E05) the Authority may choose to reject the Tender.**

**A "Fail" will be allocated to a response that does not demonstrate any evidence of addressing health and safety.**

Evaluation will be based on two assessments: firstly technical/quality evaluation criteria (60%); Sustainability and Social Value (10%); including a pass/fail for Health and Safety; and secondly commercial/price criteria (30%). These are detailed below.

## Technical/Quality Evaluation Criteria Including (60%)

### Sustainability and Social Value 10%

The following scoring criteria is to be used when evaluating responses to Stage 3 Technical Questionnaire including Sustainability and Social Value. A Tenderer's response will be assessed against the detailed criteria provided for each question **E01 - E05** and be assigned a Descriptor and score from the table below:

Descriptor	Score	Definition
Very good	100	Addresses all the Authority's requirements with all the relevant supporting information set out in the Bidder Pack. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard.
Good	70	Addresses all the Authority's requirements with all the relevant supporting information set out in the Bidder Pack. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard.
Moderate	50	Addresses most of the requirements with most of the relevant supporting information set out in the Bidder Pack. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard.
Weak	20	Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met.
Unacceptable	0	No response or provides a response that gives the Authority no confidence that the requirement will be met.

Question	Weighting	Assessed from:
<b>E01: Organisation's capacity and resource</b>	<b>10%</b>	<p>Brief outline of organisation; please explain how you manage your workflow capacity and staff resources particularly in peak periods.</p> <p>Your evidence should include measures you have in place to ensure critical delivery.</p> <p>Please confirm that staff resources are available to complete the entire contract in the timescales required, as shown in the ITT.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>ability to deliver this project to time</li> </ul> <p>Please submit no more than 2 pages of A4, Arial, Font 11. Please upload a document with the filename: "E01 – Your Company Name"</p> <p>Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p>
<b>E02: Project management and organisation's quality assurance</b>	<b>10%</b>	<p>Please outline your approach to managing the project, in terms of project structure and provision for communication with the Authority. You should include a work plan demonstrating adequate time for review of deliverables.</p> <p>Provide a risk register that assesses risks to the successful delivery of the project and explains how the risks will be mitigated. Explain how you would handle unexpected events and what systems you have in place to deal with these.</p> <p>You should outline how you plan to keep Defra informed of progress made and alert the Project Officer at the earliest opportunity of any difficulties encountered e.g., milestone dates at risk.</p> <p>Please also indicate the level of input and guidance you require from the Project Officer and Project Advisory group.</p> <p>Please outline your planned project management and internal governance for this project. You should also describe your organisation's approach to project management and how this is implemented.</p>

		<p>Please outline Quality Assurance measures and processes to ensure quality of research and outputs delivered.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>• Simple, transparent management structure, with named individuals and clear accountability</li> <li>• How the team will be managed, particularly if managing a multidisciplinary team or a consortium</li> <li>• The level of input required from Defra</li> <li>• The organisation's approach to project management and how this will be used to deliver the project deliverables on time, to the expected quality and to budget</li> <li>• A risk register that demonstrates an understanding of the likely challenges and issues faced with suitable mitigation strategies</li> <li>• Resilience for dealing with unexpected events</li> <li>• A credible, effective plan to keep the authority informed of progress made and any difficulties encountered</li> <li>• Adequate resources available for drafting report(s) and handling feedback from Defra.</li> </ul> <p>Please submit no more than 2 pages of A4, Arial, Font 11. Please upload a document with the filename: "E02 – Your Company Name"</p> <p>Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p>
<b>E03: Proposed approach to research and methodology</b>	<b>50%</b>	<p>Please include a detailed account of your proposed project. Please detail your approach and methodology for the objectives, demonstrating a clear understanding of the requirements and consideration of issues. Please specify resources and days allocated for each activity.</p> <p>Your workplan should include adequate time for the review of the deliverables.</p> <p>Please use the aim and objectives as stated in the Specification of Requirement or present a clear explanation if you are considering a proposed approach and methodology.</p>

		<p>If your proposal will deliver additional objectives or includes optional additional work packages, please clarify these and separately cost any optional work packages.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>• An understanding of Defra's requirements and the policy context demonstrated through the proposed approach</li> <li>• A robust, detailed and credible methodology for meeting or exceeding the objectives set out in the specification</li> <li>• A realistic and measurable deliverable workplan</li> <li>• A robust quality assurance plan that demonstrates how the quality of inputs and outputs will be ensured</li> <li>• Clearly demonstrate the key issues, challenges and risks that your organisation is proposing to address in this project</li> <li>• Provide a description of how each piece of work will be delivered:</li> <li>• how the work will be conducted in order to ensure that those objectives and steps are met in a transparent and robust fashion;</li> <li>• how data will be managed, particularly in accordance with Data Protect legislation.</li> <li>• A work plan and detailed programme with key deliverable dates</li> </ul> <p>Please submit no more than 4 pages of A4, Arial, Font 11. Please upload a document with the filename: "E03 – Your Company Name"</p> <p>Any responses exceeding four sides of A4 will not be evaluated beyond the last page.</p>
<b>E04: Capability and Expertise of Proposed Project Team</b>	<b>30%</b>	<p>Brief outline of staff experience, plus CVs, of those who will be involved and outline of how much time each member of staff will spend on the research project.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>• Excellent understanding of the subject area that provides confidence in the Tenderer's ability to deliver the project</li> <li>• Breadth and depth of expertise available within the team</li> <li>• How the team's skills, knowledge and experience are relevant to meeting the project requirements</li> <li>• Significant relevant experience</li> </ul>

		<ul style="list-style-type: none"> <li>Staff experience, skills and time (by milestone) are sufficient and appropriately allocated throughout the project, providing confidence in the quality and timeliness of delivery, as well as good value for money in the diverse range of staff and their skill sets</li> <li>Success in delivering relevant projects</li> </ul> <p>Please submit no more than 4 pages of A4, Arial, Font 11 for the outline (plus CVs). Please upload a document with the filename: "E04 – Your Company Name"</p> <p>Any responses exceeding four sides of A4 will not be evaluated beyond the last page.</p>
<b>E05: Sustainability and Social Value</b>	<b>10% of 100%</b>	<p>The Authority has set itself challenging commitments and targets to improve the environmental and social impacts of its estate management, operation, and procurement. These support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at: <a href="https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement">https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement</a></p> <p>Within this context, please explain your approach to delivering the services and how you intend to reduce negative sustainability impacts and any additional social value, under the theme Fighting Climate Change, the approach will provide. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organisation's approach.</p> <p>A "Fail" will be allocated to a response that does not demonstrate any evidence of Sustainability policies.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>Demonstrate that the Tenderer has a sustainability policy in place</li> <li>Provide evidence as to how the Tenderer will reduce the environmental impacts of delivering this contract.</li> <li>Provide evidence as to how the Tenderer will contribute to the Social Value theme of Fighting Climate Change</li> </ul> <p>Please submit no more than 2 pages of A4, Arial, Font 11 for the outline (plus CVs). Please upload</p>

		<p>a document with the filename: “E05 – Your Company Name”</p> <p>Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p>
	<b>Pass/Fail</b>	<p><b>F01: Health and Safety</b></p> <p>Please provide a copy of your Health &amp; Safety policy/statement and an example risk assessment from similar assignments. The risk assessment should identify associated risks, control or mitigation measures, and residual risk levels.</p> <p>Your response should provide details of suitably robust procedures for health and safety, including how they will ensure surveys/monitoring will be conducted in a safe manner.</p> <p>Where the supplier is of 5 employees or less, please provide some detail about health and safety in your organisation.</p> <p>How will health and safety considerations be implemented in the development of this contract?</p> <p>A “Fail” will be allocated to a response that does not demonstrate any evidence of addressing health and safety.</p> <p>Please upload a document with the filename: <b>F01. Your Company Name</b>, and any associated supporting documents.</p> <p>Your response must be a maximum of two sides of A4, font size 11 addressing the below question. Any responses exceeding two sides of A4 will not be evaluated beyond the last page</p>

## Commercial/Price Evaluation Questions (30%)

Please complete the pricing schedule, providing prices in £ Sterling excluding VAT. Please detail any risks and assumptions made and what has been included in the prices and list any additional expected expenses separately. Indicate if VAT will apply to your services and at what rate. We welcome applications from individual organisations or from consortia.

Tenderers are required to submit a total fixed cost for completion of the project and include a breakdown of costs against each task (Please see Milestones Table) and against key personnel. Costs will need to be reasonable and competitive and offer value for money.

When completing the pricing schedule (**Appendix E**) Tenderers should ensure they provide the total fixed cost and a breakdown of costs for each task.

Prices submitted should not include any pricing assumptions and should detail exactly what has been included in the price submitted. Any assumptions should be clarified during the clarification period.

## Evaluation

For both elements, providing the bidder has met any mandatory criteria and minimum quality thresholds, the total weighted scores are calculated as follows:

### Technical (WT)

$$\left[ \frac{\text{Bidder's Total Technical Score}}{\text{Highest Technical Score}} \times 100 = X \right] \quad \text{then} \quad \left[ \frac{X}{100} \times 60 \right]$$

### Commercial (WC)

$$\left[ \frac{\text{Lowest Commercial Score}}{\text{Bidder's Total Commercial Score}} \times 100 = X \right] \quad \text{then} \quad \left[ \frac{X}{100} \times 30 \right]$$

### Sustainability – including Social Value (WS)

$$\left[ \frac{\text{Bidder's Total Sustainability Score}}{\text{Highest Sustainability Score}} \times 100 = X \right] \quad \text{then} \quad \left[ \frac{X}{100} \times 10 \right]$$

The Total Score (weighted) is then calculated by adding the Total Weighted Technical Score to the Total Weighted Commercial Score: **WT+ WC+WS**.

### \*Please Note:

Tenderers must be aware that all bids are **submitted** in acceptance of agreed Defra terms and conditions of contract. Any clarifications regarding terms and conditions must be

discussed & agreed during the tender period. No discussion of terms and conditions of contract shall be held following tender submission. Failure to agree with the terms and conditions of contract post tender shall result in a bid being deemed non-compliant.

## **Evaluation of Responses**

Evaluation of Responses will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Responses applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.

During the consensus meeting, the decision may be taken that a Response will not be carried forward to the next evaluation stage if the consensus view is that the Tenderer has failed to meet any minimum or mandatory requirements, and/or provided a non-compliant response.

## **Selection Questionnaire - Financial standing**

The Authority will review the economic information provided as part of the Selection Questionnaire response to evaluate a Tenderer's economic and financial standing. The Authority's evaluation will be based on all the information reviewed and will not be determined by a single indicator. If, based on its assessment of the information provided in a Response, the Authority decides that a Tenderer does not meet the Authority's required level of economic standing, the Authority may:

- ask for additional information, including information relating to the Tenderer's parent company, if applicable; and/or
- require a parent company guarantee or a performance bond.

If the Authority decides that a parent company guarantee or performance bond is required, the Authority will reject a Response if the Tenderer is unable to offer a commitment to make such provision. In addition to the information provided in a Response, the Authority may, at its discretion, consult Dun & Bradstreet reports and other credit rating or equivalent reports depending on where a Tenderer is located.

The Authority's assessment of economic and financial standing will consider financial strength and risk of business failure. Financial strength is based on tangible net worth and is rated on a scale of 5A (strongest) to H (weakest) obtained from Dun & Bradstreet. There are also classifications for negative net worth and net worth undetermined (insufficient information). Financial strength will be assessed relative to the estimated annual contract value. Contractors should account for and highlight inflation in their bids.

The Authority will also consider annual turnover.

In the case of a joint venture or a consortium bid, the annual turnover is calculated by combining the turnover of the relevant organisations in each of the last two financial years. In addition, the annual turnover of at least one of those organisations is expected to be 125% of the annual contract value.

Risk of Business Failure is rated on a scale of 1 (minimal) to 4 (significant) obtained from Dun & Bradstreet. There is also a classification of insufficient information. The Authority regards a score of 4 as indicating inadequate economic and financial standing for this procurement. The Authority will also calculate and evaluate the Tenderer's:

- operating performance: growth or reductions in sales, gross profit, operating profit, profit before tax and earnings before interest, tax, depreciation, amortisation, exceptional items and profit/loss on sale of businesses.
- liquidity: net current assets, movements in cash flow from operations, working capital and quick ratios, and average collection and payments periods; and
- financial structure: gearing ratios and interest cover.

Contractors will be expected to maintain public liability insurance with a reputable insurer which is commensurate with the risks. The insurance should have a limit of indemnity of not less than **£5,000,000 (five million pounds sterling)** for each and every occurrence or series of occurrences arising out of one event unlimited for all occurrences.

# Section 5: Appendices

## 1. Definitions

Unless the context otherwise requires, the following words and expressions used within the Bidder Pack (except for Section 3: Terms and Conditions of Contract) shall have the following meanings to be interpreted in the singular or plural as the context requires.

TERM	MEANING
<b>“Authority”</b>	the Department for Environment, Food and Rural Affairs acting as part of the Crown
<b>“Bidder Pack”</b>	this invitation to tender and all related documents published by the Authority and made available to Tenderers.
<b>“Contract”</b>	the contract (set out in Appendix B) to be entered into by the Authority and the successful Tenderer.
<b>“EIR”</b>	the Environmental Information Regulations 2004 (as amended) together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to those Regulations.
<b>“eSourcing system”</b>	eSourcing system is the eSourcing system used by the Authority for conducting this procurement, which can be found at <a href="https://defra-family.force.com/s/Welcome">https://defra-family.force.com/s/Welcome</a>
<b>“FOIA”</b>	the Freedom of Information Act 2000 (as amended) and any subordinate legislation made under that Act together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to that legislation.
<b>“Form of Tender”</b>	means the form contained in Annex 2 to the Procurement Specific section of the Bidder Pack which must be signed, scanned and uploaded into the Authority’s eSourcing System by the Tenderer to indicate that it understands the Tender and accepts the various terms and conditions and other requirements of participating in the exercise.
<b>“Information”</b>	means the information contained in the Bidder Pack or sent with it, and any information which has been made available to the Tenderer by the Authority, its employees, agents or advisers in connection with the procurement.
<b>“Involved Person”</b>	means any person who is either working for, or acting on behalf of, the Authority in connection with this procurement and/or the Contract including, without limitation, any officer, employee, advisor, agent, member, partner or consultant”.
<b>“Pricing Schedule”</b>	the form accessed via e-Sourcing system in which Tenderers are required to submit their pricing information as part of a Tender.

<b>“Regulations”</b>	the Public Contracts Regulations 2015.
<b>“Relevant Body</b>	means any other organisation, body or government department that is working with or acting on behalf of the Authority in connection with this procurement and/or the Contract including, without limitation, its officers, employees, advisors, agents, members, partners or consultants.
<b>“Response”</b>	means the information submitted in response to the Bidder Pack via the online response forms on eSourcing system including the Tenderer’s formal Tender.
<b>“Specification of Requirements”</b>	the Authority’s requirements set out in Section 2 of the Bidder Pack Procurement Specific Requirements.
<b>“Tender”</b>	the formal offer to provide the goods or services described in section 1.1 of part 1 of the Bidder Pack and comprising the responses to the questions in eSourcing system and the Pricing Schedule.
<b>“Tenderer”</b>	anyone responding to the Bidder Pack and, where the context requires, includes a potential tenderer.
<b>“Timetable”</b>	the procurement timetable set out in Section 1 of the Bidder Pack Procurement Specific Requirements.

## **APPENDIX A – FORM OF TENDER**

The Form of Tender document is located on the Authority's e-Sourcing system.

It is to be printed, signed, scanned and uploaded into the Authority's e-Sourcing System as instructed within the e-Sourcing system.

## **APPENDIX B**

### **AUTHORITY'S CONDITIONS OF CONTRACT**

The Authority's Mid-Tier Terms and Conditions can be located using the following link:

[The Mid-Tier Contract - GOV.UK](#)

The following documents incorporated in the schedules will be applicable to the Contract. Where numbers are missing, please note that the Authority is not using these Schedules for this Project. If the documents conflict, the following order of precedence applies:

- a) This Award Form
- b) Any Special Terms (see **Section 13 (Special Terms)** in this Award Form)
- c) Core Terms
- d) Appendix A – Form of Tender

The following Schedules (in equal order of precedence):

Schedule 1 (Definitions)

Schedule 2 – (Specification)

Schedule 3 (Charges)

Schedule 4 (Tender)

Schedule 5 (Commercially Sensitive Information)

Schedule 6 (Transparency Reports)

Schedule 8 (Implementation Plan)

Schedule 11 (Continuous Improvement)

Schedule 13 (Contract Management)

Schedule 14 (Business Continuity and Disaster Recovery)

Schedule 18 (Supply Chain Visibility)

Schedule 20 (Processing Data)

Schedule 21 (Variation Form)

Schedule 22 (Insurance Requirements)

Schedule 25 Rectification Plan

Schedule 26 (Sustainability)

Schedule 27 (Key Subcontractors)

Schedule 29 (Key Supplier Staff)

Schedule 30 (Exit Management)

Schedule 36 (Intellectual Property Rights) Part A

## **APPENDIX C**

## TECHNICAL EVALUATION QUESTIONS

In line with DEFRA policy, we will be awarding a contract to the Most Economically Advantageous ITT response (MEAT).

The overall score is broken down as follows: **60%** of the overall score will be awarded for technical criteria, **10%** of the overall score will be awarded for the sustainability criteria, including a pass/fail for health and safety and **30%** of the overall score will be awarded for commercial.

Please note responses will be assessed against demonstration of understanding of the Specification as attached above.

The technical evaluation criteria that will be used to assess responses are set out in the table below. The Technical criteria is weighted according to its significance to the project, and this will be applied using the following scoring methodology:

Scoring Criteria	Scoring criteria
	<p><b>E01 - E05</b> will be scored using the following scoring criteria:</p> <ul style="list-style-type: none"><li>• <b>For a score of 100: Excellent</b> - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a best-in-class thorough understanding of the requirement and provides details of how the requirement will be met in full</li><li>• <b>For a score of 70: Good</b> - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled</li><li>• <b>For a score of 50: Acceptable</b> - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements</li><li>• <b>For a score of 20: Poor</b> - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled</li><li>• <b>For a score of 0: Unacceptable</b> - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement</li></ul> <p><b>If you score 20 or less in respect of questions E01 - E05 then you may be eliminated from the procurement.</b></p>

	<p><b>If a Tenderer receives a '0' in any of the questions on Sustainability Policy they will be eliminated from the procurement.</b></p> <p><b>If a Tenderer receives a 'Fail' in question F01 – Health and Safety they will be eliminated from the procurement.</b></p>	
<b>E01: Organisation's capacity and resource</b>	<b>10%</b>	<p>Brief outline of organisation; please explain how you manage your workflow capacity and staff resources particularly in peak periods.</p> <p>Your evidence should include measures you have in place to ensure critical delivery.</p> <p>Please confirm that staff resources are available to complete the entire contract in the timescales required, as shown in the ITT.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>• ability to deliver this project to time</li> </ul> <p>Please submit no more than 2 pages of A4, Arial, Font 11. Please upload a document with the filename: "E01 – Your Company Name"</p> <p>Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p>
<b>E02: Project management and organisation's quality assurance</b>	<b>10%</b>	<p>Please outline your approach to managing the project, in terms of project structure and provision for communication with the Authority. You should include a work plan demonstrating adequate time for review of deliverables.</p> <p>Provide a risk register that assesses risks to the successful delivery of the project and explains how the risks will be mitigated. Explain how you would handle unexpected events and what systems you have in place to deal with these.</p> <p>You should outline how you plan to keep Defra informed of progress made and alert the Project Officer at the earliest opportunity of any difficulties encountered e.g., milestone dates at risk.</p> <p>Please also indicate the level of input and guidance you require from the Project Officer and Project Advisory group.</p> <p>Please outline your planned project management and internal governance for this project. You should also</p>

		<p>describe your organisation's approach to project management and how this is implemented.</p> <p>Please outline Quality Assurance measures and processes to ensure quality of research and outputs delivered.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>• Simple, transparent management structure, with named individuals and clear accountability</li> <li>• How the team will be managed, particularly if managing a multidisciplinary team or a consortium</li> <li>• The level of input required from Defra</li> <li>• The organisation's approach to project management and how this will be used to deliver the project deliverables on time, to the expected quality and to budget</li> <li>• A risk register that demonstrates an understanding of the likely challenges and issues faced with suitable mitigation strategies</li> <li>• Resilience for dealing with unexpected events</li> <li>• A credible, effective plan to keep the authority informed of progress made and any difficulties encountered</li> <li>• Adequate resources available for drafting report(s) and handling feedback from Defra.</li> </ul> <p>Please submit no more than 2 pages of A4, Arial, Font 11. Please upload a document with the filename: "E02 – Your Company Name"</p> <p>Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p>
<b>E03: Proposed approach to research and methodology</b>	<b>50%</b>	<p>Please include a detailed account of your proposed project. Please detail your approach and methodology for the objectives, demonstrating a clear understanding of the requirements and consideration of issues. Please specify resources and days allocated for each activity.</p> <p>Your workplan should include adequate time for the review of the deliverables.</p> <p>Please use the aim and objectives as stated in the Specification of Requirement or present a clear explanation if you are considering a proposed approach and methodology.</p>

		<p>If your proposal will deliver additional objectives or includes optional additional work packages, please clarify these and separately cost any optional work packages.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>• An understanding of Defra's requirements and the policy context demonstrated through the proposed approach</li> <li>• A robust, detailed and credible methodology for meeting or exceeding the objectives set out in the specification</li> <li>• A realistic and measurable deliverable workplan</li> <li>• A robust quality assurance plan that demonstrates how the quality of inputs and outputs will be ensured</li> <li>• Clearly demonstrate the key issues, challenges and risks that your organisation is proposing to address in this project</li> <li>• Provide a description of how each piece of work will be delivered:</li> <li>• how the work will be conducted in order to ensure that those objectives and steps are met in a transparent and robust fashion;</li> <li>• how data will be managed, particularly in accordance with Data Protect legislation.</li> <li>• A work plan and detailed programme with key deliverable dates</li> </ul> <p>Please submit no more than 4 pages of A4, Arial, Font 11. Please upload a document with the filename: "E03 – Your Company Name"</p> <p>Any responses exceeding four sides of A4 will not be evaluated beyond the last page.</p>
<b>E04: Capability and Expertise of Proposed Project Team</b>	<b>30%</b>	<p>Brief outline of staff experience, plus CVs, of those who will be involved and outline of how much time each member of staff will spend on the research project.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>• Excellent understanding of the subject area that provides confidence in the Tenderer's ability to deliver the project</li> <li>• Breadth and depth of expertise available within the team</li> <li>• How the team's skills, knowledge and experience are relevant to meeting the project requirements</li> <li>• Significant relevant experience</li> <li>• Staff experience, skills and time (by milestone) are sufficient and appropriately allocated throughout</li> </ul>

		<p>the project, providing confidence in the quality and timeliness of delivery, as well as good value for money in the diverse range of staff and their skill sets</p> <ul style="list-style-type: none"> <li>• Success in delivering relevant projects</li> </ul> <p>Please submit no more than 4 pages of A4, Arial, Font 11 for the outline (plus CVs). Please upload a document with the filename: "E04 – Your Company Name"</p> <p>Any responses exceeding four sides of A4 will not be evaluated beyond the last page.</p>
<b>E05: Sustainability and Social Value</b>	<b>10%</b>	<p>The Authority has set itself challenging commitments and targets to improve the environmental and social impacts of its estate management, operation, and procurement. These support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at: <a href="https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement">https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement</a></p> <p>Within this context, please explain your approach to delivering the services and how you intend to reduce negative sustainability impacts and any additional social value, under the theme Fighting Climate Change, the approach will provide. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organisation's approach.</p> <p>A "0" will be allocated to a response that does not demonstrate any evidence of Sustainability policies.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate that the Tenderer has a sustainability policy in place</li> <li>• Provide evidence as to how the Tenderer will reduce the environmental impacts of delivering this contact.</li> <li>• Provide evidence as to how the Tenderer will contribute to the Social Value theme of Fighting Climate Change</li> </ul> <p>Please submit no more than 2 pages of A4, Arial, Font 11 for the outline (plus CVs). Please upload a document with the filename: "E05 – Your Company Name"</p> <p>Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p>

<b>F01: Health and Safety</b>	<b>Pass/Fail</b>	<p>Please provide a copy of your Health &amp; Safety policy/statement and an example risk assessment from similar assignments. The risk assessment should identify associated risks, control or mitigation measures, and residual risk levels.</p> <p>Your response should provide details of suitably robust procedures for health and safety, including how they will ensure surveys/monitoring will be conducted in a safe manner.</p> <p>Where the supplier is of 5 employees or less, please provide some detail about health and safety in your organisation. How will health and safety considerations be implemented in the development of this contract?</p> <p>A “Fail” will be allocated to a response that does not demonstrate any evidence of addressing health and safety.</p> <p>Please upload a document with the filename: <b>F01</b>. Your Company Name, and any associated supporting documents.</p> <p>Your response must be a maximum of two sides of A4, font size 11 addressing the below question. Any responses exceeding two sides of A4 will not be evaluated beyond the last page</p>
<b>Scoring and calculation method</b>	<p><b>Evaluation</b></p> <p>The calculation used is the following:</p> $\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 30\% \text{ Maximum available marks}$ <p>For example, if three Tender Responses are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:</p> <p>Tenderer A Score = <math>\frac{£3000}{£3000} \times 30\%</math> (Maximum available marks) = 30%</p> <p>Tenderer B Score = <math>\frac{£3000}{£5000} \times 30\%</math> (Maximum available marks) = 18%</p>	

	Tenderer C Score = £3000/£6000 x 30% (Maximum available marks) = 15%
--	--

## **APPENDIX D**

### **PRICING SCHEDULE**

For Completion (Available on Atamis. Please upload to Atamis)

## **APPENDIX E**

### **Appendix F - Staff Time in Days Per Milestone Template**

For Completion (Available on Atamis. Please upload to Atamis)