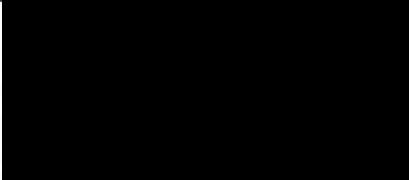


Agreed Work Order Form

In respect of the Food Standards Agency Call-Off Agreement dated 1st January 2017
between the **FOOD STANDARDS AGENCY** and **FERA SCIENCE LIMITED** (the
"Call-Off Agreement")

Customer to complete:

Parties to Additional Services:	The Food Standards Agency and Fera Science Limited a company incorporated in England and Wales (registered with number 09413107) and whose registered office is at Rochester Row, London, SW1P 1QT (the "Company").
Customer day to day contact (name, email, telephone):	
Additional Services Title:	Lot 1 - NRL for Mycotoxins and Plant Toxins in Feed and Food Lot 2 - NRL for Metals and Nitrogenous Compounds in Feed and Food Lot 3 - NRL for Processing Contaminants Lot 4 - NRL for Halogenated Persistent Organic Pollutants (POPs) in Feed and Food Lot 5 - NRL for Materials and Articles in Contact with Food
Additional Services Ref:	FS616034, FS616033, FS616032, FS616031, FS616030
Start Date:	1 st April 2021
End Date:	31st March 2025 subject to a break clause after two years.

Details of work requirement:

FSA Call-Off	A Request for Quote (RFQ) form will be completed by the FSA.
Main Deliverables and Performance Indicators	The Company shall perform the Additional Services in accordance with the specification of requirements within the attached Evidence Specification and the terms of the Call-Off Agreement. In particular, the Company shall comply with any timelines and provide any deliverables set out in the Evidence Specification.

Fera to complete:

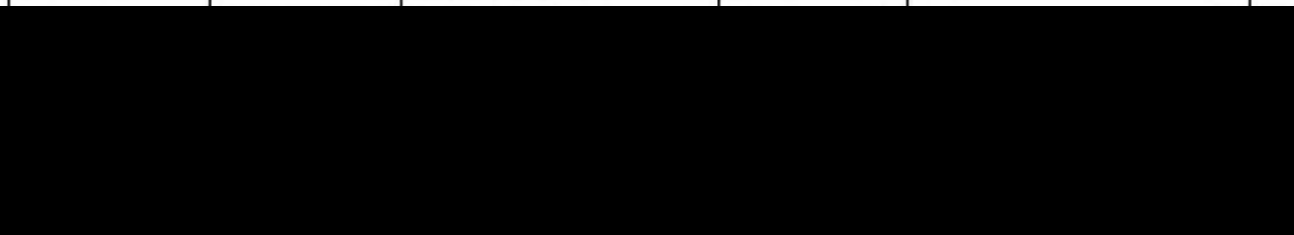
Fera day to day contact (name, email, telephone):	<div></div>			
Total cost of Additional Services (Call-Off Day Rates set out in Schedule 10 of the Framework Agreement shall apply to the additional services set out in this Work Order).	£1,337,428.50			
	Total cost should be quoted less VAT which should be added to invoices at the prevailing rate.			
Cost by Financial Year	2021/22	2022/23	2023/24	2024/25
	<div></div>			

Fera to complete where proposed work will impact on Plant and Bee Health Call-Off Agreement and Specialist Facilities and Services Call-Off Agreement:

Does the delivery of this additional work affect delivery of the agreed annual plan and/or use the facilities covered by the above agreements?	Not Applicable
Has abatement been discussed with Call-Off Manager (COM)?	Not Applicable

Authorising Signatures:

Name	Role	Organisation	Date	Signature
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Specification

-Specification Reference
<i>FS616030-5</i>
Specification Title
<i>National Reference Laboratory for Food Contaminants</i>
Contract Duration
<i>1 April 2021 – 31 March 2025 (subject to a break clause after two years)</i>

This specification, which forms part of the Invitation to Tender (ITT), comprises three individual sections: -

- A. SPECIFICATION:** An outline of the requirement
- B. PROCUREMENT TIMETABLE:** An estimated timetable for the procurement of the proposed requirement
- C. TENDER REQUIREMENTS AND EVALUATION CRITERIA:** Provides guidance to applicants on the information that should be included within tenders and on the evaluation criteria and weightings used by appraisers when assessing and scoring tenders

Tenders for FSA funded projects must be submitted through the FSA E-sourcing and contract management system, ECMS, using the following link: <https://food.bravosolution.co.uk/web/login.html>. Failure to do so may result in the tender response not being processed by the system or the response being automatically disqualified during the evaluation stage of the tender process.

THE SPECIFICATION, INCLUDING PROJECT TIMETABLE AND PROCESS FOR EVALUATION OF TENDERS

GENERAL INTRODUCTION

The Food Standards Agency (FSA) is a non-ministerial government department governed by a Board appointed to act in the public interest, with the task of protecting consumers in relation to food. We work across England, Wales and Northern Ireland and collaborate closely with colleagues in Food Standards Scotland (FSS).

The National Reference Laboratories (NRLs) are a critical part of our national infrastructure for delivering a safe and authentic food system. The role of NRLs is to provide scientific advice and support to Official Laboratories (OLs) for food, feed and materials and articles in contact with food, and safety official control testing.

The FSA is committed to openness and transparency of our evidence and its use, and equality of treatment to all suppliers. For NRLs, the FSA/FSS approves annual reports of work programmes for publication by NRLs on their own dedicated websites.

In line with the Government's Transparency Agenda which aims to encourage more open access to data held by government, the Agency is developing a policy on the release of underpinning data from all of its science and evidence-gathering projects. Underpinning data should also be published in an open, accessible, and re-usable format, such that the data can be made available to future researchers and the maximum benefit is derived from it. The Agency has established the key principles for release of underpinning data that will be applied to all new science and evidence-gathering projects which we would expect Contractors to comply with¹. Further details regarding applying for research funding can be found on the FSA website².

A.THE SPECIFICATION

The FSA and FSS are respectively designated as the Competent Authority (CA) for Official Feed and Food Controls within their area of responsibility. The UK has a legal obligation to appoint NRLs for Food and Feed. NRLs provide advice and support to food, feed and materials and articles in contact with food enforcement laboratories and CAs to ensure a harmonised approach to food enforcement. NRLs are responsible for setting standards for routine procedures and reliable testing methods in the regulated areas of feed and food. This delivers consumer protection and effective, risk-based and proportionate regulation and enforcement.

NRLs will play an important role following EU Transition as they will incorporate some of the activities previously performed by their lab counterparts in the EU (the European Reference Labs), including sharing and developing new and emerging

¹ <http://www.food.gov.uk/about-us/data-and-policies/underpinning-data>

² <https://www.food.gov.uk/about-us/applying-for-research-funding>

disease intelligence, methodologies, reference materials and training. Following EU transition, NRLs will continue to play a pivotal role in the UK enforcement process.

This project is to re-procure the contract for the UK National Reference Laboratory for Food Contaminants from the 1st April 2021 for four years (incorporating a two-year break point for review in 2023). The FSA will confirm if they wish to proceed with the break point by variation to the contract, confirming intentions and any changes to the requirement.

The Agency may only designate laboratories as an NRL if they are accredited in accordance with:

- EN ISO/IEC 17025:2017 "General requirements for the competence of testing and calibration laboratories";
- EN ISO/IEC 17011:2017 "Conformity assessment - General requirements for accreditation bodies accrediting conformity assessment bodies".

The applicant is required to operate in accordance with the standard EN ISO/IEC 17025 and be accredited in accordance with that standard by a national accreditation body operating in accordance with Retained Regulation (EC) No 765/2008.

The scope of the accreditation must cover the following:

- shall include those methods of laboratory analysis, test or diagnosis required to be used by the laboratory for analyses, tests or diagnoses, when it operates as an official laboratory;
- may comprise one or more methods of laboratory analysis, test or diagnosis or groups of methods;
- may be defined in a flexible manner, so as to allow the scope of accreditation to include modified versions of the methods used by the official laboratory when the accreditation was granted or new methods in addition to those methods, on the basis of the laboratory's own validations without a specific assessment by the national accreditation body prior to the use of those modified or new methods

Where the applicant does not have the required accreditation, they must outline how they will obtain this as part of the contract.

Scope of Services to be Provided

This is a multiple lot tender. Tenders are invited to bid for all lots, several lots or one lot; please provide details of any applicable discount for multiple awards within the Financial Template.

The appointed laboratory will carry out the provision of services for the UK National Reference Laboratory for Food Contaminants for the following areas in food:

- **Lot 1** - NRL for Mycotoxins and Plant Toxins in Feed and Food

- **Lot 2** - NRL for Metals and Nitrogenous Compounds in Feed and Food
- **Lot 3** - NRL for Processing Contaminants
- **Lot 4** - NRL for Halogenated Persistent Organic Pollutants (POPs) in Feed and Food
- ***Lot 5** - NRL for Materials and Articles in Contact with Food

*The appointed NRL for Materials and Articles in Contact with food will assist the CA in their undertaking of risk assessment for new food contact materials authorisation applications to the UK. The NRL will be responsible for receiving and storing samples and accompanying information. They will be responsible for undertaking the analytical evaluation and verification of these, when requested by the CA.

The basic duties of National Reference Laboratories are, but not limited to the following:

- (a) co-operate internationally in their area of competence, including collaborating and participating in training courses and inter-laboratory comparative tests organised by international laboratories (where appropriate);
- (b) co-ordinate, for their area of competence, the activities of OLs responsible for the analysis of official controls samples to ensure the verification of compliance with feed and food law;
- (c) where appropriate, organise comparative tests between the official national laboratories and ensure an appropriate follow-up of such comparative testing;
- (d) ensure the dissemination of any information required by the CA;
- (e) provide scientific and technical assistance to the CA, especially for the implementation of Multi Annual National Control Plans;
- (f) participate in relevant national and international workshops and training courses and, where necessary, conduct training courses for the staff of OLs;
- (g) upon request by the appropriate authority, actively assist in relevant foodborne incident and outbreak situations, should be equipped with, or have access to, the necessary equipment to perform their tasks in emergency situations and in cases of non-compliance of consignments, by carrying out confirmatory analysis;
- (h) carry out research, evaluation and development of new and existing methods for the analysis of UK regulated and officially monitored foods and feed and emerging new risks to UK food safety;
- (i) provide advice and expertise on standardisation of methods at CEN and ISO;
- (j) obtain and maintain accreditation for official reference and other relevant regulatory methods for food, feed and materials and articles in contact with food within the NRL area of competence;
- (k) be responsible for carrying out other specific duties as required by the CA, where appropriate and by prior agreement;
- (l) cascade information and learning to commercial labs, at the request of the CA.

The laboratory will be required, but not limited to:

- (a) be impartial, free from any conflict of interests, and in particular not be in a situation which may, directly or indirectly, affect the impartiality of their professional conduct as regards the exercise of their tasks as NRLs;
- (b) have, or have contractual access to, suitably qualified staff with adequate training in analytical, testing and diagnostic techniques in their area of competence, and support staff as appropriate;
- (c) possess, or have access to, the infrastructure, equipment and products needed to carry out the tasks assigned to them;
- (d) ensure that their staff and any contractually engaged staff have good knowledge of international standards and practices and that the latest developments in research at national and international level are taken into account in their work;
- (e) where relevant, validate the reagents and lots of reagents, establish and maintain up-to-date lists of available reference substances and reagents and of manufacturers and suppliers of such substances and reagents and secure access to any reference materials required in order to fulfil their responsibilities and support the relevant OLs;
- (f) be equipped with, or have access to, the necessary equipment to perform their tasks in emergency situations; and where appropriate, assist the CA in food incidents by carrying out diagnosis and/or testing of samples, when necessary;
- (g) where relevant, be equipped to comply with relevant biosecurity standards;
- (h) maintain a list of the accreditation for the relevant OLs;
- (i) liaise with other CA-appointed NRLs (as and when required);
- (j) have experience of, and be able to operate in accordance with, the relevant sampling and analysis legislation, including maintaining specific UK Accreditation Service (UKAS) accreditation (or equivalent) for the relevant analytes, and satisfactory performance in proficiency test schemes;
- (k) be familiar with the enforcement system in operation in the UK.

The duties of the NRL are grouped according to its core functions, but are not limited to the following:

1. Secretariat services

- (a) disseminating relevant information/advice to the CA, when required, OLs and other relevant laboratories in a timely and effective manner;
- (b) co-ordinating the activities of OLs and other relevant laboratories in food in relation to the core functions described below;
- (c) creating and maintaining an efficient two-way channel of communication with OLs and relevant laboratories and international organisations, including information on analytical methods and relevant legislation;
- (d) providing regular updates to the CA on NRL activities, and up-to-date information on UK OLs and other relevant laboratories to the CA as requested;
- (e) creation and maintenance of a dedicated website for communication of the work of the NRL including provision of advice and support to OLs, information on methods of analyses, Standard Operating Procedures (SOPs), latest developments and other background information.

2. Advice and representation within the UK and internationally

- (a) providing impartial expert advice as requested to the CA, OLs and other relevant laboratories on analytical methodology in the context of official controls and risk assessment;
- (b) representing the UK at relevant international meetings, and working groups, consulting the CA on objectives and requirements before each meeting and providing the CA with an internal report of the meeting within 10 working days of each meeting;
- (c) participating in activities organised by international organisations and contributing to the scientific input at international meetings and in manner which supports UK policy based on best available scientific knowledge;
- (d) advising the CA, OLs and other relevant laboratories on best scientific practice in testing for official controls purposes and undertaking activities in consultation with the CA that facilitate and promote their application in the UK within the policy aims of the CA;
- (e) keeping abreast of and advising the CA, OLs and other relevant laboratories of developments and research for the sampling, testing and detection of food contaminants, including horizon scanning for future developments in this space;
- (f) identifying and informing the CA, OLs and other relevant laboratories of emerging analytical issues or developments at a national or international level and recommending action to address them;
- (g) where appropriate, partake and/or keep abreast of standardisation activities (e.g. CEN, ISO, etc.) relevant to the work area;

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

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

4. Compliance assessment via audits and ring trials

- (a) ensuring consistency and quality of testing approaches applied by UK OLs and other relevant laboratories, including advising on corrective action following adverse reports on OLs from UKAS;
- (b) planning and co-ordinating proficiency tests for UK OLs and other relevant laboratories as appropriate (taking into account the number of relevant laboratories), analysing and evaluating the outcome, informing the CA and OLs of the results and advising on further action;
- (c) co-ordinating the participation of UK OLs and other relevant laboratories in international method validation studies and other initiatives, informing the CA and OLs of the results and advising on further action;
- (d) where relevant, participating in proficiency tests and method validation studies organised by international organisations, informing the CA of the results and implementing any corrective measures required;

- (e) co-ordinating training exercises to promote best laboratory practice in respect of analysis;
- (f) Provide OLs with advanced notification of proficiency testing rounds to enable OLs to implement such activities in a timely manner.

5. Co-ordination within the UK of international initiatives

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

6. Role in risk assessment of food contact materials

Within the EU's risk assessment process for regulated food and feed products, there is a requirement for an applicant seeking to obtain an authorisation in one of the following Food Contact Material areas -

- Additives and starting monomers in plastic food contact materials
- Additives in Regenerated Cellulose Film
- Additives in Active and Intelligent Food Contact Materials

to send the following sample and accompanying information to the European Reference Laboratory (EURL) –

- A physical sample of the substance (250 g);
- The relevant product safety sheet and spectroscopic data;
- The analytical method(s) including performance parameters;
- Administrative data of the applicant submitting an application for authorisation

Following EU Transition, from the 1st January 2021, regulated product applications intended for the national market will be risk assessed by the UK. To necessitate this function following EU transition, the role of receiving and storing the sample and accompanying information, as specified above, will be fulfilled by the National Reference Laboratory for Food Contaminants (Materials and Articles in Contact with Food), instead of the EURL. The NRL may also need to undertake verification of the sample submitted, but this would only be necessary if requested by the relevant Competent Authority.

7. Communication of results and data use

- (a) the Contractor shall ensure that the CA receives regular updates of any developments related to the core functions of the NRL;
- (b) the Contractor shall notify the CA immediately by email of any deviations or significant unexpected situations which may affect the cost, specifications and timing of the annual work programme;

- (c) the Contractor shall notify the CA immediately by email of any unusual occurrences resulting from any of the core functions of the NRL;
- (d) The Contractor shall provide annual reports of work summarising all activities completed as part of their annual work programme, to the CA by 31st March each year. Annual reports will be approved by the CA prior to publication by NRLs on NRL dedicated websites. If requested by the CA, the Contractor may also need to provide interim reports during the annual work programme;
- (e) any results or reports arising from the work of the NRL will not be communicated to any external parties without the written permission of the CA;
- (f) the use of the data for presentations and/or papers will not be permitted unless written permission has been sought and given by the CA;
- (g) the Contractor will maintain records. Retention periods will be agreed and defined in the contract and if necessary the contractor will assist with transfer of archived reference material;
- (h) in other work related to the core functions of the NRL, the specified deadlines agreed between the CA and the Contractor should be met;
- (i) if necessary, at the end of the Contract all information and data gained from, and required for, NRL function over the course of the Contract will be handed over to the CA. This will include assisting with transfer of archived reference materials;
- (j) provide an internal report of meetings with other organisations within 10 working days of the meeting;
- (k) the Contractor will engage in quarterly dialogues with the CA to review contract management requirements and update on progress against work programme. Informal monthly check-ins with the CA may also be organised to ensure any potential or evolving issues are flagged and work is kept on track;
- (l) the Contractor will organise regular network meetings, as appropriate and on at least an annual basis to update their official controls networks and CA on method updates, enforcement, training and other relevant information issues and to discuss PT programmes and results;
- (m) the Contractor will review NRL finances regularly and communicate spending, including a break-down of costs, with the CA on a monthly basis.

Tender Application Form

The Tender Application Form³ requests the supplier to complete information under the headings below. *Please state in your application which lots you are bidding for (details at Scope of Services section).*

- Project summary
- Description of approach/scope of work
- The project plan and deliverables
- Participating Organisations and sub-contractors
- Project and staff management
- Risk management
- Quality management
- Social Values

³ <https://food.bravosolution.co.uk/web/login.html>.

Data protection

The contractor is required to provide details on how they will securely store applications and physical samples (for authorisation of food contact materials products).

Data security

Please confirm in your tender that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects.

[Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:

- to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;
- to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable;
- to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);
- to maintain records of personal data processing activities; and
- to regularly test, assess and evaluate the effectiveness of the above measures.'

The Supplier hereby assigns (where relevant by present assignment of future rights) absolutely and irrevocably to the FSA with full title guarantee all right, title and interest including all copyright, database rights and other intellectual property or related rights in and to the Database throughout the world absolutely for the full period or periods of protection conferred by law including all renewals, extensions and revivals of such period(s). The Supplier agrees and undertakes that it shall (at its cost and expense) do all such acts and execute such further documents as the FSA may request to ensure that all such rights in and to the Database are vested in the FSA including without limitation confirmatory assignments by all personnel and contractors working in relation to the Database. The FSA hereby grants to the Supplier during the term of its appointment a non-exclusive licence of the FSA's rights in and to the Database to the extent and for so long as is reasonably necessary for the performance of the Supplier's obligations under its appointment.]

Cost

The proposal must identify all anticipated costs of conducting the work, providing a cost breakdown of staff involvement and days dedicated to the project for each staff member, and all other associated overheads and expenses. Monthly invoicing must be specified.

Examples of the costs which should be included in the cost breakdown, in addition to the main analysis, include:

- The charge for presentations and meetings
- Costs for delivering workshops
- A breakdown for any proposed sub-contractor involvement (if relevant)
- Any costs associated with making data available for further use (e.g. archiving)
- Access to other datasets, as necessary

Costs should be provided for the life of the contract exclusive of VAT and should clearly state whether VAT will be charged.

The Tender Applications are attached separately for:

Lot 1 - NRL for Mycotoxins and Plant Toxins in Feed and Food

Lot 2 - NRL for Metals and Nitrogenous Compounds in Feed and Food

Lot 3 - NRL for Processing Contaminants

Lot 4 - NRL for Halogenated Persistent Organic Pollutants (POPs) in Feed and Food

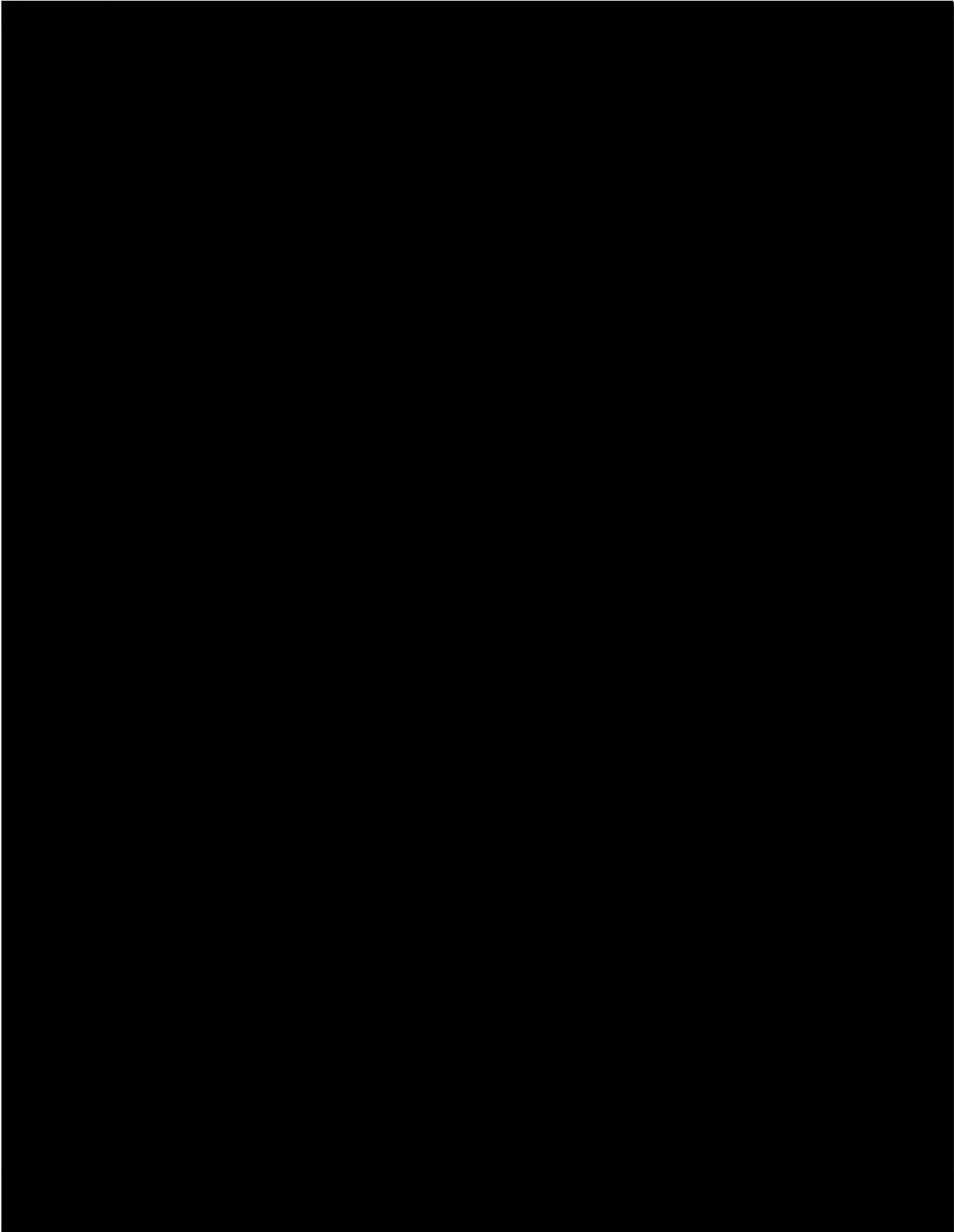
Lot 5 - NRL for Materials and Articles in Contact with Food

Clarification Questions and Answers

TENDER REFERENCE: FS616030 1-5

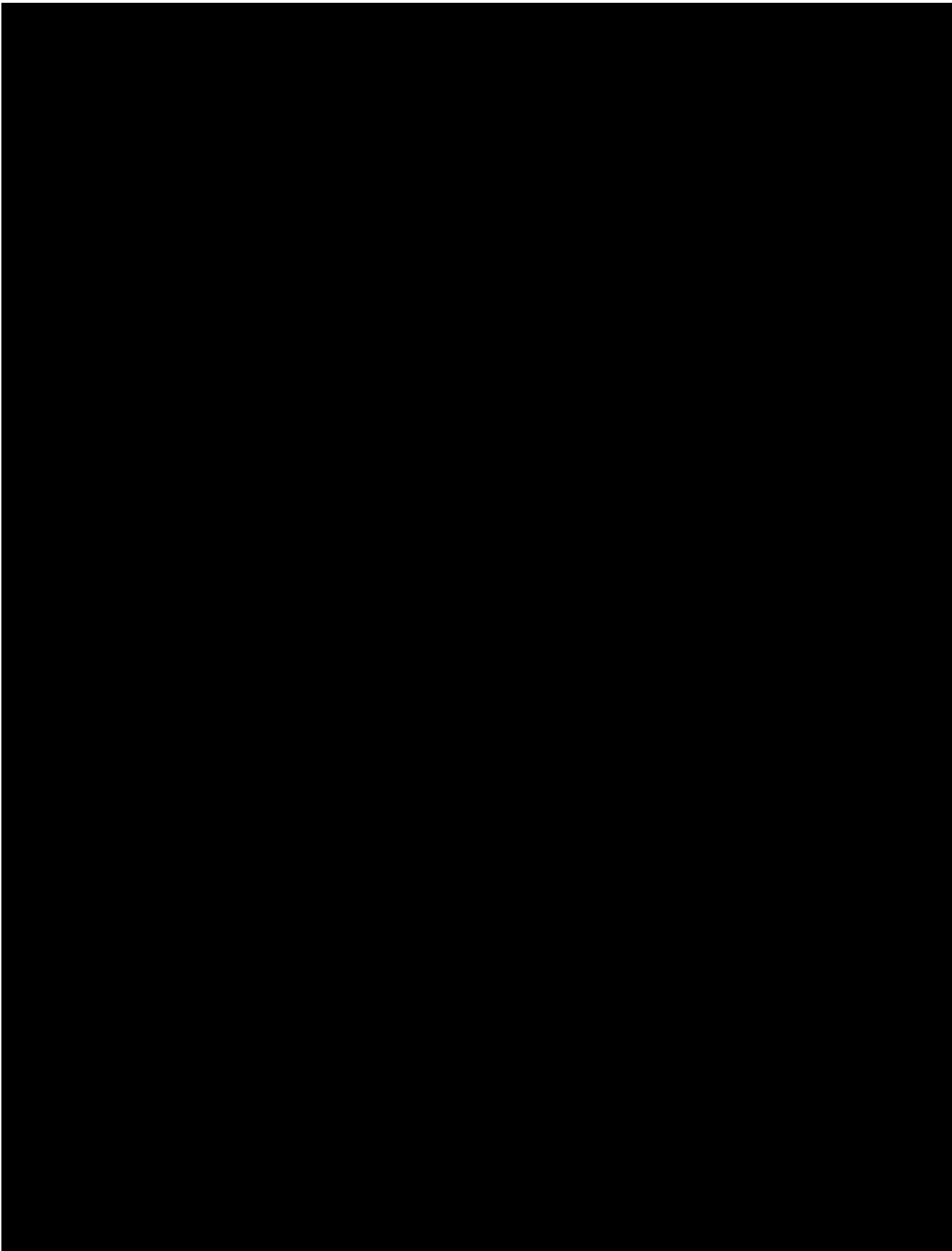
TENDER TITLE: NATIONAL REFERENCE LABORATORY for Food

Contaminants

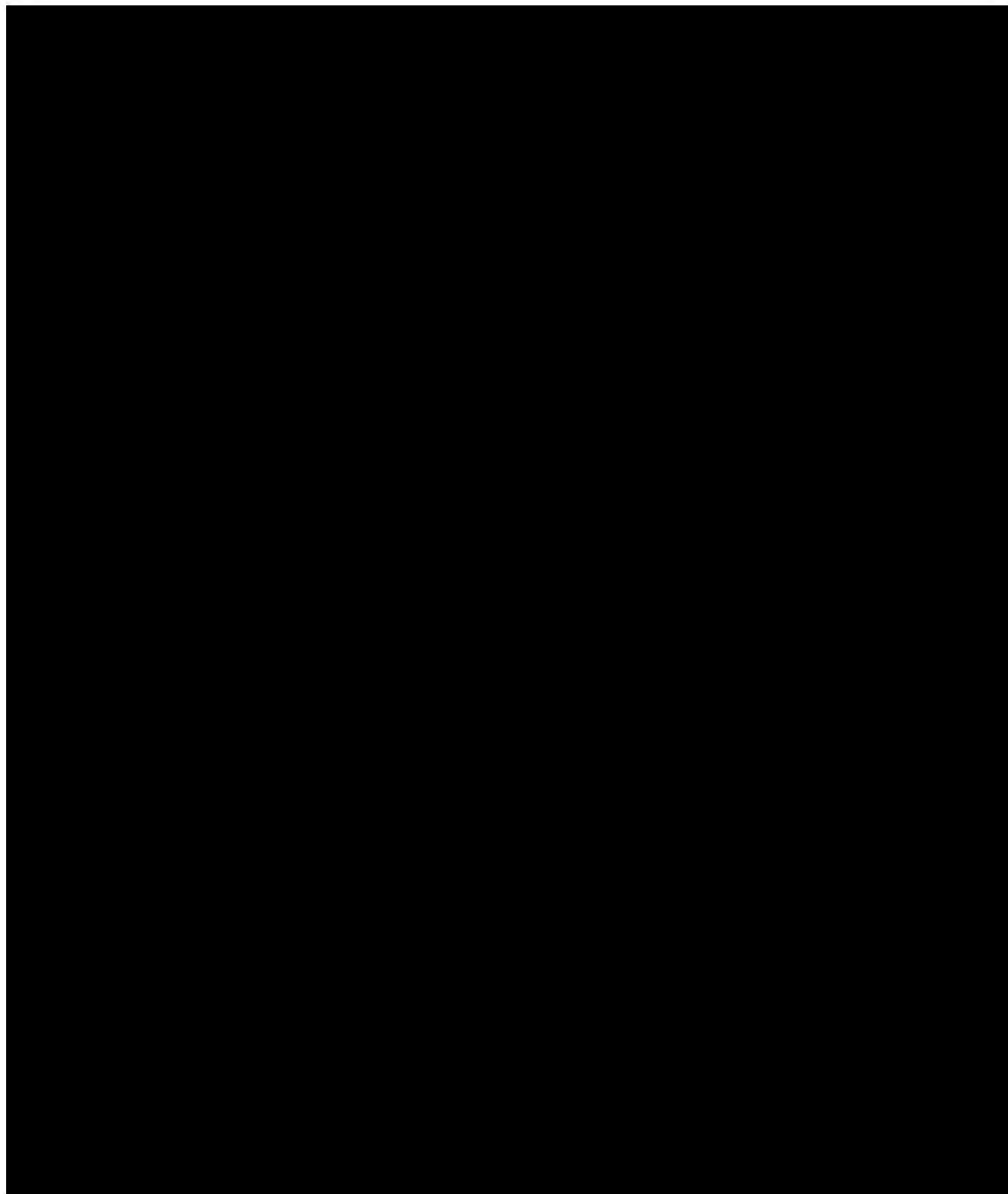


[REDACTED]

[REDACTED]



FS616030-34 NRL for Food Contaminants – Clarification Questions





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

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

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

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

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

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

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

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

Tender Reference	FS616030-1 to 5
Tender Title	National Reference Laboratory for Food Contaminants - LOTS 1 to 5 - Chemical contaminants in food
Full legal organisation name	Fera Science Ltd
Main contact title	
Main contact forename	
Main contact surname	
Main contact position	
Main contact email	
Main contact phone	

Will you charge the Agency VAT on this proposal?	Yes
Please state your VAT registration number:	GB 618-1841-40

Project Costs Summary Breakdown by Participating Organisations

Please include only the cost to the FSA.

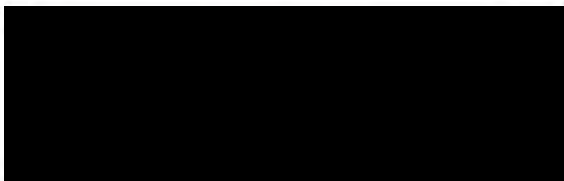
Organisation	VAT Code*	Total (£)
Fera Science Ltd	STD	£ 1,337,428.50
Insert name of Organisation 2	Please select	£ -
Insert name of Organisation 3	Please select	£ -
Insert name of Organisation 4	Please select	£ -
Insert name of Organisation 5	Please select	£ -
		£ -
		£ -
		£ -

Total Project Costs (excluding VAT) **	£ 1,337,428.50
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* Please indicate zero, exempt or standard rate. VAT charges not identified above will not be paid by the

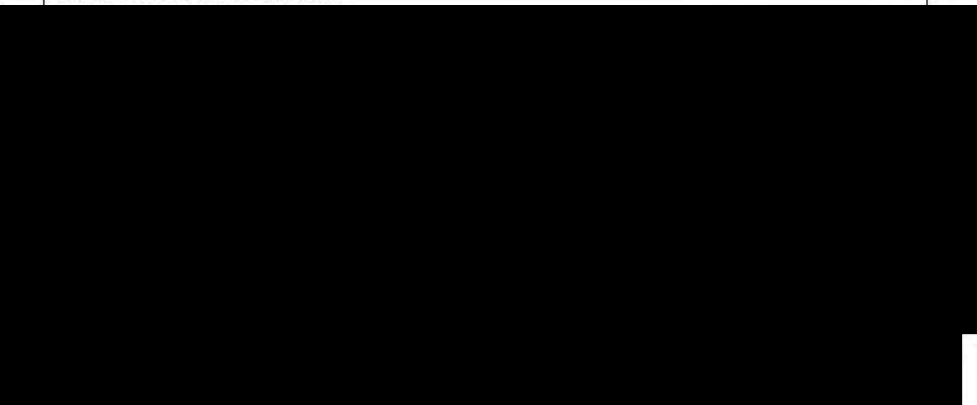
** The total cost figure should be the same as the total cost shown below and in the Schedule of payments to

Project Costs Summary (Automatically calculated)



Total Project Costs	£ 1,337,428.50
----------------------------	-----------------------

COST OR VOLUME DISCOUNTS - INNOVATION



Staff Costs Table

*This should reflect details entered in your technical application section 4C.

Please insert as many lines as necessary for the individuals in the project team.

Please note that FSA is willing to accept pay rates based upon average pay costs. You will need to indicate where these have been used.

* Role or Position within the project	Participating Organisation	Daily Rate (£/Day)	* Daily Overhead Rate (£/Day)	Days to be spent on the project by all staff at this	Total Cost (incl. overheads)
---------------------------------------	----------------------------	--------------------	-------------------------------	--	------------------------------

* Total Overhead Costs (if not shown above)

Consumable/Equipment Costs

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

[Redacted area for consumable/equipment costs breakdown]

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

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

Travel and Subsistence Costs

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

		Cost	

The Pricing Schedule

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

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

Please link all deliverables (singly or grouped) to each payment. Please ensure that deliverable numbers are given as well as a

brief description e.g. Deliverable 01/02: interim report submitted to the FSA, monthly report, interim report, final report

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

Proposed Project Start Date	01-Apr-2021	Amount				
Invoice Due Date	Description as to which deliverables this invoice will refer to (Please include the deliverable ref no(s) as appropriate)	*Net	** VAT Code	§ Duration from start of project (Weeks)	§ Duration from start of project (Date)	Financial Year

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

Summary of Payments

Financial Year (Update as applicable in YYYY-YY format)
 Total Amount

Year 1	Year 2	Year 3	Year 4	Total
2021-22	2022-23	2023-24	2024-25	£ 1,337,428.50

