

**29581 - ENVIRONMENTAL RISK ASSESSMENT SERVICES FRAMEWORK (ERAS2) - PROJECT FORM**  
**Part 1 – to be completed by Environment Agency Project Manager**

**Project title:** Environmental Quality Standards review for permethrin, carbamazepine, clarithromycin and PBDEs

**Date:** 10/07/24

<b>Contracting Authority</b> (Environment Agency; Natural England; Defra etc)	Environment Agency		
<b>Environment Agency Project Manager:</b>	██████████	<b>Phone number:</b>	██████████
<b>Budget holder:</b>	██████████	<b>Cost code:</b>	██████████
<b>Procurement Contact (if over £50k):</b>	██████████	<b>Email:</b>	██████████
<b>Project Start Date</b>	August 2024		
<b>Project Completion Date</b>	28 February 2025		
<b>For any projects over £10k, full competition is required (i.e. all suppliers on the Lot invited to quote). Please tick</b>	<b>Direct Award</b>		<b>Mini-comp</b> Lot 1
<b>Proposal return date: (no less than 10 working days from current date)</b>	09/08/2024		

<b>Notes</b>	<p>Any extensions, or amendments to existing orders need to be discussed with the contract manager first and the table in section 6 completed to authorise the change to the contractor.</p> <p>A <b>Prior Rights Schedule</b> to record data being shared between parties and a <b>GDPR Schedule</b> (if personal data is being handled as part of the project) must be completed with the successful contractor at contract start up and updated throughout the project and held as part of the contract record.</p>
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<p><b>Evaluation criteria:</b> Please note price and quality weightings are fixed (although you may alter the quality sub-criteria weightings).</p> <p>Optional: If a <b>minimum score threshold</b> is set for any criteria this must be stated in the table. If not used, please delete the wording.</p>		
<p><b>Consultants:</b> Failure to meet the minimum score threshold stated will result in the bid being removed from the process with no further evaluation regardless of other quality or price scores.</p>		
<b>Price</b>	<b>Weighting</b>	<b>40%</b>
<b>Quality</b>	<b>Weighting</b>	<b>60%</b>
<b>Quality Sub-Criteria Weightings:</b>		
<p><b>Approach &amp; Methodology</b> (minimum score threshold 4 will apply )</p> <p>Assurance that your proposed methodology will meet or exceed the requirements of the project. To enable this assessment to be made, you must provide:</p>		<b>40%</b>

<ul style="list-style-type: none"> <li>• A detailed description of your proposed overarching methodology clearly demonstrating how each element will contribute to achieving the project objectives questions</li> <li>• For each of the detailed requirements 1-3, a detailed description of tasks and the way in which you will approach them</li> </ul>	
<p>Proposed Staff (inc CV's) (<i>minimum score threshold 4 will apply</i>)</p> <p>Demonstration that your proposed team will bring the necessary skills and experience to deliver the project. To enable this assessment to be made, you must provide:</p> <ul style="list-style-type: none"> <li>• An organogram showing all the main project roles within each work package and the named individual(s) fulfilling them</li> <li>• A description of each team member, including named individuals and their organisation (if a consortium is proposed), along with details of their relevant skills and experience</li> <li>• The name and roles of any proposed sub-contractors and how they will be managed to ensure co-ordinated delivery of the work</li> <li>• Details about how any temporary, worker or agency staff would be recruited to ensure smooth delivery of the fieldwork</li> <li>• A summary of the number of days contributed to each task by all individuals working on the project</li> </ul>	30%
<p>Project Management (including project plan) (<i>minimum score threshold 4 will apply</i>)</p> <p>Please outline how you will ensure that this project will be delivered on time, within budget and to the required quality. In addressing this question your response should cover, as a minimum:</p> <ul style="list-style-type: none"> <li>• An outline plan in the form of a Gantt chart identifying key milestones, dependencies and critical path</li> <li>• Description of the Quality Assurance procedures and systems (including your internal monitoring and review processes) which will deliver data and outputs of the required standard</li> <li>• Details of the proposed approach to management of the contract, to ensure it is delivered on time and to budget, especially where sub-contracting is involved</li> <li>• Demonstrated consideration of the main risks to project delivery and actions that would be taken to mitigate these risks</li> </ul>	30%

<b>Specification Note</b>
<b>Contractor's required Limitation of Liability: the Contract Price for the Services performed or to be performed under the Contract or five million pounds whichever is the greater will apply.</b>
<b>1. Description of work required – overall purpose &amp; scope</b>
<p><b>Background</b></p> <p>Environmental Quality Standards (EQSs) are a key tool in the assessment and control of chemicals in the water environment. It is therefore important to ensure that EQSs are based on the best available information and are scientifically robust. The aim of this project is to identify appropriate EQSs for three substances of interest - permethrin, carbamazepine and clarithromycin, with the possibility of also identifying EQS for PBDEs (polybrominated diphenyl ethers).</p> <p>A statutory EQS is currently in place in England for permethrin. Permethrin was identified as a Specific Pollutant in the UK. Additional data for these substances is available since their derivation. The EU have published proposals</p>



for an EQS for permethrin. As the proposals result in lower values than the currently available EQS they have been identified for consideration within this work. This is also the case for PBDEs (polybrominated diphenyl ethers) for which an existing statutory EQS is available as it was identified as a Priority/Priority Hazardous Substance by the EU. The EU have published proposals for a revision to the current EQS for PBDEs which is lower than the current EQS value.

An EQS is not currently available for carbamazepine or clarithromycin. They have been identified as a substance of interest through the Environment Agency's Prioritisation and Early Warning Scheme (PEWS) as there have been a number of instances where it has been detected in surface waters. The EU have proposed an EQS for carbamazepine and clarithromycin.

This project will review the work undertaken by the EU for EQS development alongside any additional research/published information for these substances to assist in identifying an appropriate and scientifically robust EQS for these substances to assist in their regulation in England. This work will include consideration of the endpoints required to be assessed based on the hazardous properties of the individual substance, eg aquatic life, secondary poisoning, as outlined in the EU EQS technical guidance document which is used for the derivation of EQSs in England.

### **Detailed Requirements**

1. Review the current EU EQS proposals for permethrin, carbamazepine and clarithromycin taking into consideration the data that has been collated and used in the determination of the proposed EQS and the approach used. The latter should be considered in terms of the approach for EQS derivation outlined in the current EU EQS technical guidance document, including whether relevant endpoints, eg aquatic life, secondary poisoning, have been considered based on the hazardous properties of the substance including potential to bioaccumulate and toxicity to aquatic life. In addition a literature review should be undertaken to identify whether any additional data is available which has not been considered in the review but is deemed to be relevant based on the EQS derivation guidance.
2. Make recommendations as to whether, based on the available data, existing proposals derived by the EU could be considered for use as an EQS for England or whether an alternative value should be proposed following consideration of the available data. In the case of the latter a proposed alternative value should be recommended with the basis for this clearly outlined and documented. Any limitations or uncertainties in the available data set and therefore the EQS proposed should be highlighted.
3. In addition, the tender should include a separately costed proposal for the inclusion of the EU EQS proposal for the Polybrominated diphenyl ethers group of substances (PBDEs). This task should be carried out as per the requirements for the other substances above, and recommendations made as to whether the EU proposals could be considered for use as an EQS in England, and if not an alternative value proposed. For the purposes of this project the PBDEs group is defined as those substances listed as PBDEs in the current EU EQS proposal.

### **Deliverables**

The outputs will be individual reports for permethrin, carbamazepine, and clarithromycin (and PBDEs, if this requirement is ultimately contracted). The reports will include a review of the EU EQS work on these substances alongside other relevant data/information for these substances. Recommendations will be made as to whether the EU proposals could be taken forward for consideration as EQS in England based on a review of the proposed values and other available information for these substances. These reports should be prepared using the Environment Agency's standard report template and must be fully referenced for transparency. The report is to be submitted digitally to the project manager. Where legally possible and relevant, provide copies of any supporting information in digital format, or relevant links where not.

All written reports and the presentation should be suitably quality assured, and your tender should clearly state how QA will be carried out for both the draft and final reports. This includes, but is not limited to, how typographical errors, formatting, editorial consistency, and the coherence of argumentation will be ensured before submission to the project manager. Accurate bibliographies referencing supporting information will be required.

### **Timetable**

Submit draft reports for each substance to the Environment Agency for review no later than 11<sup>th</sup> January 2025. Following an EA commenting period of four weeks, the contractor shall provide final version of the reports by 28<sup>th</sup> February 2025.

### **Administrative procedures**

The contractor shall arrange two main project meetings: the first at project start up (within 2 weeks of contract award), and the second within 4 weeks of submission of the draft report, to discuss Environment Agency

comments. These meetings will be held virtually using MS Teams. The contractor shall provide minutes of these meetings and list of actions by email to the project manager for agreement within two working days of the meeting. In addition, five progress meetings will be held at regular intervals following the start-up meeting virtually using MS Teams, for a minimum of 30 minutes (these may be stood down if deemed unnecessary by agreement with Environment Agency project manager). A brief written update (template to be provided by EA) will also be required monthly.

If artificial intelligence (AI) is proposed to be used to produce any part of the report or perform any tasks contributing to the project, this shall be made clear in your tender response, together with any relevant quality assurance. We would ask for you to cost all aspects of AI separately as an itemised item within your costings, so we can clearly see what makes up the AI component and associated cost thereof. If the AI component is taken up, this will be agreed within the Contract Award between the supplier and the Project Manager, before any works commence.

Invoicing will be for the amount agreed at the start of project, in arrears once the work is completed. The draft invoices should be agreed with the project manager before submission to Environment Agency Finance department. The contractor will submit the invoice for payment within two weeks of it being agreed with the project manager.

A purchase order will be issued to the successful supplier within 2 weeks of the contract award.

The contractor is responsible for obtaining all journal articles where needed.

#### **Quotation**

The supplier should provide a cost proposal for the work required to complete the requirements concerning permethrin, carbamazepine and clarithromycin. This cost proposal will be evaluated.

The supplier should additionally provide a separate cost proposal for the requirement concerning PBDEs. Please provide this cost proposal only if it can be completed within the original project timescale (by 28<sup>th</sup> February 2025). This additional work package may optionally be contracted alongside the above 3 substances at the EA's discretion following bid evaluation. This cost proposal will be for information purposes only and will not be evaluated.

The fixed price quote should be based on an estimate of the number of hours needed for each named member of staff (which should be provided separately and in total), along with any reasonably foreseen non-staff related costs as relevant. Payment will only be made for actual hours and costs incurred.

Any potential conflict of interest (e.g. because of contractual involvement with actual or potential stakeholders) must be clearly declared.

## **2. Required skills / experience from the Framework contractor**

1. Expertise in the collation of data on the hazardous properties of chemicals is required alongside expertise in reviewing the relevance, reliability and credibility of the available data.
2. Previous experience in the derivation of EQS or equivalent is beneficial including experience of the EU technical guidance on EQS derivation and approaches used for deriving such thresholds.
3. Report writing skills – documenting work undertaken, decisions made and conclusions to ensure approach is transparent and clearly recorded and communicated.

## **3. Proposed programme of work and payment table**

Task no.	Task and deliverable	Completion date	Payment schedule
1	Draft report (payment to be made following Quality Assurance of the report by EA technical team)	10/01/2025	70% of contract value
2	Final report (payment to be made following Quality Assurance of the report by EA technical team)	28/02/2025	30% of contract value

**Part 2 – to be completed by Framework Consultant Project Manager**

Framework Consultancy name			
Consultant Project Manager name			
Consultant project manager phone number:		Consultant project manager e-mail address:	

## Part 2 - Consultant Proposal (details to be provided by the Contractor)

**1. Approach & Methodology (Maximum 3 pages A4, not including diagrams, to be submitted)**

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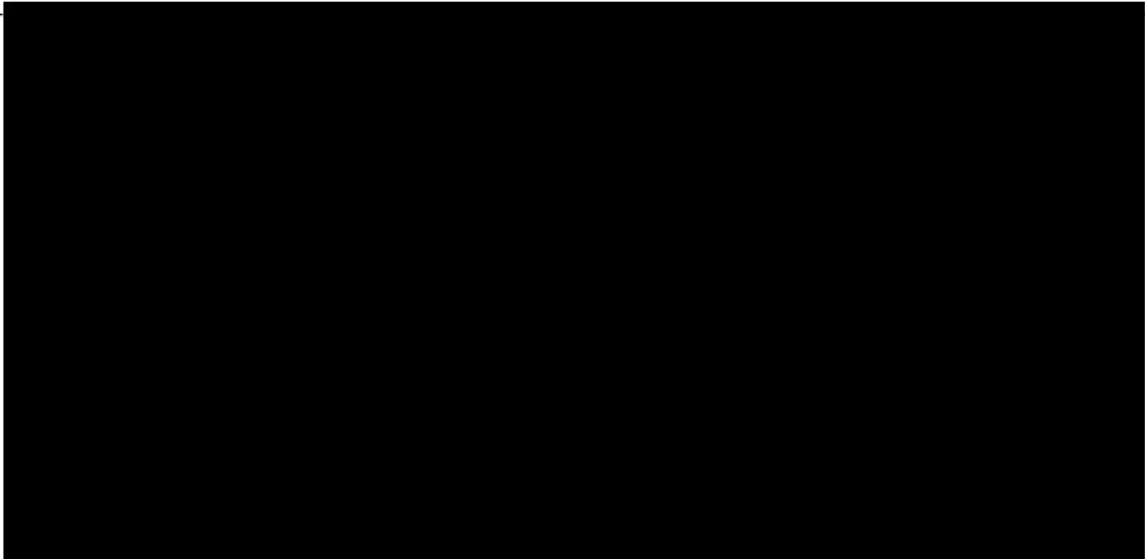
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**2. Project Management (inc Project plan) (Maximum 1 page A4, not including diagrams, to be submitted)**

[REDACTED]

[REDACTED]

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[Redacted text block]

**3. Proposed Staff who will do the work and briefly state previous relevant experience (Maximum 3 pages A4 to be submitted)**

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#### 4. Proposal cost

Please use day rates, including any applicable discounts, as agreed under the framework contract.

##### Tasks 1 and 2 only

###### Proposal cost

Please use day rates, including any applicable discounts, as agreed under the framework contract.

Task No.	Consultant name	Framework grade	Day rate	No. of Days or part thereof	Cost
1					
2					
Total overall cost					43,305

##### Tasks 3 only

###### Proposal cost

Please use day rates, including any applicable discounts, as agreed under the framework contract.

Task No.	Consultant name	Framework grade	Day rate	No. of Days or part thereof	Cost
3					
Total overall cost					20,613.75

**Tasks 1,2 and 3 combined (as above)**

Total overall cost		63,918.75

All three tasks are to be completed by 28/02/2025. The total contract cost is £63,918.75.

**5.-Terms & Conditions**

**Note to contractor –** All call off contracts under the ERAS2 Framework are subject to the terms and conditions issued with the framework, including the Prior Rights Schedule and GDPR Schedule completed at award of the call-off contract.

**Notes****Contractor Project Manager:****Signature :****Date:****6. Proposal Acceptance****Notes**

All agreed post submission amendments to scope, proposal, timetable or costs must be updated prior to accepting the proposal.

A Atamis reference should be obtained from Commercial if the project has been issued by Atamis and quoted on your purchase order.

**Authorisation****Name****Signature****Date****Contract Project Manager****Authorised Contracting  
Authority Signature****DgC Authorised  
Signature (if required)****Atamis Ref (if applicable)****C25950****7. Change Control**

All amendments to scope, timetable or costs must be submitted to and approved by the PM Prior to implementing the change.

[illegible]