creating a better place
for people and wildlife

Environment Agency

APEM Ltd
[redacted]

Our ref: C21434

Date: 10/11/2023

FAO: [redacted]

Framework: EcoSF3 Framework, Lot 4 - River Restoration, Habitat Creation and Fish Passage Design Services
Commission Code: EcoSF3/23/386
EA Ref.: C21434
Contract Title: Evaluating the ecological and water quality benefits of the Catchment Sensitive Farming Project 2023/25

I am pleased to inform you that the Environment Agency hereby accepts your tender in respect of the above call off contract from the Ecological Services Framework 3.
The contract shall be carried out in accordance with:
- This contract award letter
- Our Invitation to Tender dated 25 August 2023
- Your response received dated 19 September 2023
- Your clarifications provided on the 5 October 2023
- Revisions to payment schedule dated 31 October 2023

The Contract Charges for the services to be provided will be as set out in your C2.5_C20727_EcoSF3 Cost Proposal document. The information has been transferred into the FINAL EcoSF3 Contract Project Form_C20727 Evaluating Ecological Water Quality Benefits of CSF 23-25_v.05.

The contract price set out in your Cost Proposal will be fixed for the duration of the Contract. Please check the tender information transferred into the FINAL EcoSF3 Contract Project Form_C20727 Evaluating Ecological Water Quality Benefits of CSF 23-25_v.05 document attached in the DocuSign envelope is accurate, including the post-tender clarifications highlighted, sign this form and return it via the eSourcing Portal as acceptance of the contract.

The contract shall commence on 10/11/2023 and shall conclude on 31/03/2025.

The contract will be governed by the Ecological Services Framework 3 Terms and Conditions as contained and agreed in the Framework Agreement.

Purchase Order numbers will be issued by the Environment Agency following completion of the contract award. Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number) to: APinvoices-ENV-U@gov.sscl.com.

Please pre-advise the Project Manager of the invoices' charge ahead of issuing the invoices. Invoices not containing the correct Purchase Order number will mean we are unable to process them, and they will be returned to you.

This Contract will be managed on behalf of the Environment Agency by the Client Contract Manager: [redacted]
The contract reference C21434 and title given above should be quoted on all future correspondence.

Yours sincerely

[redacted]

[redacted]
Defra group Commercial | Environmental Goods and Services | Land Use and Biodiversity Services (LUBS)
[redacted]

22503 ECOLOGICAL SERVICES FRAMEWORK 3 (EcoSF3)

SCHEDULE B PROJECT FORM AND CONFIRMATION OF INSTRUCTIONS

PART 1

PROJECT DETAILS, EVALUATION CRITERIA AND SPECIFICATION

To be completed by Contracting Authority Project Manager

PROJECT DETAILS:

Project title:
Evaluating the ecological and water quality benefits of the Catchment Sensitive Farming Project 2023/25

Atamis project ref.: C20727

Date: 25 August 2023 (revised 09/11/2023)

Contracting Authority	Environment Agency		
Project Manager:	Juliette Mirza	**Project manager's phone number:**	[redacted]
Budget holder:	[redacted]	**Cost code:**	[redacted]
Commercial Contact (if applicable):	[redacted]	**Project manager's email:**	[redacted]
Project Start Date	**10 November 2023**		
Project Completion Date	31 March 2025		

For any projects over £10k, full competition is required (i.e. all suppliers on the Lot invited to quote).	**Direct Award**			**Mini-comp**	X		
Call off from Lot number (please tick)	1		2		3		**4**	**x**
Proposal return date: ***(no less than 10 working days from current date)***	1pm – 19 September 2023						

EVALUATION CRITERIA:

Scoring scale guidance:
Each criteria is given a score out of 10. A guide to scoring is shown below.

Score	Descriptor	Definition
10	Excellent	Addresses all of the requirements and provides a response with relevant supporting information which does not contain any weaknesses, giving the Employer complete confidence that the requirements will be met.
8	Very Good	Addresses all of the requirements and provides a response with relevant supporting information, which contains very minor weaknesses, giving the Employer high confidence that the requirements will be met.

6	Good	Addresses all of the requirements and provides a response with relevant supporting information, which contains minor weaknesses, giving the Employer reasonable confidence that the requirements will be met.
4	Satisfactory	Substantially addresses the requirements and provides a response with relevant supporting information which may contain moderate weaknesses but gives the Employer some confidence that the requirements will be met.
2	Weak	Partially addresses the requirements or provides supporting information that is of limited relevance or contains significant weaknesses, and therefore gives the Employer low confidence that the requirements will be met.
0	Nil	No response or provides a response that gives the Employer no confidence that the requirements will be met.

The Tenderer with the highest total weighted quality score will achieve the top mark available for quality (50%). Every other Tenderer under that lot will be ranked from highest to lowest quality and will be awarded a mark on a reducing basis using the following formula:

Suppliers Quality Score = (Suppliers Weighted Quality Score / Highest Weighted Quality Score) x Maximum Available Marks

The Tenderer who offers the lowest cost will achieve the top mark available for costs (50%). Every other Tenderer under that lot will be ranked from lowest to highest price and will be awarded a mark on a reducing basis using the following formula:

Suppliers Cost Score = (Lowest Tender Price / Suppliers Tender Price) x Maximum Available Marks

For all suppliers that are successful in meeting all of the below quality requirements, their overall quality score (out of a possible 50%) will be combined with the cost score (out of a possible 50%) to give a total percentage (%) out of a possible 100%.

Contractors: 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.

Price	**Weighting**	**50%**
Quality	**Weighting**	**50%**
<u>Quality Sub-Criteria Weightings:</u>		
Approach & Methodology A minimum score threshold of 4 will apply to this question		**50%**
Proposed Staff (inc. Pen Portraits) and Contractor's experience /accreditations. A minimum score threshold of 4 will apply to this question		**35%**
Sustainability A minimum score threshold of 2 will apply to this question		**5%**
Project Management (including project plan) A minimum score threshold of 4 will apply to this question		**10%**

SPECIFICATION

Please detail the Contractor's required Limitation of Liability.

If no sum is stated, the Contract Price for the Services performed or to be performed under the Contract or five million pounds whichever is the greater will apply.

1. Description of work required – overall purpose & scope (including reporting requirements)

1. Background to requirement

The Catchment Sensitive Farming (CSF) Project is a voluntary advice delivery programme in England designed to improve the environmental performance of farms and reduce diffuse water pollution from agriculture, reduce ammonia emissions to air and to promote natural flood management. It is run by Natural England (NE) in partnership with the Environment Agency (EA) and Defra. CSF advisors work closely with land managers through a combination of workshops, demonstrations, farm events and one-to-one advice, alongside supporting access to specific grants, to provide practical and cost-effective solutions to reduce agricultural pollutants. CSF delivery is focused primarily within the Countryside Stewardship (CS) Priority Areas for Water, covering ca. 35 per cent of England.

The primary driver for CSF is the 25 Year Environment Plan (YEP), which includes the 'Clean and plentiful water' target of restoring at least three quarters of our waters to be close to their natural state as soon as practicably possible.

The CSF Project includes an extensive evaluation programme which aims to document the environmental benefits to the environment of CSF advice, to help maintain and build trust with stakeholders and inform future agri-environment policy. This comprises long-term tailored monitoring and modelling programmes, alongside existing EA core monitoring to assess benefits and gauge the potential contribution that voluntary land management measures can make to delivering the 25 YEP target.

Defra require the EA to produce the fifth CSF evaluation report by April 2025, focussing on the progress CSF has made towards specified environmental objectives. As part of the previous evaluation of 2019 (Environment Agency, 2019), a bespoke analysis approach for the water quality and ecological elements of the project, used monitored and modelled data gathered across England (Davey et al., 2020; WRc, 2019a and 2019b). This project forms a major component of the 2019 evaluation's 'weight of evidence' that will aim to show further progress in delivery of CSF's objectives.

This project is expected to build upon the approaches developed from the previous 2019 evaluation, utilizing updated farmer engagement information and newly sourced environmental datasets.
In addition to updating the progress of CSF, it will evaluate in tandem the CS program across high and moderate catchments. Combined, these two agri-environment schemes cover ~70% of England and will provide a clear picture of the environmental benefits from the programs.

2. Specific Objectives/Deliverables

One of the priorities of CS/CSF is the reduction of widespread water pollution from agriculture. CS/CSF aim to achieve this by providing financial incentives and advice (delivered within priority catchment areas through CSF) for land managers to improve practices that will result in a reduction of agricultural pollutants reaching surface and ground waters. The ability to show that there has been a reduction in the specified pollutants, which is attributable to CS/CSF, through monitored data is core to the CS/CSF evaluation.

A marked improvement in water quality should deliver a corresponding improvement in the riverine ecology, detecting change and attributing this back to CS/CSF is the second core component of the evaluation.

This project will be divided in 2 key stages:

- The first stage will focus on refining the ecological component of the evaluation during autumn 2023 to spring 2024.

- The second stage will start in summer 2024, subject to approval of budget. The draft ecology model produced in the first stage will be utilised to build on the 2019 methodology and this stage will focus on producing the final evaluations of water quality and ecology for the 2025 CSF Evaluation report.

The outcome of the project is 2 detailed technical assessments and, if analysis outcomes allow, production of peer-reviewed papers.
The first assessment will focus on water quality data and attempt to show pollutant reductions post CS/CSF delivery.
The second assessment will focus on ecology and its interaction with the underlying water quality trends.

2.1 Water Quality Assessment

Quantifying the national impact of CSF on water quality across a range of sites is extremely challenging. The water quality status of a monitored site and its response to CSF advice / CS management options and grants in the upper catchment area will differ from catchment to catchment and from site to site (even within the same catchment).

The approach taken must give the clearest evidence of cause and effect, whilst accepting that CS/CSF is not a controlled field experiment. The analysis approach should comprise a statistical model that can quantify the temporal relationship between intensity of CSF advice delivery and CS options/items and observed water quality, whilst controlling for the effects of other factors such as seasonal river flow variation and the estimated delay in CSF advice being implemented and becoming effective.

The CSF/CS water quality network consists of approximately 120 “enhanced” CSF/CS water quality monitoring sites where agricultural pollutants are monitored at a weekly frequency. This data will be supplemented with routine monitoring data from selected sites in CS High and Moderate Priority areas and CSF Priority Catchments. This project will analyse a limited suite of water quality parameters, to be agreed with the Authority, potentially including: ortho-phosphate, total phosphate, total phosphorus, ammonia, nitrite, nitrate, total oxidised nitrogen, suspended solids, E. coli and intestinal enterococci (but not pesticides).

All the data needed for the assessment will be supplied to the Contractor by the Authority. Key steps/deliverables for the assessment are:
1. Review the analysis approach adopted in 2019 and the data available for the analysis.
2. Data will have been cleaned prior to handling over but there need to be a detailed checking, mapping, and matching of data variables in a relational database.
3. Develop a statistical model informed from the previous analysis of 2019 – detailing the challenge of how (where possible) to include the CS areas distinct from CSF.
4. Draft and final report.
5. Production of peer reviewed paper for scientific journal publication.

2.2 Ecology assessment

This component of the project will involve reviewing the previous ecology evaluation of 2019 and a recent further analysis development report, which was undertaken in 2023 to review and propose a revised modelling analysis approach for 2024 (APEM, 2023). Building on from the 2023 analysis report, this project will firstly interrogate relationships between the datasets, build and test ‘proof of concept’ ecological model using existing data currently available. The outcomes from this first phase will then feed into the completion of the ecological 2024 evaluation. The focus of this first phase will be to explore using alternative variables to represent the influence of agricultural pollution and other pressures; and refining the statistical methodology.

As with the 2019 analysis, the final evaluation analysis with incorporate macro-invertebrate and diatom data drawn from as many EA sites as possible to allow for this large-scale national assessment. Data from approximately 350 sites is expected to be available and will involve environmental quality ratios (EQRs) for selected macro-invertebrate (WHPT, ASPT, PSI, LIFE) and diatom (TDI4) metrics. All the data needed for the assessment will be supplied to the Contractor by the Authority.

The analysis should provide an integrated assessment of spatial difference and (if possible) temporal changes for each biological metric and relate these trends to changes in underlying water quality and intensity of CSF advice /CS options and items. The analysis approach will need to also take account of the influence of antecedent flow, habitat quality and degree of modification, as well as surrounding catchment land-use. The project should be based around these deliverables / stages:

1. Appraise the analysis approach adopted in 2019 and the update report of 2023 and discuss with the Authority the data available for the analysis.
2. 'Proof of concept' model will rely on exiting data available to the Authority and will have been cleaned prior to handling over but there need to be a detailed checking, mapping, and matching of data variables in a relational database.
3. Review available chemical for each site and decide the best approach for summarising water quality in the model.
4. Determine which response and predictor variables will be used. In particular, determine how to summarise CS and CSF activity/pollutant load reductions and which flow statistics will be applied in the model.
5. Develop a statistical model that is informed from the recommendations made in the 2023 report.
6. Re-run the model with full CS/CSF data supplied during Autumn 2024.
7. Draft and final report.
8. Production of peer reviewed paper for scientific journal publication.

References:

APEM (2023). Catchment Sensitive Farming Ecological Monitoring Review. APEM Scientific Report P00007016 to the Environment Agency. Final report, April 2023, 30 pp.

Davey, A. J. H., Bailey, L., Bewes, V., Mubaiwa, A., Hall, J., Burgess, C., Dunbar, M. J., Smith, P. D. & Rambohul, J. (2020). Water quality benefits from an advice-led approach to reducing water pollution from agriculture in England. Agriculture, Ecosystems & Environment, 296: 106925.

Environment Agency (2019). Catchment Sensitive Farming Evaluation Report – Water Quality, Phases 1 to 4 (2006-2018). Natural England publication, June 2019.

WRc (2019a). Evaluation of the Catchment Sensitive Farming Project and Countryside Stewardship: Water quality. WRc Report EA13156 to the Environment Agency, May 2019.

WRc (2019b). Evaluation of the Catchment Sensitive Farming Project: Ecology. WRc Report EA13515 to the Environment Agency, May 2019.

2. Information to be returned by the Contractor and the section of Part 2 the information should be provided in:

2.1 Approach & Methodology (50%)

A minimum score threshold of 4 will apply to this question
Information to be returned by the Contractor in Part 2 – Section 1

Please outline in detail how your organisation will undertake the requirements of this project, summarising your proposed methodology.

Please describe the measures you propose for ensuring the quality of all meetings organised as part of each activity.

Please describe your approach to innovation specific to the requirement. Specify how your proposed approach builds upon and utilises advances in statistical methods and data manipulation since the last analyses of 2019.

Your response should identify the appropriate approach for ensuring the quality of all activities delivered. This is not limited to your own quality management system but should also consider:

- how the end-users should be consulted
- how the work produced can be best tested and assured
- how results can be disseminated.

Your reply must evidence the project team you propose have been allocated appropriate amount of time to deliver the outcomes in the scope/works information in the most efficient and effective method.

2.2 Project Management (including project plan) (10%)

A minimum score threshold of 4 will apply to this question

Information to be returned by the Contractor in Part 2 – Section 2

Please set out your proposed project management arrangements including day to day working for the project, quality assurance, timetable for the project, risk management and a Gantt chart presenting milestones, deliverables, timelines and inter-dependencies.

Provide a communication plan detailing your proposed engagement with the Authority throughout the Project, including updates on the Project status and review meetings as necessary.

Please outline the processes you will deploy to ensure effective Project completion and handover to the Authority. This may include how you will:

- Work effectively with the Authority to ensure the Project is completed to the required standards.
- Review the Project and record lessons learnt.
- Transfer skills and knowledge to the Authority.
- Design and apply appropriate project management standards through the use of an effective project management process e.g., PRINCE2.
- Manage the quality delivery of the required outputs to cost.
- Co-ordinate and manage resources including sub-consultants and consortium partners. (if applicable)
- Prepare a plan and monitor the delivery of the project. Outline programme in the form of a Gantt chart, identifying key milestones and critical path activities should be included in your bid as a separate attachment.
- Manage project risks, including the development of contingency plans. A draft risk register setting out what you consider to be the key project risks, proposed ownership and managing actions should be included in your bid a separate attachment.
- Apply change control and configuration management processes.
- Identify and maintain an awareness of potential interdependencies with other CSF/CS evaluation projects and their impact.

2.3 Proposed Staff (inc. Pen Portraits) Required skills / experience from the Contractor and staff. (35%)

A minimum score threshold of 4 will apply to this question
Information to be returned by the Contractor in Part 2 – Section 3

Required skills/experience/accreditations of the Contractor and Staff

- Ability to build on the previous two successful assessments.
- In-depth working knowledge of the key datasets that this project relies upon and can show creativity in how such datasets can be summarised and applied in a mixed-effects modelling approach.
- Proven experience and knowledge in using and handling the key datasets in similar large-scale projects.

Summary of key data:

- Water quality data – nitrate, orthophosphate, total phosphorous and suspended solids.
- Ecology data – macro-invertebrate and diatom data summarised into a number of biological metrics.
- Flow data – in the form of mean daily flows (gauged or modelled by Wallingford Hydrosolutions).
- CSF activity – types and number of measures accrued in the upstream catchment of each monitoring site.
- CS management options and grant items - types and number accrued in the upstream catchment of each monitoring site.
- Catchment Change Matrix modelled reductions - summarised into expected yearly load reductions for each pollutant, constrained to the upstream catchment area.
- River Habitat Survey data – in particular, being able to show experience in accounting for habitat character and its impact on macro-invertebrate quality

Required consultancy skills include:

- Extensive knowledge of the CSF project and wider agri-environment policy landscape with references to previous national-scale projects.
- Proven track record in using advanced mixed-effects modelling techniques within national-scale water quality and ecological assessments, relating to diffuse water pollution from agriculture.
- Excellent data manipulation and handling skills.
- Technical expertise in the assessment of both national-scale surface water quality and freshwater ecological assessments.
- Excellent reporting writing skills, both to technical and lay audience. Successful track-record with publishing peer-reviewed papers.

The Contractor must be able to demonstrate experience in successful large/national-scale projects that show a clear understanding of how water quality and ecology variables might be expected to behave and respond in the 'real world' to changes in land management and antecedent river flows (and for the ecology to also respond to water quality changes).

The Contractor must be able to show they have an in-depth knowledge of agri-environment and how schemes, such as CSF and CS, are applied on the ground. As well as a detailed knowledge of CS items and options/ CSF measures and how, when accrued over time in a catchment, should deliver water quality benefits.

The Contractor must be able to provide evidence of other successful projects of a similar nature that have used multi-level fixed effects modelling and complex linear regression. Experience in GIS data mapping, database development skills and use of the R statistical software package as are also vital.

The Contractor must have excellent project management skills and be able to have a team of staff supporting the project, to ensure resilience and minimise risk.

Excellent communication and report writing skills are vital, with the ability to convey complex ideas across to a non-technical audience, through creative use of graphics as well as a clear writing style. Evidence showing the ability to produce peer reviewed papers on the analyses is also a requirement.

Please provide details of proposed project team and team structure you intend to use to deliver this project, including any sub-contractors and/or associates. Your response should include:

1. The level and nature of experience, knowledge and qualifications for key members of the project team.
2. CVs for key staff (max 250 words per person) setting out their experience, qualifications and expertise relevant to the project.

3. How contingency planning has been involved in the selection of the staff.
4. Reference to successful delivery of similar projects, including detailed proven experience and knowledge in using and handling the key datasets (as detailed in the Specification) and experience using mixed-effects modelling techniques within water quality and ecological large-scale projects.
5. Include a table showing the staff days expected to be spent on the project per task, this table should match the staff days in the cost proposal.

Your reply must evidence:

1. The project team includes staff with the relevant experience, qualifications and technical expertise to confidently deliver the project outcomes.
2. The team have the relevant technical skills needed to deliver this project effectively. Those skills include, but are not limited to:
   - Production of papers for scientific journal publication
   - Project management through the use of an effective project management process e.g. PRINCE2.
   - Relevant research expertise
   - Complex statistics/ environmental modelling
   - Stakeholder Communication
   - Report writing
   - Project Management

2.4 Sustainability (5%)

A minimum score threshold of 2 will apply to this question
Information to be returned by the Contractor in Part 2 – Section 4

The Authority has set itself challenging commitments and targets to improve the environmental, economic 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:
Defra's sustainable procurement policy statement - GOV.UK (www.gov.uk)

Please describe the commitment your organisation will make to ensure that opportunities under the contract deliver sustainability outcomes.

Cost proposal breakdown

Please use day rates, including any applicable discounts, as agreed under the framework contract. A full cost schedule (in Excel format) may be attached to support the costs summarised in the Part 2 Section 5 template.

3. Proposed programme of work and payment table (Detailing specific tasks, key milestones, deliverables & completion date where appropriate) (Revised 31/10/2023)

Task No.	Deliverable	Date of completion	Indicative payment schedule (% of total cost of project)
1	Start-up meeting. Discuss approach, data needs and priorities.	Oct 23	
2	Delivery of ecology draft model data	Nov 2023	[redacted]
3	Data cleaning and linking and mapping. Review HYPE data and development of pollution pressure metric.	Dec – Mar 2024	[redacted]

	Model development and testing. Summary report documenting approach.		[redacted]
4	Progress meeting - Review progress on draft ecology model. Confirm approach for WQ and ecology full evaluation.	May 2024	[redacted]
5	Delivery of water quality, ecology and additional environmental data (EA).	July 2024	
6	Data cleaning, mapping and database development	Sep 2024	[redacted]
7	Prelim data analysis	Oct 2024 to Nov 2024	[redacted]
8	Progress meeting	Nov 2024	[redacted]
9	Confirmation of final models	Dec 2024	[redacted]
10	Draft WQ report Draft Ecology report	Jan 2025	[redacted]
11	Comments back on reports (EA).	Feb 2025	
12	Final reports	Feb/Mar 2025	
13	Draft research scientific journal papers WQ paper Ecology paper	Feb 2025 Mar 2025	[redacted]

22503 ECOLOGICAL SERVICES FRAMEWORK 3 (EcoSF3)
SCHEDULE B PROJECT FORM AND CONFIRMATION OF INSTRUCTIONS

PART 2

TASK QUOTATION SHEET

To be completed by Framework Contractor			
Framework Contractor name		**APEM Ltd**	
Contractor Project Manager name		[redacted]	
Contractor project manager phone number:	[redacted]	**Contractor project manager e-mail address:**	[redacted]

Note: Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless otherwise indicated in project client's specification above). Attachments must not be included unless requested with the exception of a programme diagram and full cost schedule if you consider these would support your proposal.

Do not make or append Caveats and Assumptions in your proposal – any points of uncertainty must be raised as a clarification point prior to submitting the proposal. Where assumptions are to be made, these will be stated by the Authority's Project Manager.

1. Approach & Methodology

[redacted]

[redacted]

[redacted]

[redacted]

2. Project Management (inc Project plan). A project plan may be provided as an attachment in Excel format with your **reply** *(delete if not required)*

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

[redacted]

[redacted]

[redacted]

3. Proposed Staff who will do the work and briefly state previous relevant qualification/experience. Contractor's experience of undertaking similar projects and accreditations (if requested)

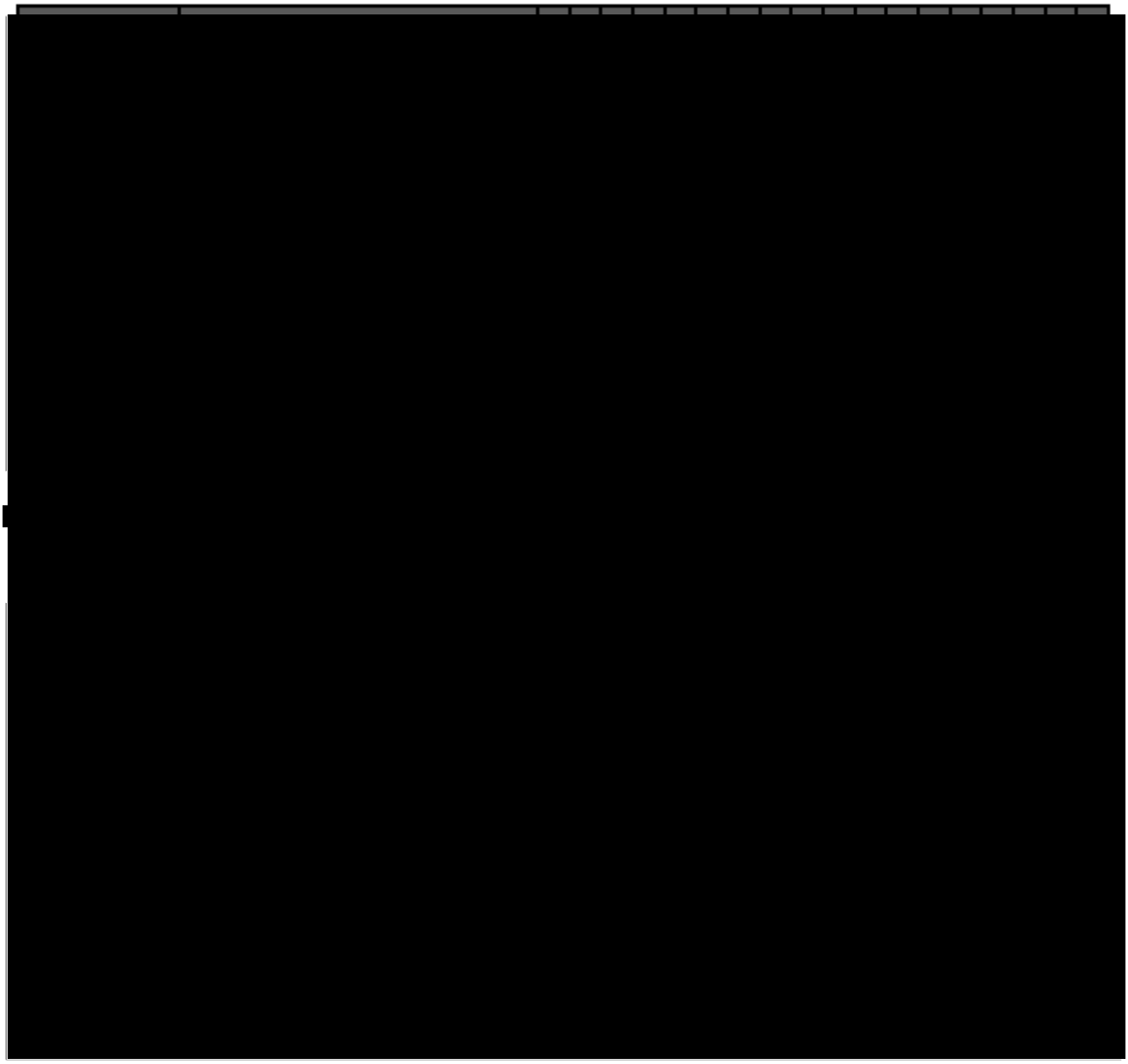
[redacted]

[redacted]

4. Sustainability (only complete if requested in defined evaluation criteria)

[redacted]

[redacted]



5. Cost Proposal

Please use day rates, including any applicable discounts, as agreed under the framework contract. A full cost schedule (in Excel format) may be attached to support the costs summarised below.

[redacted]

Total overall cost	**£83,638.75**

6.-Terms & Conditions

Note to Contractor – All call off contracts under the Ecological Services Framework are subject to the terms and conditions agreed at framework award, including the Prior Rights Schedule and GDPR Schedule completed at award of the call-off contract.

Notes	You must have a purchase order number from the Contracting Authority before you start any work in connection with this proposal. **If you have carried out a protected species survey, data collected must be uploaded onto the NBN network. Please take account of this in your quote.**

By signing this [redacted] agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Ecological Services Framework 3 Agreement Terms and additional appendices (if used).

Contractor Managing Director:	[redacted]
[redacted]	[redacted]

7. Confirmation of Instructions (Contracting Authority Project Manager to complete)	
Notes	All agreed post submission amendments to scope, proposal, timetable or costs must be updated in the sections above prior to accepting the proposal. **A commission code (also known as an approval reference number) must be obtained from Debbie Cousins prior to confirming award and must be quoted on your purchase order.** An **Atamis reference** should be obtained from Commercial and quoted on your purchase order.
Authorisation Signatures	
Contracting Authority Project Manager_Signature [redacted]	
Authorised Contracting Authority Budget Holder_Signature [redacted]	
DgC Authorised_Signature [redacted]	
Commission Code (i.e. 'approval reference number')	**EcoSF3/23/386**
Purchase order no.	
Atamis Ref (if applicable)	**C21434**

The completed Project Form should be returned to the Contractor as authorisation to commence work. A copy must be provided to the named Commercial Lead if the award has been conducted via Atamis

22503 ECOLOGICAL SERVICES FRAMEWORK 3 (EcoSF3)
SCHEDULE B PROJECT FORM AND CONFIRMATION OF INSTRUCTIONS

PART 3
CHANGE CONTROL SCHEDULE

Notes	**To be completed by Contracting Authority Project Manager** **Any extensions, price changes or amendments to existing orders need to be discussed with** [redacted] Please remember to amend your Purchase Order in SOP if necessary. The table below should be used to record and authorise the agreed changes throughout the project. A Change Control Notice (CCN) should be completed for substantial changes to the project and a summary provided in the table below. Send a copy of the revised Project Form and CCN (if used) to the Contractor once the change has been agreed and approved. A copy should also be sent to your Commercial Lead if an Atamis reference has been provided.

10. Change Control
All amendments to project scope, timetable or costs must be submitted to and approved by the Contracting Authority PM prior to implementing the change.

Change Details	CCN Ref. (if applicable)	Revised completion date (if applicable)	Revised Project Cost (if applicable	Approved by (Contracting Authority's PM) / Date