

Date: 6th January 2022

Dear Potential Suppliers

**Contract Ref: MEICA KSNT 221221**

**Contract Title: MEICA - Chartered Electrical Engineer / Senior Mechanical Engineer**

You are invited to quote for the above in accordance with the enclosed documents.

Instructions on what information we require you to provide is in Section 4 of the following Request for Quotation document.

Your response should be returned to the following email address by 16:00 hrs on Tuesday 25th January 2022: stuart.rampley@environment-agency.gov.uk.

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

***Eur Ing Keith Solts BSc CEng MIET***

***Technical Manager – Asset Standards and Engineering (MEICA)***

***Flood & Coastal Risk Management***

**M**echanical **E**lectrical **I**nstrumentation **C**ontrol & **A**utomation

 (M) 07932 011128 0203 025 9078

**Request for Quotation**

**Ref: MEICA KSNT 221221**

**Title: MEICA - Chartered Electrical Engineer**

**Section 1**

**Who is the Environment Agency?**

We are an Executive Non-departmental Public Body responsible to the Secretary of State for Environment, Food and Rural Affairs. Our principal aims are to protect and improve the environment, and to promote sustainable development.

Further information on our responsibilities, Corporate Plan and how we are structured can be found on our Website.

<https://www.gov.uk/government/organisations/environment-agency/about>

**What do we spend our money on?**

We are a major procurer of goods and services within the UK, spending circa £600M per annum, our major spend areas are:

* Flood and Coastal Risk Management (design, construction and maintenance)
* ICT and Telecommunications
* Vehicles and Plant
* Environmental Consultancy and Monitoring
* Temporary Staff and Contractors
* Facilities Management, Energy and Utilities
* Flood Management and Water Related Services

**What do we need from our suppliers?**

Suppliers are vital in supporting the delivery of our corporate plan. We aim to support the economy and society whilst delivering more environmental outcomes for every pound we spend. In many areas we are leading the way on environmental and technical developments. It is our role to ensure that suppliers clearly understand our corporate aims and objectives and know that we are committed to delivering the best value most sustainable solutions, taking into account the whole life cost of our procurement decisions. We promote diversity and equality and treat all of our suppliers fairly.

Our procurement strategy may be of interest to you as a potential supplier. It sets out our priorities and key commitments in a range of areas such as delivering our corporate plan, Government policy, supplier management and sustainable procurement:

<https://www.gov.uk/government/organisations/environment-agency/about/procurement#procurement-strategy>

**Government changes and collaboration**

Since 1 April 2013, the Environment Agency is no longer responsible for delivering the environmental priorities of Wales. This is now the remit of Natural Resources Wales (NRW).Further information can be found here:

<http://naturalresources.wales/splash?orig=/>

By bidding for this requirement, you may also be approached by other members of the Defra network, NRW or other government departments that are specifically named in the tender document.

**Further information**

For further information and to see our commitments to Diversity and Equality, please visit our website.

<https://www.gov.uk/government/organisations/environment-agency/about/procurement>

https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity

Also, are you up to date on environmental legislation? See links below for further information.

Waste and Environmental Impact - <https://www.gov.uk/browse/business/waste-environment>

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

**Section 2**

**The Customer**

**Summary**

We are the Environment Agency Engineering Technical Authority – MEICA standards team and we:

* produce and oversee the MEICA competence strategy.
* collaborate with national and international partners to share good practice and identify improvements.
* develop, own and maintain documentation to support Electrical Safety Management, Mechanical Safety Management, Strategically Important Asset standards and cyber standards.
* advise on asset management, reliability and performance of MEICA equipment.
* provide support to incident management to assist with MEICA related elements of installation and safe operation of incident management equipment.

## Contract Length

It is anticipated that this contract will be awarded to one supplier for a period of up to three months to end no later than 22/03/2022. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition. Any amendment to contract prices for the extensions are to be by negotiation.

The Environment Agency Conditions of Contract for Goods / Services / Research (Appendix C) shall apply to this contract.

This contract shall be managed on behalf of the Agency by Keith Solts, details can be found on the first page of this document.

## Contact Details and Timeline

Neil Terry will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that both the question and the response will be circulated to all tenderers.

[neil.terry@environment-agency.gov.uk](mailto:neil.terry@environment-agency.gov.uk)

mobile: 07767 291306

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

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Supplier responses for Request for Quote | 20th January 2022 |
| Evaluation of Request for Quote submissions | 21st January 2022 |
| Award of contract | 24th January 2022 |
| Project/Contract end date | 22nd March 2022 |

It should be noted that these timescales and activities may be subject to change.

**Section 3**

## Evaluation Criteria

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

* Price – 50%
* Quality – 50%

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

We will evaluate your bid against the quality criteria detailed below, which will include:

* Technical competence
* Previous electrical and mechanical engineering experience
* Experience of producing standards and documents in a variety of different settings
* Chartered Status

The criteria listed above will be assessed on a 0 to 10 basis and will reflect the following judgements:

|  |  |
| --- | --- |
| **Rating of Response**  **The tenderer provides a response which in the opinion of the evaluators is:** | **Score** |
| **Excellent:** Addresses all of the requirements and provides a response with relevant supporting information which does not contain any weaknesses, giving the Agency complete confidence that the requirements will be met. | 10 |
| **Very Good:** Addresses all of the requirements and provides a response with relevant supporting information, which contains very minor weaknesses, giving the Agency high confidence that the requirements will be met. | 8 |
| **Good:** Addresses all of the requirements and provides a response with relevant supporting information, which contains minor weaknesses, giving the Agency reasonable confidence that the requirements will be met. | 6 |
| **Satisfactory:** Substantially addresses the requirements and provides a response with relevant supporting information which may contain moderate weaknesses, but gives the Agency some confidence that the requirements will be met. | 4 |
| **Weak:** Partially addresses the requirements, or provides supporting information that is of limited relevance or contains significant weaknesses, and therefore gives the Agency low confidence that the requirements will be met. | 2 |
| **Nil:** No response or provides a response that gives the Agency no confidence that the requirements will be met. | 0 |

**Section 4**

**Information to be returned**

**Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.**

Please complete and return the following information:

* completed Pricing Schedule (Appendix A)
* completed Prior Rights Schedule (Appendix B)
* confirmation that terms and conditions are accepted (Appendix C. Please note that the terms cannot be amended later).

Please provide:

* details of the personnel you are proposing to carry out the service, including CV’s of your key personnel
* details of how you propose to maintain continuity of personnel
* details of proposed methodology
* details of how you measure your success in each of the deliverables.
* detail your recent experience of carrying out similar contracts

**Section 5**

**Specification**

# Background to the Requirement

We are currently in the process of revising our electrical safety management documentation to provide the organisation with a comprehensive suite of instructions for safely managing electrical and mechanical systems.

These documents will describe to the organisation, in particular duty holders and their appointed delegated duty holders the mandated instructions to comply with the law.

For this project you will work with our Engineering Technical Authority to review, develop, write, complete and communicate these instructions.

# Specific Objectives/Deliverables

**Objectives**

Create a document which reflects the Environment Agency’s requirements for the application of use of temporary supplies, incorporating connection third party supplies, BS7375 construction sites and generators.

A new electrical equipment testing instruction which references the IET Code of Practice for in-service inspection and testing of electrical equipment – 5th edition.

A Code of Practice for competence and skills. Which reflects mechanical and electrical competences for those specifying, installing and testing equipment and systems.

Specifications for training packages which align with the role holders described within the Codes of Practice for Electrical and Mechanical Safety which are currently in revision.

**Deliverables**

The Consultant will provide a single point of contact for the project.

A programme of works will be required as part of the tender response to evaluate the Consultant’s resource availability and the likely impact on Employers Representative resource. The programme of works must detail all aspects of the work including; marking out, progress milestones, reviews, meetings, dates by which information is needed from the Employers Representative or others; drafting review periods.

The Consultant must provide a project delivery programme at pre-commencement of the contract works which must be updated monthly showing; time spent by all resources, together with an actuals and forecast spend summary.

The Consultant must provide a detailed works programme at pre commencement of the contract works using MS project submitted to the Employers Representative as a PDF which must be updated fortnightly referenced against the initial programme and identifying any issues regarding potential delays to the contract deliverables.

We will require weekly progress meetings with you, the length of the meetings may vary dependent upon current progress of instructions.

There must be time allowed to meet with the Employers Representative for each area of work, defined within the objectives, to ensure there is clear understanding of the outputs required, materials to be used, internal and external contacts

The Consultant must ensure that all documentation within this scope shall reflect current best practice and ensure that they refer to the correct legislative standards, environmental standards and applicable UK, European and International standards.

The Consultant will complete and deliver to the Employers Representative, documents, in the agreed Environment Agency template format (template) as described within this scope.

**Detailed scope of new documents.**

**Temporary supplies.**

1. General: Create a new document using the Environment Agency template provided and as agreed with the Employers Representative. Submit the draft document to the Employers Representative for review.
2. Detailed requirement:

(i) Create a new document titled: MEICA – Temporary electrical supplies

Review the current draft of the revised Code of Practice for Electrical Safety and Electrical Safety Rules understand the roles and responsibilities of those who need to install temporary electrical supplies.

(ii) Draft the document which will provide a suitable Environment Agency process for temporary electrical supplies which will include:

Construction/Demolition sites

Third party supplies

EA provision of electrical supplies from generators, incident command vehicles and Air Monitoring units

(iii) Describe within the documents the requirements for Design, Installation and Verification, in particular consideration of competency, documentation, maintenance and inspection.

(iv) All applicable legislation and standards are to be referred to.

**Electrical Equipment testing**

1. General: Create a new document using the Environment Agency template provided and as agreed with the Employers Representative. Submit the draft document to the Employers Representative for review.
2. Detailed requirement:
   1. Create a new document titled: MEICA – Electrical equipment testing
   2. The document must cover the requirements defined within the IET Code of Practice for in-service inspection and testing of electrical equipment. (5th edition)
   3. Include the scope of electrical equipment, roles of responsibilities of those who operate and maintain electrical equipment, maintenance and inspection requirements, pre-user checks, corporate periodicities of combined inspection and testing.
   4. All applicable legislation and standards are to be referred to.

**Code of Practice for Competency and skills**

1. General: Create a new document using the Environment Agency template provided and as agreed with the Employers Representative. Submit the draft document to the Employers Representative for review.
2. **Detailed requirement:**
3. Create a new document titled: MEICA – Competency and skills
4. The document must take into consideration the competences and training required to meet the roles and responsibilities defined within the Code of Practice for Electrical Safety and the Electrical Safety Rules.
5. The Code should reflect the ’what and ‘why’ to ensure competent persons and organisations are carrying out work on our electrical and mechanical systems and equipment.
   1. Deliver a roles and responsibility matrix which can be used by each role holder to understand the levels of knowledge, skills and experience required to carry out a specific role.
6. All applicable legislation and standards are to be referred to.

**Training specifications.**

Create a training specification for each of the roles defined within the delivered competency matrix.

The Consultant must produce recommendations for the training materials to be used for each of the role holders, through training provider delivery, e-learning packages, slide pack animations, videos.

**General review requirements and planning – all documents.**

The Consultant must provide, for each of the three areas of work outlined in section 2 - objectives, their anticipated Scope of Works to ensure that the project outcome will meet the Employers Representative’s expectations. Any further works requested under section 2d will be scoped as required.

* 1. The Consultant must allow for one draft review by the Employers Representative of the project communication plan consisting of team organogram, key point of review contacts and programme with key dates.
  2. The Consultant must allow time within their project plans for two reviews by the Employers Representative to review their draft documentation and supplementary comments.
  3. The submission of documents to the Employers Representative for review shall be planned to allow the Employers Representative sufficient time to review them and return them with comments. The Employers Representative will endeavour to return the documents within 7 working days of receipt.
  4. For each of the areas of work outlined in the section “Description of the work”, the Consultant must provide a Communications Plan that details:
     1. The Brief
     2. Scope
     3. Objectives
     4. Timetable
     5. Project organisation
  5. The Consultant must ensure that, for each area of work, a review of existing Environment Agency documentation and external statutory requirements has been considered and, where appropriate, incorporated in the development of the documentation.

The use of tables and flowcharts is encouraged for processes but must be supported by explanatory text.

**Services and other things provided by the Employer**

* + 1. Access to published documents will be through Share file, or as otherwise agreed between the Employers Representative and the Consultant.
    2. The Employers Representative may conduct meetings and document reviews through MS Teams.

### Timescales/Deadlines

All work must be delivered by the 22nd March 2022, the Consultant must provide a work plan to explain how they will meet this deadline.

### Skills of Personnel Required

Chartered electrical engineer – Senior Mechanical Engineer

# Excellent Communication skills (written and verbal)

Ability to work collaboratively and share knowledge

Innovative and creative

**Section 6**

**Contract Management**

This contract shall be managed on behalf of the Agency byKeith Solts, details provided on page one of this document.

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

Before the invoice is issued, a fee note must be emailed in advance to the contract manager for approval. All invoices must quote the purchase order number in order to be processed. A file copy invoice must be provided to the contract manager, on request. The timescale for payment of invoices will be up to 30 days after we have received a valid invoice.

**Section 7**

**Sustainability Considerations**

We are committed to continually improving our sustainability performance. The Environment Agency has set itself tough objectives as a clear commitment and contribution to sustainable development throughout England. The Agency recognises that this can only be achieved through commitment from all sectors of society and it is intent on raising awareness amongst industry and commerce.

Contractors must adopt a sound proactive environmental approach, designed to minimise harm to the environment.

Environmental criteria should be considered as part of your tender submission with credit given for innovation. Factors to be considered could include areas such as:

* + - Paper use: All documents and reports prepared by consultants and contractors are produced wherever possible on recycled paper containing at least 100% post consumer waste and printed double sided.
    - Travel: use of public transport, reduce face to face meetings by using email and videoconferencing. Meetings to be held in locations to minimise travel and close to public transport links.
    - Packaging: should be kept to a minimum. Re-use and disposal issues must be considered.
    - Efficient Energy and Water Use.
    - Disposal of Waste: Whilst on site the contractor is responsible for the disposal of their own waste and can only use client facilities with express permission from the on site facilities officer.
    - Whilst on site, contractors should comply with the local environmental policy statement which will be made available to you in advance or on arrival.

**Diversity and Equal Opportunities**

We are committed to promoting equality and diversity in all we do and valuing the diversity of our workforce, customers and communities.  As a public body, we publish regular information about what our equality objectives are and how we’re meeting them.

<https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity>

**Health and Safety**

Contractors will be responsible for making sure all required health and safety aspects including risk assessments are undertaken and required management measures are in place to protect worker exposure. This includes management of all partners, consortium members and subcontractors.

**IEM2020:**

## Sustainability Objectives

As the Environment Agency, our overarching aim is to protect and improve the environment for people and wildlife. Over the last 10 years we have achieved significant reductions in our environmental impacts that occur through our everyday operations. This included a 40% reduction in our carbon emissions and a 37% reduction in the number of miles we travel. This year we have launched our new Internal Environmental Management strategy to take us through to 2020, building on these successes and widening our ambition.

**Supply chain**

Our 2020 approach will have a very strong emphasis on the indirect impacts of our supply chain.

Our supply chain accounts for over 70% of our total environmental impacts.

Working with our supply chain we want to be world class in the area of environmental management. The environmental impacts of our work and that delivered by and through our supply chain must be reduced; environmental risks must be effectively managed and opportunities for enhancements investigated.

As an organisation, our environmental management system (EMS) is accredited to ISO14001 and EMAS standards. Our procurement activities form part of this system; driving environmental performance improvements across the value chain.

## Section 8

### Additional Information

### Copyright and confidentiality

Unless otherwise indicated, the copyright in all of the documentation belongs to the Environment Agency, and the documentation is to be returned to us with your tender. The contents of the documentation must be held in confidence by you and not disclosed to any third party other than is strictly necessary for the purposes of submitting your quote. You must also ensure that a similar obligation of confidentiality is placed upon any third party to whom you may need to disclose any of the documentation for the purposes of the tender.

### Accuracy of documentation

You should check all documentation; should any part be found to be missing or unclear you should immediately contact us at the address given in the covering letter. No liability will be accepted by the Environment Agency for any omission or errors in the documentation which could have been identified by you.

### Amendments to documentation

Prior to the date for return of tenders, we may clarify, amend or add to the documentation. A copy of each instruction will be issued to every Tenderer and shall form part of the documentation. No amendment shall be made to the documentation unless it is the subject of an instruction. The Tenderer shall promptly acknowledge receipt of such instructions.

### Alternative Offers

Alternative offers may be considered if they constitute a fully priced alternative and are submitted in addition to a quotation complying with the requirements of the Invitation to Quote Documents. If, for any reason you wish to submit an alternative offer without a fully compliant tender please contact us in accordance with the details in the covering letter.

## Continuity of personnel

The Contractor shall employ sufficient staff to ensure that the Services are provided at all times and in all respects to the Project Standard. It shall be the duty of the Contractor to ensure that a sufficient reserve of staff is available to ensure project delivery in the event of staff holidays, sickness or voluntary absence

The Environment Agency will be notified immediately of any changes to personnel associated with the project. The Contractor will ensure that every effort is made to replace outgoing staff with personnel of equal calibre and expertise. All new members of staff undertaking work for the Project will need to be agreed by the Environment Agency prior to commencement.

At all times, the Contractor shall only employ in the execution and superintendence of the Contract persons who are suitable and appropriately skilled and experienced.

## Intellectual property rights

All results, including material and tools produced, developed or paid for under this contract shall be the property of the Environment Agency.

## References

The Environment Agency may request recent and relevant references prior to the award of the project.

**Contract award**

This Request for Quote is issued in good faith but we reserve the right not to award any or all of this work.

### DATA PROTECTION ACT ADDENDUM TO SPECIFICATION

## Protection of personal data

In order to comply with the Data Protection Act 1998 the Contractor must agree to the following:

* You must only process the personal data in strict accordance with instructions from the Environment Agency.
* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

# APPENDIX A - PRICING SCHEDULE

ALL COSTS QUOTED MUST BE EXCLUSIVE OF VAT

All costs must be quoted on this schedule. Any costs not detailed will not be paid.

**Staff Costs**

Please detail the day rates of your proposed personnel in the table below.

(Please also advise how many hours you constitute a working day)

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

**Other costs**

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

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

**Discounts, rebates and reductions**

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

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

**Total Overall Cost**

Please detail the total fixed cost for the project

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

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

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

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

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

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

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

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

**APPENDIX B - PRIOR RIGHTS SCHEDULE**

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

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

Held by the Environment Agency

|  |  |  |
| --- | --- | --- |
| **Name and description of Prior Rights** | **Extent of proposed use in the Project** | **Proprietary owner of the Prior Rights** |
| All Environment Agency FCRM policies and standards relating to this MEICA related work | Throughout the project from award to completion | The Environment Agency |
|  |  |  |
|  |  |  |

Held by the Contractor

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

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

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

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

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

Name

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

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

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

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