



Department
for Environment
Food & Rural Affairs

Request for Quotation

**Review of the Reports of the Groups of Experts on
Cryptosporidium in water Supplies and Publication
of Additional Guidance.**

ITT_10082

April 2022

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You are invited by Defra group Commercial on behalf of Defra, to submit a quotation for the requirement described in the specification below.

Please submit your quotation via the Bravo system on or before the deadline given below;

Action	Date	
Date of publication of RFQ	14/04/2022	
Deadline for submission of clarification questions	Date	Time
	09/05/2022	12:00pm
Deadline for receipt of Quotation	Date	Time
	23/05/2022	12:00pm
Evaluation of Tenders	23/05/2022 – 26/05/2022	
Issue Decision Letters	03/06/2022	
Intended date of Contract Award	03/06/2022	
Intended Contract Start Date	13/06/2022	
Contract End Date	14/06/2023	
Contract Duration	12 Months	
Extension Period	3 months extension applies (Subject to the Authority's discretion)	

Section	Contents	Action
1	Tender Particulars	For Information
2	Specification of Requirements	For Information
3	Evaluation Overview	For Information

Appendices	Contents	Action
A	Form of Tender	Print, Sign, Scan and Upload to Bravo
B	Authority's Conditions of Contract	For Information
C	Commercial Pricing Proposal	For Completion (Upload to BRAVO)
D	Staff Time in Days Template	For Completion (Upload to BRAVO)
E	Commercial Sensitive Information	For Completion (Upload to BRAVO)

Glossary

Unless the context otherwise requires the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires);

Words/Expression	Meaning
"Authority"	Means the Department for Environment, Food and Rural Affairs acting as part of the Crown.
"Bravo"	Means the e-tendering system used by the Authority for conducting this procurement which can be found at http://defra.bravosolution.co.uk .
"Contract"	Means the contract to be entered into by the Authority and the successful supplier
"RFQ"	Means this Request for Quotation and all related documents published by the Authority and made available to suppliers

Conditions applying to the RFQ

You should examine your quotation response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

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

Acceptance of Quotations

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

Costs

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

Mandatory Requirements

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation will not be evaluated. All mandatory requirements are set out in Bravo.

Clarifications

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

Amendments

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

Conditions of Contract

The terms and conditions attached in Bravo (Appendix B) for Short Form (Services) will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

Prices

Prices must be submitted in £ sterling, exclusive of VAT.

The Contract is to be awarded as a fixed price which will be paid according to the deliverables stated in the Specification of Requirements set out in Section 2.

Quotation Submission

Details of the Qualification, Technical and Commercial requirements can be located through the Bravo e-tendering portal (<http://defra.bravosolution.co.uk>).

Disclosure

All Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

You should also note that the Authority will publish the RFQ and the Contract on the Contracts Finder Website.

By submitting a quotation, you consent to these terms as part of the procurement.

Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

- make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
- accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
- accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

Commercial Pricing Breakdown applicable to this ITT is on Bravo. This should be downloaded; completed and attached to the commercial envelope.

***Please Note:**

Tenderers must be aware that all bids are submitted in acceptance of agreed Defra terms and conditions of contract. Any clarifications regarding terms and conditions must be discussed & agreed during the tender period. No discussion of terms and conditions of contract shall be held following tender submission. Failure to agree with the terms and conditions of contract post tender shall result in a bid being deemed non-compliant

Section 2 - Specification

1. Research Aims and Objectives

1.1. To review the guidance and advice provided in the three reports of the Groups of Experts on Cryptosporidium in Water Supplies and identify whether any of the published guidance should be updated in the light of waterborne outbreaks of human cryptosporidiosis and other cryptosporidium-related water supply incidents that have occurred since the third report was published in 1998.

1.2. In particular the review should consider guidance and recommendations covering:

- i. The occurrence of cryptosporidium in the environment and drinking water safety planning.
- ii. Species of cryptosporidium that are pathogenic to humans, their occurrence in the environment and concentrations in drinking water likely to cause illness.
- iii. The impact of raw water storage on the attenuation of cryptosporidium, risks associated with sources of cryptosporidium in catchments (for example human sewage discharges and animal husbandry) and short circuiting in reservoirs.
- iv. Water treatment processes that remove or inactivate cryptosporidium, optimisation of these processes and operational good practice. In particular recent developments in water treatment, for example membrane technology, UV treatment and enhanced coagulation/clarification processes (e.g. CoCoDAF/ moving bed/ Actiflow filters/ cartridge filters).
- v. Provision of continuous online monitoring of raw waters, final treated water and after intermediate stages of water treatment processes for turbidity and other relevant parameters, and triggers for response.
- vi. Protection of treated water storage tanks from contamination, taking into account risks present in the environment and risks associated with severe weather events.
- vii. Protection of water supply assets, in particular open structures containing partially treated water such as slow sand filters, from avian and mammalian access.
- viii. Sampling methods for cryptosporidium and oocyst recovery for different sampling methods for raw and treated water (with consideration for raw water cartridge clogging). Including good practice for continuous compressed foam filter monitoring of treated water at treatment works; the impact on oocyst recovery of changing foam pad filters at intervals greater than 24-hourly, and portable monitoring equipment for use during emergencies.
- ix. The methodologies employed by Outbreak Control Teams (OCTs) for determining affected populations, the issuing of protective advice to consumers and criteria for lifting protective advice.

2. Background

2.1. Following the emergence of cryptosporidium as a waterborne pathogen in the late 1980s and early 1990s, with outbreaks of waterborne cryptosporidiosis in the UK, a Group of Experts was established:

- i. to examine the occurrence and extent of cryptosporidium in water supplies;
- ii. to assess the significance for public health of cryptosporidium in water supplies;
- iii. to assess methods of monitoring for cryptosporidium and to formulate advice to water companies upon monitoring strategies
- iv. to consider and formulate advice upon the protection of water supplies, treatment processes, and the maintenance of distribution systems;
- v. to report jointly to the Secretary of State for the Environment and the Secretary of State for Health and to produce reports for publication.

2.2. Initially the Group of Experts was chaired by Sir John Badenoch, and two reports were published in 1990 and 1995 respectively. Following the death of Sir John Badenoch, Professor Ian Bouchier was appointed as the Chair, and a third report was published in 1998.

2.3. These reports have, since their publication, provided the benchmark of recognised good practice for water suppliers and health professionals on the management of cryptosporidium in water supplies and responding to public health emergencies associated with the presence of the parasite in drinking water. Since 1998 the DWI has investigated a number of cryptosporidium incidents, and some factors have emerged that are not explicitly covered in the Badenoch and Bouchier Reports.

2.4. The objective of this project is, therefore, to review the recommendations made in the Badenoch and Bouchier reports, and advice given about operation of treatment works, monitoring for cryptosporidium, risk assessment and responding to incidents to identify any gaps in the guidance based on information and key risk-factors that have emerged since 1998. Any new recommendations arising from this research may then be published guidance document for the industry.

3. Detailed Requirements

3.1. The objectives are:

- 3.1.1. To review reports on cryptosporidium events¹ (with or without cases of illness reported) that have occurred since 1998 in the UK and abroad, and consider:
 - i. Root causes – with consideration of catchment risks and sources of oocysts; the presence and concentrations of oocysts detected in raw waters; water treatment

¹ This will involve the review of DWI incident assessment letters that have not previously been made public. See Table in references section.

failures; ingress of contaminated water into water supply assets (e.g. contact tanks and storage reservoirs and networks).

- ii. Where treatment failure was a factor, consider the treatment processes involved and what could have been improved operationally to prevent or mitigate oocyst-breakthrough.
 - iii. Evaluate current treatment options for removal and inactivation and review research to look for current operational good practice of these systems, for example ultraviolet treatment, membrane filtration, ultra-filtration, ceramic membranes, desalination and modern-day rapid coagulation systems such as Actiflow. Consider guidance on how companies may validate treatment systems with appropriate log removal evidence.
 - iv. Evaluate risks associated with the distribution network, including service reservoirs and contamination from mains pipework ingress events
 - v. Online quality monitoring of raw waters, final waters and after intermediate treatment processes with consideration of turbidity and particle counter technology developments. (For example, the first Badenoch report recommends that water companies should install monitors to make it possible to measure the turbidity of each rapid filter to assist early detection conditions which may favour the breakthrough of oocysts into the treated water. Should this recommendation apply to slow sand filters and other types of filtration processes such as manganese removal filters, or types of membrane filters?).
 - vi. Incident management and public health protection measures (e.g. issue of boil water advice) with consideration for what detection levels and species should trigger public health actions.
 - vii. Cases of illness and species of cryptosporidium involved. Consideration of advances and limitations in cryptosporidium speciation.
 - viii. Any other relevant factors that provide lessons to be learned for water suppliers and public health professionals.
- 3.1.2. To review recommendations made and advice published in the Badenoch and Bouchier reports, and to complete a “gap analysis” to identify lessons learned and examples of good practice that would benefit from publication.
- 3.1.3. Produce a guidance document with a view to publication which will include recommendations for incorporating outputs into Drinking Water Safety Plans

4. Deliverables

- a. Completion of objectives 1 to 2 above
- b. Produce a guidance document including recommendations for the industry

5. Methodology

5.1. The project is expected to involve:

- i. A review of published academic literature, [published DWI research](#) and DWI assessments of cryptosporidium events. Including events where there were no reported cases of illness.
- ii. A review of the three Reports of the Groups of Experts.
- iii. Carrying out a gap analysis.
- iv. Consultation with water companies and other experts (for example the National Cryptosporidium Reference Unit) at appropriate stages.
- v. Identifying lessons and recommendations covering the elements listed above under Requirements.
- vi. Produce a guidance document with a view to publication which will include recommendations for incorporating outputs into Drinking Water Safety Plans for water suppliers and health professionals.

6. Outputs and Timetable

- 6.1. It is envisaged the project will take approximately 12 months to complete. The successful bidder will need to set up an inception meeting with the Defra Project Officer to discuss the project and produce a note of the meeting and any actions arising
- 6.2. The Defra Project Officer must be kept informed at three monthly intervals on the progress of this contract. For months 3, 6 and 9 months this can be done by a short email report confirming satisfactory progress or outlining any delays and the reasons for them.
- 6.3. A draft final report must be submitted to the Defra Project Officer two months prior to the end of the contract (timing depends upon the length of contract). Comments on the draft final report will be provided to the contractor within one month of receipt of the draft. An electronic copy of the final report must also be provided in a format agreed with the Defra Project Officer (usually Word).

7. Publication

- 7.1. It is Defra policy to publish all final project reports and the report from this project will be made available on both the Defra and DWI websites (in an accessible PDF format). Defra encourages research contractors to publish their findings in scientific journals but will always reserve the right to determine if and how results should be published.

8. Programme of Work

- 8.1. Contractors should describe in detail how they will deliver the objectives, research aim and timetable outlined above and the associated costs, and should include a Gantt chart in their proposals.
- 8.2. In each case the breakdown of costs must list separately staff costs, travel and subsistence, materials, sub-contracts and reports. Travel and subsistence costs must be at Civil Service standards rates or less as detailed below. This information must be provided in respect of any sub-contractors who will be employed for the purposes of this contract. The contractor must also state whether VAT is applicable.
- 8.3. Bids will be assessed against this specification. For guidance on applying for this competition please read the Tender Guidance note included in this Competition Pack. The standard terms and conditions for Defra research projects are also included in this Competition pack of which this specification forms a part.

9. Management

- 9.1. Bidders should identify individuals who will manage the research and nominate a representative for day-to-day contact with the DWI project officer.
- 9.2. The successful supplier will be required to attend an inception meeting. This can be held online via MS Teams. The supplier will record the minutes and associated actions from this meeting.
- 9.3. The successful supplier should keep in touch with the DWI Project Officer, normally by a means of email, and must notify the DWI Project Officer immediately of any serious delays with the project.

10. References

1. Cryptosporidium in Water Supplies – Report of the Group of Experts, Chairman Sir John Badenoch, July 1990, HMSO.
2. Cryptosporidium in Water Supplies – Second Report of the Group of Experts, Chairman Sir John Badenoch, October 1995, HMSO.
3. Cryptosporidium in Water Supplies – Third Report of the Group of Experts, Chairman Professor Ian Bouchier, November 1998, HMSO.
4. [Report of the Drinking Water Inspectorate's Investigation into the Cryptosporidium Contamination of Franklaw Treatment Works in August 2015](#) - published by the Drinking water Inspectorate, October 2017.
5. The Microbiology of Drinking Water (2010) - Part 14 - Methods for the isolation, identification and enumeration of Cryptosporidium oocysts and Giardia cysts, Standing Committee of Analysts.
6. [Drinking Water Safety – Guidance to health and water professionals, DWI](#) 2021.
7. DWI Incident/Event Reports:

Name of the Event	DWI. Ref	Brief Description
North Wales Cryptosporidium (Cwellyn)	DWR 2005/0279	35 cases of cryptosporidiosis identified by Public Health Wales in area supplied by Cwellyn WTW. <i>C. hominis</i> detected in Llyn Cwellyn associated with a small sewage works and septic tanks discharging into the lake, and possible short-circuiting of water within the lake.
Northampton Cryptosporidium (Pitsford)	ANH 2008/1848	22 cases of illness notified by PHE. <i>C.cuniculus</i> , not known to be a human pathogen, was found in Pitsford treated water. A dead rabbit was found in the contact tank, thought to have entered the GAC process upstream through an insecure air vent or similar.
Alderney Cryptosporidium (Bournemouth)	SBW (now SWB) 2013/3970	An increase of cases of illness was reported by PHE, linked to the area supplied by Alderney works. <i>C. hominis</i> was detected in water supplied from the works. The water company was bypassing the impounding reservoirs that supply the works, abstracting directly from the river. Issues were identified with the poor condition of the slow sand filters and contact tank, lack of maintenance, poor operational practices and a lack of continuous monitoring for turbidity on the SSF outlets.
Broadway Boil Advice	SVT 2012/3833	BWA issued to 4,000 consumers in Broadway, Worcestershire following reports of discoloured water. Farmyard slurry from a neighbouring livestock holding entered the reservoir through a fractured main linked to the inlet. <i>C. bovis</i> was detected in the water supply.
Franklaw Cryptosporidium (Lancashire)	UUT 2015/5153	Report published on DWI website – referenced above. Boil advice issued to >700,000 consumers following detection of <i>C.hominis</i> and <i>C.andersoni</i> in the supply from Franklaw works. The root cause was attributed to ingress of contamination into Barnacre service reservoir following heavy rainfall. Water stored in Barnacre reservoir was being used in the treatment process at Franklaw works downstream of clarification and filtration. The company installed UV as a final disinfection stage at Franklaw, and also on the outlets of service reservoirs in the network.

11. Performance Management Framework and Key Performance Indicators

11.1. Overview of the PMF

- 11.1.1. As part of the Authority's continuous drive to improve the performance of all Contractors, this PMF will be used to monitor, measure and control all aspects of the Supplier's performance of contract responsibilities.
- 11.1.2. The PMF purpose is to set out the obligations on the successful Contractor, to outline how the successful Contractor's performance will be monitored, evaluated and rectified for performance.
- 11.1.3. The Authority may define any reasonable performance management indicators for the Contractor under the following categories:
 - Contract Management
 - Delivery and Support
 - Quality of Service
- 11.1.4. The proposed KPIs for this Contract are set out at Annex 1. These will be included in the Contract and discussed in detail at the inception meeting.

12. Governance and Contract Management

- 12.1. Key Performance Indicators (KPI's) shall be monitored on a regular basis and shall form part of the contract performance review. Within the first week of commencement of the Contract the successful Contractor will hold a conference call with the Authority's project lead. The Authority's project lead will contact the successful Contractor to set this up.
- 12.2. Performance of KPI's will be reported by the Contractor to the Authority on quarterly basis. The Contractor shall detail performance against KPI's in quarterly reports and at monthly Contract Meetings with the Authority, who will review this and make comments if any. The quality of the Service provided, and the successful Contractor's performance shall be discussed as part of these meetings. The successful Contractor shall be appropriately represented at the review meetings, which will be conducted in person or via teleconference due to Covid 19 or other social media as may be agreed with the Authority's representatives.
- 12.3. Key Performance Indicators (KPIs) are essential in order to align Contractor's performance with the requirements of the Authority and to do so in a fair and practical way. KPIs have to be realistic and achievable; they also have to be met otherwise indicating that the service is failing to deliver. The successful Contractor will ensure that failure and non-performance is quickly rectified.
- 12.4. The successful Contractor shall appoint a nominated person of appropriate grade to be the successful Contractor's Authorised Representative to manage the Service and

to liaise with an official from the Authority as required. At any meeting, the Contractor's Authorised Representative shall be authorised to make critical decisions.

- 12.5. The Contractor shall maintain their own management reports, including a Risk and Issues Log and present these as requested by the Authority at any meeting requested by the Authority.
- 12.6. Any performance issues highlighted in these reports will be addressed by the Contractor, who shall be required to provide an improvement plan ("Remediation Plan") to address all issues highlighted within a week of the Authority request.
- 12.7. The Authority will be responsible for agreeing dates and drafting the agenda for and producing a note of the review meeting.
- 12.8. The Authority reserves the right to amend the existing KPI's detailed in Annex 1 below or add any new KPI's. Any changes to the KPI's shall be confirmed by way of a Contract Change Note.

Travel and Subsistence

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

Rail Travel

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

Mileage Allowance

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

*NB the 'no public transport rate' for car and van travel can only be claimed where the use of a private vehicle for the journey is essential e.g. on grounds of disability

or where there is no practical public transport alternative. If the use of the vehicle is not essential the 'public transport rate' should be claimed.

** Under HMRC rules this expense is taxable.

UK Subsistence

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

Please Note:

Tenderers must be aware that all bids are submitted in acceptance of agreed Defra terms and conditions of contract. Any clarifications regarding terms and conditions must be discussed & agreed during the tender period. No discussion of terms and conditions of contract shall be held following tender submission. Failure to agree with the terms and conditions of contract post tender shall result in a bid being deemed non-compliant

Annex 1

Key Performance Indicators

KPI Number	KPI Indicator	How will this be measured?	KPI ratings		
KPI 1	Project Management Objectives and deliverables are completed on time and all outputs are achieved. Contractor presents clear plan of how deliverables will be met and risks assessed.	Contractor to report progress against objectives and deliverables detailed in Specification. Contractor to identify and address risks where relevant and suggest strategies to overcome these. Authority to assess whether outputs (meetings, workshops, and reports) have been produced satisfactorily.	Failure to respond to risks or deliver outputs in a timely fashion. Progress is not regularly communicated.	Failure to respond to certain risks or deliver certain outputs in a timely fashion objective only partially met within time scales, communication limited. Limited plan on how deliverables will be met and risks assessed.	Delivery timescales and outputs achieved, progress and risks are regularly communicated. Clear plan on how deliverables will be met and risks assessed.
KPI 2	Quality Standards Reports received and activities undertaken must indicate that the work undertaken is	Authority to assess outputs are of high quality and demonstrate sufficient stakeholder benefit or value. Contractor should have a	Outputs do not meet requirements – they do not address the project aims and objectives and fail to demonstrate value	Outputs partially meet requirements but fail to fully address certain aims and/or objectives, misses opportunities to provide benefit or value to	Outputs are comprehensive, meet the specification requirements, and demonstrate that every effort has been taken to

	of high quality and of benefit and value to stakeholders. Internal quality assurance process undertaken by contractor.	robust internal quality assurance process.	and benefit to stakeholders.	stakeholders. No internal quality assurance process has been carried out by contractor.	maximise benefit and value for stakeholders. Contractor has carried out robust internal quality assurance process.
KPI 3	Contractor attends meetings (some to be agreed with the Authority on an ad hoc basis) with appropriate representatives from the project team present. Attendance does not need to be physical but representation is mandatory.	Contractor attends all specified Meetings with appropriate representatives from the project team present.	Contractor does not attend all meetings and provides no warnings or explanations.	Contractor is represented at some, though not all, meetings, or without appropriate representation to give clearance for decisions.	Contractor attends all relevant meetings with appropriate representation of the project team in attendance.

Section 3: Evaluation Overview

1. Award Stage (Stages 3 to 4)

- 1.1. Evaluation comprises the stages set out in the table below. More information on evaluating criteria is set out in Bravo.

Stage	Section Reference	Evaluation Criteria	Question Scoring/Weighting (%)
1	Form of Tender	This stage is not scored but if you do not upload a completed, signed and dated Form of Tender in accordance with the instructions in Bravo, your Tender will be rejected as non-compliant.	Pass/Fail
2	Selection Stage	<p>This stage is designed to select those Tenderers who are suitable to deliver the Authority's requirements and will be evaluated in accordance with the criteria set out in Sections 1 to 7 of the response form in Bravo and Part 1 of this Section 2 below (in respect of economic and financial standing and technical and professional ability).</p> <p>Failure to meet the stated selection criteria will result in a Response being rejected at this stage and no further assessment of the remainder of the Response (including the Tender) pursuant to the remaining stages below will be undertaken by the Authority.</p> <p><u>Questions E01 – E02 are mandatory “pass/fail” questions. If you score a “fail” in these questions, you will be eliminated from the procurement.</u></p>	<p>Pass/Fail Questions</p> <p>E01 – Sustainability</p> <p>E02 – Equality & Diversity</p>

3	Technical & Professional Ability – Project Specific Requirements (Technical Requirements)	<p>This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire</p> <p>Questions E03 - E04 are the technical evaluation questions. If you are awarded a score of twenty (20) or below for any of these questions, you will be eliminated from the procurement.</p>	<p>Technical Requirements will make up 70% the total marks available.</p> <p>Overall technical score will be formed from the following breakdown:</p> <p>E03 Proposed Project Team (Weighting: 40%)</p> <p>E04 Approach and Methodology (Weighting: 60%)</p>
4	Pricing Schedule	Prices will be evaluated in accordance with the criteria set out in the Pricing Schedule	Commercial score will make up 30% of the total marks available
5	Final score	<p>If you pass stages 1 to 2 your Tender will be evaluated in stages 3 to 4</p> <p>The final score is calculated as follows: 70 % is made up of the total of Stage 3 30 % is made up from Stage 4</p> <p>The most economically advantageous Tender will be the Tender with the highest final score.</p>	

- 1.2. Details of the Qualification, Technical and Commercial requirements can be located through the Bravo e-tendering portal (<http://defra.bravosolution.co.uk>).
- 1.3. The Tenderer is required to complete the appropriate qualification questions detailed within the Bravo e-tendering portal. In addition, the Tenderer is required to complete and upload the Form of Tender (Appendix 1).
- 1.4. Quotation responses will be evaluated on quality and price using the evaluation criteria set out in Bravo to determine which Tender is the most economically advantageous. The Authority will award the Contract to the Tenderer which submits the most economically advantageous tender which will be the highest scoring quotation response after the weightings in paragraph 1.5 are applied.

- 1.5. To ensure that the relative importance of both sets of criteria is correctly reflected in the overall score, a weighting system will be applied to the evaluation:
- The total technical / quality score (Section 3 of this RFQ) awarded will form seventy per cent (70%) of the final score;
 - The score awarded for commercial / price (Section 4 of this RFQ) will form thirty per cent (30%) of the final score.
- 1.6. Evaluation of quotation responses will be undertaken by a panel appointed by the Authority. Each panel member will undertake an independent evaluation of the quotation responses applying the relevant evaluation criteria for each question. Each Panel member will first undertake an independent evaluation of the Tenders applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question

Section 4 – Technical Questionnaire

PASS/FAIL Questions

If the Tenderer scores a Fail in E01 – E02 they will be eliminated from the procurement.

E01 - Sustainability (PASS/FAIL)

- The Authority has set itself challenging commitments and targets to improve the environmental and social impacts of its estate management, operation and procurement. These support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at:

<https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement>

- Within this context, please explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your approach.

Evaluation Criteria:

- Demonstrate that there is a sustainable policy in-place.
- Provide evidence how you will reduce the environmental impacts of delivering this contract that may include the following;
- Using innovative sustainable tools, techniques and technologies
- The procedures and systems in place for communicating what needs to be done to improve sustainability to those engaged on this contract;
- Explain how you measure sustainability performance and be able to report to the Authority on progress if required.

Please upload your response with filename 'E01_**Your Company Name**'.

Your response must be no more than two side of A4, minimum font size 11.

Your Sustainability Policy will be accepted in addition to this limit.

A Fail will be allocated to those bids which are not deemed as meeting the evaluation criteria.

E02 - Equality and Diversity Policy (PASS/FAIL)

The Authority is committed to promoting equality and diversity within its operations and service delivery. Please describe your organisation's commitment to equality and diversity and how you ensure that compliance with relevant legislation is achieved and maintained. Please describe how you will promote equality and diversity in relation to the delivery of this Contract. Please also provide a copy of your equality and diversity policy or an equivalent document.

Evaluation Criteria:

- Includes a copy of the Tenderer's equality and diversity policy or an equivalent document which shows their organisation's commitment to equality and diversity and confirms their compliance with relevant legislation.
- Describes how the Tenderer will promote equality and diversity in relation to the delivery of this Contract.

Please upload your response with filename 'E02_Your Company Name'.

Your response must be no more than 2 sides of A4, minimum font size 11.

Your Equality and Diversity Policy will be accepted in addition to this limit.

A Fail will be allocated to those responses that are not able to demonstrate any evidence of addressing equality and diversity.

Technical Evaluation Questions (Mandatory Weighted Questions)

Questions E03 – E04 will be scored using the following scoring criteria:

If a Tenderer scores 20 marks or less in any question (E03 – E04) they will be eliminated from the procurement.

The technical questions will be evaluated using the following scoring criteria:

- **For a score of 100:** Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a best-in-class thorough understanding of the requirement and provides very strong, highly credible evidence which clearly demonstrates the Tenderer's ability to deliver the Authority's requirements.
- **For a score of 70:** Good - Response is relevant and good. The response demonstrates a good understanding and provides credible evidence of the Tenderer's ability to deliver the Authority's requirements.
- **For a score of 50:** Acceptable - Response is relevant and acceptable. The response provides sufficient evidence of the Tenderer's ability to deliver the Authority's requirements, but the response lacks detail in certain areas.

- **For a score of 20:** Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or evidence to demonstrate the Tenderer's ability to deliver the Authority's requirements.
- **For a score of 0:** Unacceptable - Nil or inadequate response which fails to address the requirements and/or fails to provide any credible evidence of the Tenderer's ability to deliver the Authority's requirements.

E03 Proposed Project Team (Weighting 40%)

Please provide details of the proposed project team and team structure that you intend to use to deliver this project. Please provide CVs for each of the team members to support your response. (Max 2 A4 sides per CV). **Please also identify the manager(s) who will have the overall responsibility for the research and nominate a day-to-day contract for Authority's Project Officer**

Please describe any capabilities and experiences that you think are relevant to delivery of the project such as information search facilities, data handling systems, modelling capabilities.

Please include details of the capability and experience of any joint tenderers and sub-contractors.

Your response must be a maximum of 4 sides of A4 (not including CVs), font size 10. Please upload a document with the filename: *"Your Company Name_E03"*

Evaluation criteria

Your response should demonstrate that:

- The proposed team have sufficient and relevant experience, including knowledge of *Cryptosporidium* life cycles, treatment processes, monitoring and analysis in water and relevant fields.
- The size and structure of the proposed project team is sufficient to ensure that adequate resources have been allocated for all of the required roles and responsibilities
- If there are proposals for consortium/sub-contracting arrangements, they are comprehensive and reasonable and there are measures in place to effectively manage these arrangements throughout the contract.
- The relevant resources to deliver the project are in place.
- Evidence of completion of comparable recent projects on schedule. For example, projects delivering literature review, modelling and risk assessment evaluations associated with drinking water.

E04 Approach and Methodology (Weighting 60%)

Demonstrate your understanding of the policy/research context and identify the key issues/challenges that you are proposing to address in this project.

Please describe your approach and methodology for delivering the full scope of requirements systematically and in detail.

Your organisation must demonstrate previous experience successfully completing drinking water risk assessment studies or studies involving water treatment and public health assessments. It should outline the approaches to be used to achieve the objectives and clearly define a work plan for the life of the project. This should include a Gantt chart or equivalent format to convey the programme delivery. **Please also identify the manager(s) who will have the overall responsibility for the research and nominate a day-to-day contract for Authority's Project Officer**

Please include a list of the most recent references to relevant publications by your organisation in the area (maximum of 20).

Evaluation criteria

Your response should demonstrate:

- An understanding of the policy and research context of the study
- A clear approach to each of the objectives including a systematic literature evaluation and gap analysis strategy.
- An understanding of the risks posed by *Cryptosporidium* and the current treatment options available in drinking water.
- Consideration and mitigation of any risks to meeting the objectives
- Provide a work plan, by means of a Gantt chart or equivalent programme media

Your response must be a maximum of 10 sides (not including diagrams which can be a maximum of 3 sides) of A4 font size 10. Please upload a document with the filename: "*Your Company Name_E04*"

Section 5 - Commercial Questionnaire

- 5.1 Tenderers must insert their pricing proposal, in the Commercial Envelope within Bravo. The total price submitted shall be for the whole Contract period.
- 5.2 Prices must be submitted in £ Sterling (GBP), excluding VAT.
- 5.3 Payment will be made according to deliverables/milestones
- 5.4 The price evaluation will be scored as follows:
- 5.5 The maximum marks available for this part of the Tender will be 30% and will be awarded to the Tenderer which submits the lowest price.
- 5.6 The remaining Tenderers will receive marks on a pro rata basis from the lowest to the highest price.
- 5.7 The total price submitted by Tenderers for the whole Contract period ONLY as stated in the Commercial Workbook will be used for this evaluation.
- 5.8 The calculation used is the following for this example we have used 30% as the Commercial Weighting:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 30\% \text{ (Maximum available marks)}$$

- 5.8.1 For example, if three Tenders are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:

$$\text{Tenderer A Score} = \frac{£3000}{£3000} \times 30\% \text{ (Maximum available marks)} = 30\%$$

$$\text{Tenderer B Score} = \frac{£3000}{£5000} \times 30\% \text{ (Maximum available marks)} = 18\%$$

$$\text{Tenderer C Score} = \frac{£3000}{£6000} \times 30\% \text{ (Maximum available marks)} = 15\%$$

APPENDIX A

FORM OF TENDER

To be returned by 12:00 noon (BST) on **23rd May 2022**

TENDER FOR: Review of the Reports of the Groups of Experts on Cryptosporidium in water Supplies and Publication of Additional Guidance.

Tender Ref: **ITT_10082**

1. We have examined the invitation to tender and its schedules set out below (the **ITT**) and do hereby offer to provide the services specified in the ITT and in accordance with the attached documents to the Authority commencing **27th June 2022** for the period specified in the ITT.
 - Specification of Requirements
 - Evaluation Overview
 - Technical Questions (pass/fail and moderated)
 - Authority's Conditions of Contract
2. If this tender is accepted, we will execute the Contract and any other documents required by the Authority within 10 days of being asked to do so.
3. We agree that:
 - a. before executing the Contract substantially in the form set out in the ITT, the formal acceptance of this tender in writing by this Authority or such parts as may be specified, together with the documents attached shall comprise a binding contract between the Authority and us;
 - b. pursuant to EU Directive 1999/93/EC (Community Framework for Electronic Signatures) and the Electronic Communications Act 2000, the Contract may be executed electronically using the Authority's electronic tendering and contract management system, Bravo;
 - c. we are legally bound to comply with the confidentiality provisions set out in the ITT;
 - d. any other terms or conditions or any general reservation which may be provided in any correspondence sent by the Authority in connection with this procurement shall not form part of this tender without the prior written consent of the Authority;
 - e. this tender shall remain valid for 120 days from the closing date for tenders specified in the ITT; and

- f. the Authority may disclose our information and documents (submitted to the Authority during the procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.

4. We confirm that:

- a. there are no circumstances affecting our organisation which could give rise to an actual or potential conflict of interest that would affect the integrity of the Authority's decision making in relation to the award of the Contract; or
- b. if there are or may be such circumstances giving rise to an actual or potential conflict of interest, we have disclosed this in full to the Authority.

5. We undertake and it shall be a condition of the Contract that:

- a. the amount of our tender has not been calculated by agreement or arrangement with any person other than the Authority and that the amount of our tender has not been communicated to any person until after the closing date for the submission of tenders and in any event not without the consent of the Authority;
- b. we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Authority or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act; and
- c. made arrangements with any other party about whether or not they may submit a tender except for the purposes of forming a joint venture.

6. I warrant that I am authorised to sign this tender and confirm that we have complied with all the requirements of the ITT.

Signed

Date

In the capacity of

Authorised to sign

**Tender for and on
behalf of**

Postal Address

Post Code

Telephone No.

Email Address

APPENDIX B

AUTHORITY'S CONDITIONS OF CONTRACT

This Document is available on BRAVO Portal.

APPENDIX C

Commercial Pricing Proposal

This Document is available on BRAVO Portal

APPENDIX D

Staff Time in Days Template

This Document is available on BRAVO Portal

APPENDIX E

Commercial Sensitive Information

This Document is available on BRAVO Portal