

Our Ref: WRMP24/G2 Carbon

Your Ref:

Date: 2 August 2022

Dear Sir/Madam,

**Contract Ref:**

**Contract Title: WRMP24 and Gate 2 Carbon Assessment**

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 on 19 August 2022

[OCS\_WR@environment-agency.gov.uk](mailto:OCS_WR@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

Tora Hallatt

Title: Senior Advisor (Security of Supply)

E-mail: Victoria.hallatt@environment-agency.gov.uk

Telephone: 07827239094

**The Environment Agency**, Red Kite House, Wallingford, OX10 8BD

**Request for Quotation**

**Ref:** WRMP24/G2 Carbon

**Title: WRMP24 and Gate 2 Carbon Assessment**

**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**

Water Resources Management Plans

The Water Resources Management Planning (WRMP) process is a Government-owned, statutory process aimed at ensuring water companies plan to maintain the security of water supply to customers as sustainably as possible, taking account of social and environmental impacts, uncertainty and risks as well as economic costs.

The Environment Agency’s role in this process is to guide and influence water companies in producing their plans and to advise Government on the quality and reliability of these plans.

RAPID’s Gated Process

Ofwat in PR19 Final Determinations allocated £469m to 9 water companies to progress development of 17 nationally and regionally important new water resource infrastructure supply projects (Strategic Resource Options (SROs)). The aim is to deliver optimal water supply projects at an accelerated pace to meet demand and be ‘construction ready’ between 2025-30. A new gated process was established and RAPID (Regulators Alliance for Progressing Infrastructure Development) formed. RAPID includes Ofwat, the Environment Agency and the Drinking Water Inspectorate and oversees the gated process.

The gated process requires companies to present progress on the development of their SROs inline with RAPID guidance. The gated process will reach Gate 2 in November 2022. The Environment Agency, as part of RAPID, are required to review the SRO Gate 2 submissions.

## Contract Length

It is anticipated that this contract will be awarded to one supplier for a period of 3 months to end no later than January 2023. 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 Services (Appendix C) shall apply to this contract.

This contract shall be managed on behalf of the Agency by **Tora Hallatt (**[**victoria.hallatt@environment-agency.gov.uk**](mailto:victoria.hallatt@environment-agency.gov.uk)**)**

## Contact Details and Timeline

Tora Hallatt 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.

Email: [Victoria.hallatt@environment-agency.gov.uk](mailto:Victoria.hallatt@environment-agency.gov.uk)

Telephone: 07827239094

Non-working day: Monday

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

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Supplier responses for Request for Quote | 19 August |
| Evaluation of Request for Quote submissions | 26 August |
| Award of contract | 12 September |
| Likely duration of work | 17 October – 16 December |
| Project/Contract end date | 7 January |

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

**Section 3**

## Evaluation Criteria

## 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 – 60%
* Quality – 40%

**Quality sub-criteria (Total 40%)**

* Understanding of project scope and requirements – 10%
* Demonstrating relevant personnel, skills and experience for this project – 10%
* Proposed approach - 10%
* Timescales – 10%

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

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

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.**

1. 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)
* details of the personnel you are proposing to carry out the service, including CVs of your key personnel
* details of how you propose to maintain continuity of personnel
* details of your experience of carrying out similar contracts recently
* your approach to sustainability and health and safety

1. Please provide details of your proposed approach including:
2. your approach to reviewing and analysing carbon in water company submissions
3. timescales for providing the answers to questions and the support required
4. how you will contact and work with Environment Agency teams
5. your approach to checking and reviewing answers and ensuring that results are comparable and can withstand external scrutiny
6. your approach to reporting and providing information so it can be easily used by Environment Agency teams
7. set out any potential conflicts of interests. Where there are any conflicts of interest, also explain how you will manage the contract to resolve and overcome any conflicts of interest whilst enabling delivery of the agreed products.
8. how you will ensure the confidentiality of the draft plans and Gate 2 submissions and your review as some information will be commercially confidential and/or nationally sensitive

**Section 5**

**Specification**

# Background to the Requirement

**Water resources management plans**

The Water Resources Management Planning (WRMP) process is a Government-owned, statutory process aimed at ensuring water companies plan to maintain the security of water supply to customers as sustainably as possible, taking account of social and environmental impacts as well as economic costs.

Our role in this process is to guide and influence water companies in producing their plans and to advise Government on the risk to environment and society.

Water companies will submit their draft water resources management plans (dWRMP) to regulators in October and will publicly consult on them over the autumn and winter.

We provide guidance for water companies to follow in compiling their WRMPs. Working with Ofwat, the Environment Agency has produced the following two pieces of guidance relevant to this work:

* [Water resources planning guideline](https://www.gov.uk/government/publications/water-resources-planning-guideline) (WRPG)
* Environment and Society in Decision-making supplementary guidance[[1]](#footnote-1).

The water resources planning guideline sets out the expectations for water companies with respect to carbon in Section 8.3. The guideline sets out the further guidance that the companies are expected to use.

This contract will support the Environment Agency in its review of the draft plans, specifically in relation to how carbon has been considered in the plans.

**RAPID and the Gated Process**

Delivery of the strategic resource options is subject to a formal gated process. There are four gateways between 2020-25. The next gateway is Gate 2 in November 2022.

At each gate regulators are required to review progress and determine how, and if, solutions should proceed further through the process.

Water companies will make their Gate 2 submission to RAPID on 14 November 2022. The submissions will be made in line with the RAPID Gate 2 guidance. The Environment Agency will consider elements of the submission which are within the remit of the Environment Agency. One of these elements is carbon. The SRO carbon assessments are expected to follow the Gate 2 guidance which itself closely follows the WRPG on carbon.

This contract will support the Environment Agency in its review of the Gate 2 carbon assessments.

# Specific Objectives/Deliverables

* 1. **Aims:**
* To support the Environment Agency in its review of dWRMPs to ensure that water companies undertake an appropriate assessment of carbon as part of its option costs
* To recommend improvements to future WRPG regarding carbon based on the findings of the review
* Support the Environment Agency in its review of the Gate 2 carbon assessments in line with the Gate 2 guidance.
* Recommendations for future gate requirements for carbon and future approaches to review carbon assessments.
  1. **Overall objectives**

**WRMP review**

1. Design and develop an **assessment** that reflects the Environment Agency’s WRPG and Environment and Society in Decision-making supplementary guidance, and that is transparent and repeatable. Agree this assessment approach with the Environment Agency
2. Carry out a **review** of the carbon cost assessments undertaken by 17 water companies in the development of their dWRMP (using output from objective 1)
3. Produce a **review summary** for each review
4. Provide a short summary of any suggested improvements to the guidance
5. Provide **technical support** to Environment Agency staff to understand the review findings

**Gate 2 review**

1. Follow an appraisal approach developed by the Environment Agency to consistently review the Gate 2 carbon assessments in line with Gate 2 guidance.

2. Provide technical support to Environment Agency staff to understand review findings.

3. Provide recommendations for future assessment requirements and approach to reviews.

**2.3 Scope of work and outputs**

The following provides a summary of tasks and outputs required to deliver the above objectives; however, these are not fully comprehensive of what needs to be done to deliver the objectives. Some tasks require further consideration regarding the best way to deliver them. We invite the contractor to provide detail of their proposed approach, areas of focus and innovative ideas about how to deliver the tasks and any different/additional tasks to undertake.

***2.3.1 WRMP Review***

***Review approach – WRMP***

Produce a transparent and repeatable approach to reviewing the carbon cost of options in WRMPs. This should be in a standard structure for each water company, which should be reviewed and agreed with the Environment Agency before the assessment begins. This work does not cover how carbon has been used in decision-making, apart from the double-counting question below. Please also note that the carbon involved in land use change is covered in the natural capital assessment which is being reviewed by separate contractors.

The review will need to review the following

* How does the plan contribute to the sector, company and government commitments to net zero?
* Has the company included carbon costs for its options and followed the correct methodology in compiling them?
* Has the company presented tonnes of operational and constructional carbon for each option? Is the method appropriate? Does it include all greenhouse gases, not just carbon?
* Has the company considered how it could reduce the carbon of its options? Has it considered mitigation appropriately? Has it been innovative in its consideration of reducing carbon? Does the plan contain evidence of policies, frameworks and approaches being used to drive down whole life carbon in option choices and within solution design?
* Has the company considered off-setting its emissions from its schemes? If so, please provide a brief outline.
* Is there any double counting of carbon between the carbon costings, natural capital assessment and as a weighting in decision-making? Please provide a view as to the acceptability of this if there is.
* Has the company used the central series of values for modelling and carried out sensitivity analysis using the high and low series
* How has the company considered the uncertainty in its carbon valuations? Is this appropriate.
* Does the plan set out how companies will monitor and evaluate their decisions on carbon?
* Do you have confidence in the carbon costings used by the company?

***Output – WRMP – Company summaries***

The contractor should produce a short report of each company in the following format:

1. Overview of the approach taken by company and whether it follows the appropriate guidance
2. Summary of any issues identified and evidence
3. Implications for the plan, including the materiality of the issue
4. Information required or changes recommended to address the issue by the water company

The materiality of the issue should be based on whether the issue would have implications for the decisions made by the company.

***Output WRMP – Recommendations for improvement in guidance***

Following the contractors review produce a 1-2 page report making any recommendations of improvements to our guidance based on any common issues identified and how well companies have followed the guidance. This should include whether the methodologies recommended in the guidance are still relevant and up to date.

***WRMP - Sharing results***

The contractor should present its results to the Environment Agency in a 1 hour call using MS Teams or similar. It should allow some time to deal with queries from Environment Agency staff on its analysis.

**Summary of WRMP deliverables**

* Start-up meeting with Environment Agency project managers to go through proposed methodology, scope of work, timeline and discuss the WRPG and supplementary guidance and any queries the contractor may have
* An agreed review approach and review summary template in line with tasks and outputs outlined above
* Initial review discussion with Environment Agency once first couple of companies are complete to refine approach and discuss any issues
* Review summaries for each review of the 17 water companies’ dWRMP
* Post-review discussions with Environment Agency water company leads as required (Environment Agency water company leads will be undertaking the wider dWRMP review) to discuss findings of the reviews and provide an opportunity for questions and points of clarity. Any associated follow-up work will be no more than 1 days work
* Overview summary with recommendations for improvements to the guidance and presentation of results to the Environment Agency

***2.3.2 Gate 2 Review***

***Review approach – Gate 2***

For each SRO a carbon assessment (typically around 15 pages in length with tables) will need to be reviewed. The approach to Gate 2 assessments is currently under development and is expected to be in place for use at Gate 2. The approach being developed is a checklist style template aligned to the Gate 2 guidance on carbon. The template will be used to record the review of individual carbon assessments. The review template is 2-3 pages in length with user instructions and clearly formatted around the Gate 2 guidance. Each carbon assessment review will require reviewing the assessment, completing the template checklist and incorporating feedback from the Environment Agency’s QA tool. It is anticipated that the full review process for each assessment will take up to 2.5 hours.

In preparation for undertaking the reviews of the Gate 2 carbon assessments using the developed approach, the contractor is expected to familiarise themselves with Gate 2 guidance, Environment Agency Gate 2 assessment approach for carbon (the template), the QA tool and example assessments.

Early in the review window the contractor will need to screen each carbon assessment to determine whether any queries need to be raised with the authors. Confirmation of completing this task is required to be sent to the project leads (there are 4 Environment Agency SRO project leads, SROs are divided evenly between these leads). Pre-determined data will also need to be drawn out and shared with operators of the QA tool.

***Output – Gate 2 – Assessment reviews***

The contractor should complete the 2-3 page Gate 2 carbon review assessment template. This is expected to incorporate output from the Environment Agency’s QA tool. This review will include producing a brief summary of findings for each assessment. The contractor will run the QA tool or liaise with operators of tool and feed the QA results back in to their review. The contractor will join a meeting (1 hour MS Teams) with the Environment Agency working group to discuss consistency in reviews. Following this consistency call, the contractor will hold individual feedback calls with project leads (1 hour MS Teams x4)

***Output Gate 2 – Recommendations for improvement in guidance***

Following the contractors reviews of the carbon assessments an overall 1-2 page report should be produced making any recommendations of improvements to review process for Gate 3 and future gate expectations for carbon assessments.

***Gate 2 - Sharing results of reviews***

The contractor should join an initial call to discuss consistency of reviews. This would be with the Environment Agency in a 1 hour call using MS Teams or similar. The contractor will then need to hold handover calls with the four project leads (x4 1 hour calls). The completed review templates for each SRO would then be sent to the Environment Agency project leads. The contractor should allow some time to deal with queries from the Environment Agency on its analysis.

**Summary of Gate 2 deliverables**

* Start-up meeting with Environment Agency project managers to go through proposed methodology, scope of work, timeline and discuss the Gate 2 guidance and any queries the contractor may have.
* Familiarise with Gate 2 guidance, Environment Agency Gate 2 assessment approach for carbon, working group, QA tool and example assessments.
* Undertake screening of carbon assessments for SROs to establish whether any queries may need to be raised with the authors. Confirm completion of this task to project leads. Make available pre-determined data from assessments for QA.
* Undertake review of carbon assessments on SROs (expected to be 15 submissions made) using Gate 2 approach. This is expected to include producing a brief summary of review findings at the end of each checklist. Run QA tool or liaise with operators of tool and feed in results of QA to review. Join a consistency call with working group and join feedback calls with project leads.
* Provide ad hoc advice to the Environment Agency on carbon assessments
* Provide recommendations for improvements to the guidance review process to the Environment Agency

**Major Milestones -WRMP**

|  |  |
| --- | --- |
| Date | Activity/Deliverable |
| Late September 2022 | Start-up of the project with initial meeting to agree proposed methodology, review draft templates and deal with any questions/outstanding scope steer |
| 3 October | Water companies submit draft water resources management plans to Environment Agency |
| 17 October | Environment Agency to provide contractor with draft plans and supporting reports |
| w/c 17 October | Initial-review discussion with Environment Agency to determine any changes to approach required, issues arising etc. |
| 25 November | Provide draft summary reports to Environment Agency. |
| 2 December | Draft overview report provided to Environment Agency |
| w/c 5 December | Calls with Environment Agency water company leads to discuss review findings (max. 5 x 1 hour calls)  Call with EA to present findings of overview report |
| 9 December | Provide final review summaries to Environment Agency |
| 13 December | EA provides comments on overview report |
| 16 December | Ad hoc queries complete  Final overview report provided to Environment Agency |

**Major Milestones – Gate 2**

|  |  |
| --- | --- |
| Date | Activity/Deliverable |
| w/c 17 October | Start-up of the project with initial meeting to agree proposed methodology, review template and deal with any questions/outstanding scope steer |
| Up to 14 November | Familiarise with Gate 2 guidance, Gate 2 review template, example assessments |
| 16 November | Environment Agency to provide contractor with Gate 2 carbon assessments |
| 28 November | All pre-determined data made available for QA |
| 05 December | All assessments have been screened for queries and any queries raised by this date. Contractor to confirm to Environment Agency project lead for each SRO carbon assessment. |
| Up to 09 December | All assessments have been fully reviewed and review templates completed |
| 12-14 December | Consistency call with project lead |
| 14-23 December | Calls with 4 project leads (x4 1 hour calls). Handover of completed reviews. |
| 06 January | Draft overall review findings provided to Environment Agency |
| 11 January | EA provides comments on overview report |
| 17 January | Ad hoc queries complete  Final overview report provided to Environment Agency |

### Skills of Personnel Required

The contractor should provide evidence that demonstrates the ability to perform all of the above tasks to a high standard. This project requires a suite of skills, experience and knowledge to add real value to the Environment Agency’s review and audit work for water resource management planning. You should provide details to demonstrate that you have:

* Excellent knowledge and understanding of the carbon costings assessment
* Understanding and experience of water company decision-making in WRMPs, including the Strategic Environmental Assessment
* Understanding of the Environment Agency’s role in WRMP, their role as a regulator to review dWRMP and advise government/Defra.
* Understanding of RAPID, the gated process and the Environment Agency’s role as part of RAPID.
* The required skills to present key findings and outputs in a concise and informative manner and the ability to communicate these well
* Effective project management and communication skills

The contractor should preferably have undertaken work before that covers at least some of the tasks outlined in this specification.

**Section 6**

**Contract Management**

This contract shall be managed on behalf of the Agency by Tora Hallatt (WRMP) and Alisdair Birrell (Gate 2). See contact details above.

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.

Please detail your task costs in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Proposal (To be completed by Supplier)** | | | |
| **Tasks** | **Hourly Rate** | **No of Hours** | **Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Staff Costs | | |  |
| **Expenses (please detail type, i.e. travel etc)** | | |  |
| **Discounts applied (please detail)** | | |  |
| **Total Overall Cost** | | |  |

**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** |
|  |  |  |
|  |  |  |
|  |  |  |

Held by the Contractor

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

**Please ensure you attach the terms and conditions before issuing to suppliers.**

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

Name

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

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

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

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

1. Available on request from [water-company-plan@environment-agency.gov.uk](mailto:water-company-plan@environment-agency.gov.uk) [↑](#footnote-ref-1)