



Department  
for Environment  
Food & Rural Affairs

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## Order Form

<b>Research, Development and Evidence Framework 2</b> <b>ORDER FORM</b>
<b>To be completed by Contracting Authority Project Manager and sent to Contractor for countersignature</b>
<b>Project title: Air Quality Scenario Modelling Tool: Continued Development and Improvement.</b> <b>Call off Reference: RDE004</b> <b>Bravo project ref (if applicable): 35923</b> <b>Date: 11 October 2022</b>

THE Contracting Authority: THE SECRETARY OF STATE FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS of Nobel House, 17 Smith Square, London, SW1P 3JR.

THE CONTRACTOR: Ricardo-AEA Ltd, The Gemini Building, Harwell, Oxfordshire, OX11 0QR.

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 11 October 2022. It's issued under the Research Development & Evidence Framework Agreement reference 30210 for the provision of Air Quality Scenario Modelling Tool: Continued Development and Improvement.

CALL-OFF SUB-LOT: 3.3 – Modelling Tools for Air Quality Studies.

CALL-OFF INCORPORATED TERMS The following documents are incorporated into this Call-Off Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. Defra Framework Terms and Conditions;
2. Request for Proposal;
3. Proposal.

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF START DATE: 17/10/2022

CALL-OFF EXPIRY DATE: 16/10/2025

CALL-OFF INITIAL PERIOD: 3 years

Execution of the Call-Off Contract is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Call-Off Contract is formed on the date on which both Parties communicate acceptance of its terms on the Authority's electronic contract management system ("Bravo").

## Appendix A – Specification

### DEFINITIONS

The following words shall have the meanings given to them below:

CAS – Clean Air Strategy

DAs – Devolved Administrations

ERCs – Emission Reduction Commitments

LAs – Local Authorities

NAEI – National Atmospheric Emissions Inventory

NAPCP – National Air Pollution Control Programme

NECR – National Emission Ceilings Regulations

NH<sub>3</sub> – Ammonia

NO<sub>x</sub> – Nitrous Oxides

PCM – Pollution Climate Mapping model

PM<sub>2.5</sub> – Particulate Matter of 2.5 micrometres or less

SMT – Scenario Modelling Tool

SO<sub>2</sub> – Sulphur Dioxide

VOCs – Volatile Organic Compounds

### INTRODUCTION

The UK has ambitious targets to reduce emissions of five air pollutants (ammonia (NH<sub>3</sub>), nitrogen oxides (NO<sub>x</sub>), volatile organic compounds (VOCs), fine particulate matter (PM<sub>2.5</sub>) and sulphur dioxide (SO<sub>2</sub>)) by 2030. These new reduction targets support the objectives of the international Gothenburg Protocol and the National Emission Ceilings Regulations (NECR; 2018) .

In January 2019 the Government published the Clean Air Strategy (CAS), setting out a work plan towards these goals . This informed the development of the first UK National Air Pollution Control Programme (NAPCP), as required by Part 4 of the NECR, which gave an overview of how the UK will meet legally binding emission reduction commitments (ERCs) for each pollutant. The original NAPCP was published in April 2019 , and work is currently underway to update the document to reflect the latest emissions projections. The Environment Act (legislation that sets targets, plans and policies for improving the natural environment, including air quality) has recently been passed in Parliament.

In order to assist the Authority in the detailed delivery of the CAS, the NAPCP, and Environment Act Air Quality (AQ) targets, the Scenario Modelling Tool (SMT) was developed to understand the range of possible future emissions that may eventuate and to assess the impact of a wide range of potential national and local scale policies (including those from

wider government, such as the Net-Zero Strategy, and Devolved Administrations) on future air quality with a view to identifying resilient and sustainable delivery strategies that could achieve compliance with emission ceilings.

Baseline emissions estimates are compiled as part of the UK National Atmospheric Emissions Inventory (NAEI) contract, which provides estimates of emissions on national and Devolved Administration scales split by high level sector, incorporating a wide range of datasets and sources which can provide much greater detail.

The SMT builds on that inventory and the underpinning data by adding the ability to produce new emissions scenarios with varying emission source details and flexibly interrogate them at a range of spatial and temporal scales. This allows the interrogation of the data to a greater degree, thus enabling the exploration of a range of policy scenarios at a range of spatial scales. Since the development of the original SMT was completed in 2020 our requirements and those of our stakeholders have evolved. This project will cover some specified improvements to the SMT but also include an ad hoc element to cover future improvements, training and awareness-raising activities as required.

## **AIMS AND OBJECTIVES**

The Authority requires robust, agile and reproducible analysis of future air pollutant emissions and concentrations to support Air Quality policy development. We want to ensure that the SMT continues to deliver this for emissions scenarios in the changing policy and analytical environment within government over the coming years by continuing to improve its functionality and useability. The Authority works with a wide range of stakeholders including Devolved Administrations (DAs) and Other Government Departments (OGDs) to deliver policy outcomes, and the SMT is an important tool for engaging them in policy development. We seek to support this interaction through various awareness-raising and training workshops to help upskill and widen the SMT userbase.

## **BACKGROUND**

The SMT is currently hosted on servers provided by the UK's NAEI compiler and users' interface with the tool through their web-browser. It was developed using Open Source technologies that include Model View Controller framework Symfony, Drupal modules for content management and JavaScript libraries for charting and data visualisation.

The SMT provides a repeatable and clear process for interrogating the NAEI base scenario and manipulating it, in order to set up individually identifiable scenarios using input variables which are clearly explained. The user selects the abatement measures required and sets their parameters, such as change to Emission Factor and uptake rate. Users can choose from a list of pre-existing measures, which have default parameters that can be adjusted, or they can create their own. Annual emissions projections are calculated from the base year to 2050 for the following air pollutants: CO<sub>2</sub> equivalence, NH<sub>3</sub>, VOCs, NO<sub>x</sub>, SO<sub>2</sub>, PM<sub>2.5</sub>, PM<sub>10</sub>, CH<sub>4</sub>, and N<sub>2</sub>O. These emissions estimates are split by activity in a way compatible with the NAEI. The SMT's outputs, which are also shown visually through graphs and maps within the tool interface, include:

1. A report of scenario conditions and assumptions;

2. Detailed emissions outputs, including baseline emissions and emissions abatement for each measure run in a scenario;
3. Cost Benefit Analysis;
4. Spatial emissions outputs at a resolution of 1km<sup>2</sup> in a format that facilitates use as inputs for a range of dispersion and concentration models. Spatial data is available to download in a variety of formats.

There is a standalone desktop tool for building Agricultural sector measures, which require greater technical sectoral understanding to generate. The outputs of the desktop Agricultural Emissions tool are designed to be loaded into the SMT for integration in wider abatement scenarios.

Further technical details on the architecture, data and working of the SMT and the desktop Agricultural Emissions tool can be found in the supporting documents (SMT Final Report, Agricultural SMT Final Report, SMT User Guide and Agricultural SMT User Guide).

## **DETAILED REQUIREMENTS**

### **Work Package 1**

This work package consists of improvements to the baseline functionality of the SMT which the Authority requires to be undertaken straightaway. The tasks within this work package consist of the following:

- The SMT is currently driven by PostgreSQL functions and procedures within a database. This is starting to limit the functionality and future expansion of the tool. Alongside the tasks listed below, there is a requirement for the scoping and implementation of core improvements through a database review and refactoring, refactoring of the stored functions, Application Programming Interface (API) refactoring and related user interface changes.
- Currently a new instance of the SMT is required for each separate NAEI baseline. Therefore, scoping and implementing a function is needed, which enables the user to choose which NAEI baseline to use in their scenarios from a selection including the current 2018 and 2019 baselines plus one for each of the three years of the project. Over time, the number of baselines available to choose from could increase.
- An exercise to review the tool outputs and identify improvements to facilitate their use for dispersion modelling (particularly the UK Integrated Assessment Model, provided under the Support for National Air Pollution Control Strategies (SNAPCS) 2021-2024 contract – ECM\_62041). On agreement with Defra and stakeholders these improvements are then be implemented in the SMT.
- Conduct regression and user-testing for all tool updates.
- Updating user guidance and technical documentation to cover new features, with a teach-in meeting to introduce the new features to users.

## **Work Package 2**

This work package consists of updating and improving the measures which are used to alter the emissions baseline. This work could be undertaken concurrently to Work Package 1 or subsequently. The tasks within this work package consist of the following:

- Annual review and update of measures currently in the SMT, with input from Defra, DAs and other stakeholders, to ensure they are still based on the most up-to-date evidence available. This involves accounting for the latest NAEI projection updates (normally available in March each year), checking the expected abatement effect for all of the relevant pollutants, likely uptake profile, interaction with other measures and economic costs for each measure. Where measures are now incorporated into the baseline, they are to be altered or removed as appropriate. There are currently around 250 pre-defined measures in the SMT, but it is anticipated that the majority of these will require little or no update year on year with around 10-15% requiring more focussed attention.
- An annual exercise with input from Defra, DAs and other stakeholders to scope, develop and input new pre-defined measures. The number of new measures scoped in this way will vary year by year but is likely to be between 10 and 15 per annum. For example, development of a number of new pre-defined measures to represent upcoming Greenhouse Gas policies. For each new measure High, Medium and Low scenarios for the expected abatement effect, likely uptake profile, interaction with other measures and economic costs (using marginal abatement cost curves) are to be defined. A report recommending new measures are to be produced at the beginning of this process for amendment and approval. Once the updates are complete, a report detailing all of the pre-defined measures in the tool grouped by sector, including the new measures and why they have been included, are to be produced. This report will include a brief overview of each of the sectors, a description of each pre-defined measure, the parameters of the measures, assumptions made, sources of information, and other relevant information.
- Including a new feature whereby implementation of measures within a scenario is prioritised based on a number of methodologies which the tool will calculate, such as: cost/benefit efficiencies, equal priority, maximising emissions abatement, etc.
- For user-defined measures, incorporating a function to allow interactions to be recorded for user-defined measures and integrating these interactions into the emission abatement calculations.
- Conduct regression testing and user-testing for all tool updates.
- Updating user guidance and technical documentation to cover new features.

## **Work Package 3**

This work package (WP) consists of an ad hoc element. Examples of work that may be required include, but are not limited to:

- Bug fixes and ongoing software maintenance to keep the SMT functional and performing well e.g.:

- Improvements to the baseline dataset necessitated by inventory improvements or required for modelling measures, which require additional baseline detail, where these are not already funded by precedent inventory improvements;
  - Set-up and/or deletion of user accounts;
  - Operational improvement to the functionality of the system required by changes in procedures;
  - Enhancement to the functionality of the system to improve user experience;
  - Resolution of bugs;
  - New software updates;
  - Performance improvements (speed);
  - Other changes to the tool requested by Defra or other third party users;
  - Routine QA.
- Scoping and implementing performance and functionality improvements for the tool and outputs. These may be suggested by Defra and stakeholders, or by the Contractor.
  - Modelling and/or QA for the NAPCP and to support other AQ policy requirements.
  - Peer review and comparison studies (e.g., GAINS model) of SMT outputs.
  - Training and awareness raising events.

Hosting of the SMT and yearly updates to the baseline data in line with the latest NAEI are covered under the NAEI contract (see SMT in the NAEI contract section below) and so are excluded.

Work under this package will be commissioned by the Defra Project Officer. An estimation of the manhours required annually for this work package is between 83 and 117 days. However, this is for information purposes only and the Authority does not commit to this number of days.

Work under WP3 will be commissioned by the Defra Project Officer following review and acceptance of a quotation from the Contractor that gives the fixed cost for the piece of work.

#### **Work Package 4 – Agriculture Tool**

This work package (WP) is for the maintenance and improvement of the desktop Agricultural Emissions tool and consists of an ad hoc element. Examples of work that may be required include, but are not limited to:

- Scoping and implementing performance and functionality improvements for the tool and outputs. These may be suggested by Defra and stakeholders, or by the Contractor.
- Ensuring the tool is compatible with updates to modelling conducted under the “Contract for the Provision of Services Delivering the Agricultural Greenhouse Gas and Ammonia Inventories and Projections”.
- Supporting modelling and/or QA for the NAPCP and to feed in to other AQ policy requirements, including the development of new measures.
- Guidance and training.

Annual updates to the baseline data for the Agriculture Tool in line with the latest NAEI are included in the NAEI contract and so are excluded.

Work under this package will be commissioned by the Defra Project Officer. An estimation of the manhours required annually for this work package is between 42 and 58 days. However, this is for information purposes only and the Authority does not commit to this number of days.

Work under WP4 will be commissioned by the Defra Project Officer following review and acceptance of a quotation from the Contractor that gives the fixed cost for the piece of work.

## **EXTENSIONS**

There will be the option for the Call-Off Contract to be extended by up to 2 years which could include all or part of the following: WP2 annual elements, WP3 and WP4.

## **INTELLECTUAL PROPERTY (IP)**

The IP Materials shall vest in the Authority. Once the Authority has approved the IP Materials and that approval has been received by the Contractor, the Authority hereby grants the Contractor a perpetual, only to the extent this licence shall automatically expire once the IP Materials have been made publicly available under the terms of an Open Government Licence ("OGL"), irrevocable, sub-licensable, royalty-free right to use the IP Materials for academic and research purposes, including but not limited to research involving projects funded by third parties provided that those parties gain or claim no rights to such IP Materials. For the avoidance of doubt the Contractor shall not have the right to commercially exploit the IP Materials until such times as the IP Materials have been made available under the terms of an OGL.

The attention of the Contractor is especially drawn to this section. The Authority asserts complete ownership of the intellectual property rights to the following:

- Any software developed/upgraded by the Contractor in the course of performing the Call-Off Contract for the purpose described therein;
- Any documentation produced by the Contractor in the course of performing the Call-Off Contract for the purpose described therein;
- Any scenario outputs produced by the Contractor in the course of performing the Call-Off Contract for the purpose described therein and all materials subsequently produced using the tool.

The Contractor undertakes to hand over the Scenario Modelling Tool and any supporting software/tools to the Authority in a form that is fully operational and free from any user restrictions (especially passwords).

The Contractor will be required to provide appropriate support at the end of the Call-Off Contract to deliver a smooth and efficient handover to any new contractor(s). This will entail suitable support and provision to enable any new contractor to take over the services at the end of this Call-Off Contract and the production of an Exit Plan as per Appendix A below, which is to be provided to the Authority within one (1) month of contract award.

## **REPORTING REQUIREMENTS**

The Contractor will provide regular updates to the Authority' project officer via email or phone conversation to report on progress, raise any concerns, suggest areas for development, and indicate if any delays are expected. These updates will occur at least fortnightly and more frequently during critical stages of the project.

## **GOVERNANCE**

The Contractor will be managed by an official within the Air Quality and Industrial Emissions Evidence Team who will act as the Project Officer responsible for the day-to-day management of the Call-Off Contract. The Contractor will appoint a Project Manager, who will act as the principal point of contact for the Project Officer. Regular meetings will be held to review progress, performance and delivery of the services and discuss any issues.

## **QUALITY ASSURANCE**

The Contractor will be responsible for quality assurance and quality control measures. The Authority must be consulted to ensure that it is content with the proposed processes during the planning and scoping phase for each work package.

## **DATA SECURITY**

Some of the background data from the NAEI, which provides the baseline for the SMT, are commercially confidential and so to govern the use of these data, the Contractor will be required to enter into a Non-Disclosure Agreement (NDA) with Defra and into a Memorandum of Understanding/NDA with the NAEI contractor.

## **WORKING WITH OTHER CONTRACTORS**

The current NAEI contract supports the ongoing running of the SMT by hosting and maintaining the Tool's operating environment and annually updating the baseline emissions figures and the gridded emissions for the mapping service. Therefore, the Contractor will need to forge and maintain a good working relationship with the NAEI contractor.

## **SMT IN THE NAEI CONTRACT**

### **Scenario Modelling Tool [core]**

Based on existing work, the Contractor will host and maintain the Scenario Modelling Tool (SMT), including annually updating the baseline emissions figures and gridded emissions on the mapping service.

The SMT is an interactive web-based tool that allows users at Defra to understand the impact of different policy scenarios on emissions of oxides of nitrogen, PM, ammonia, sulphur dioxide, non-methane volatile organic compounds and greenhouse gases. The SMT uses data inputs such as the NAEI and Multi Pollutant Measures Database (MPMD). In summary, the tool allows users to analyse baseline emissions up to 2050 for the above listed

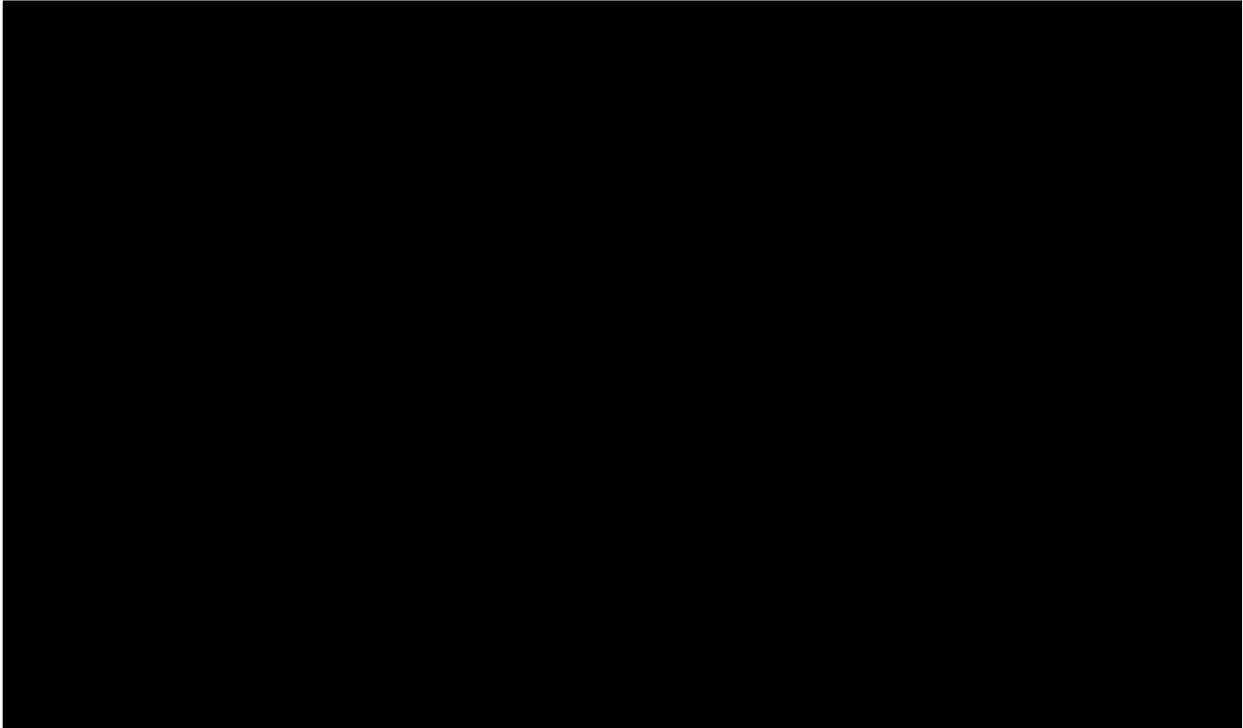
pollutants, for a range of geographic regions, across Nomenclature for Reporting (NFR) sectors and activities, analyse the impact of pre-defined measures on emissions, run cost benefit analysis for predefined measures and also create and define new measures. Each scenario gives detailed emissions outputs, cost benefit analysis and assumptions outputs in csv format and spatial emissions outputs at a 1km<sup>2</sup> resolution in a GIS web service that has several widgets for users to interrogate emission further. The existing project will also deliver a desktop-based tool for the agricultural sector for advanced users that is linked, in part, to the web based SMT and this will also need to be maintained. The user base will be widened in the future and will include local authorities, industry, DAs and members of OGDs.

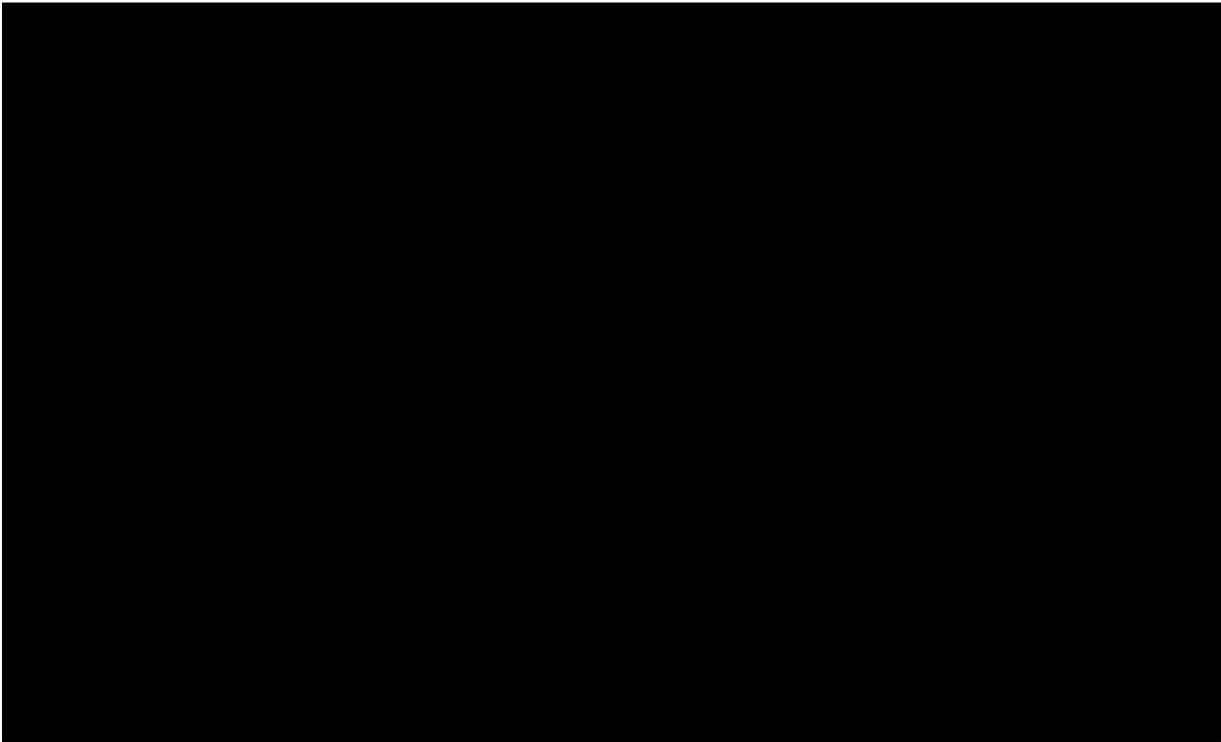
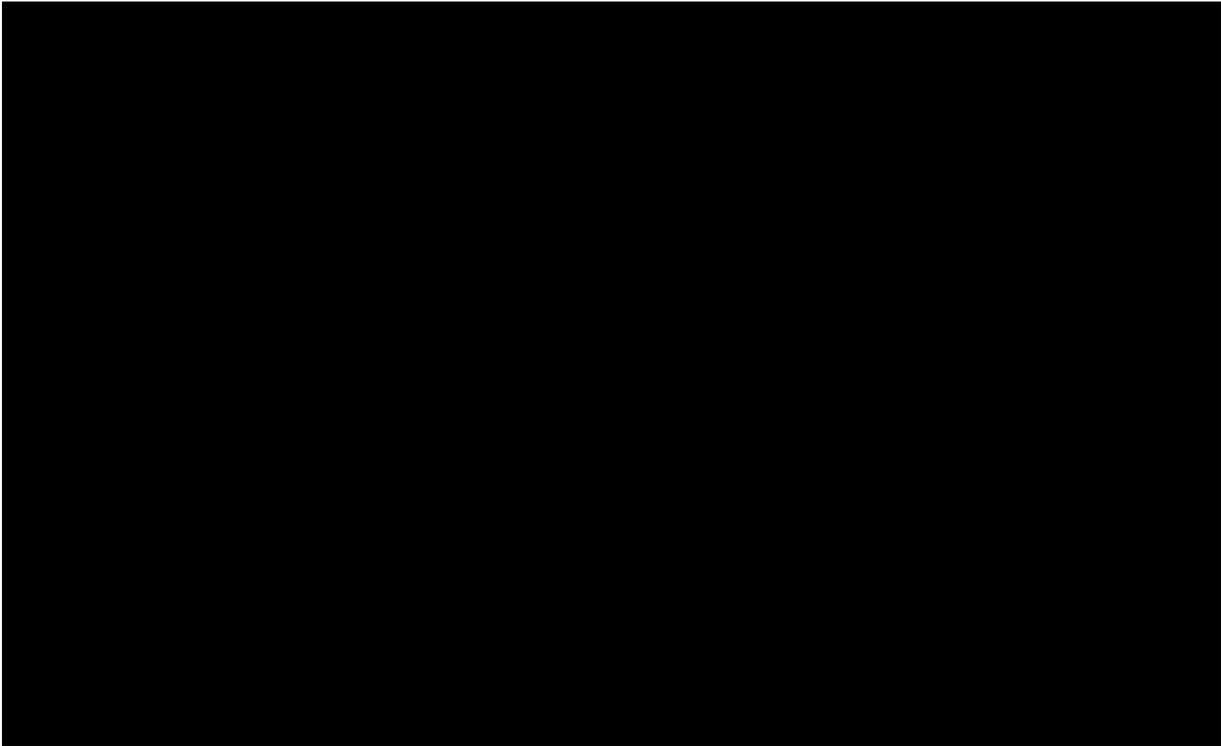
## Appendix B - Pricing

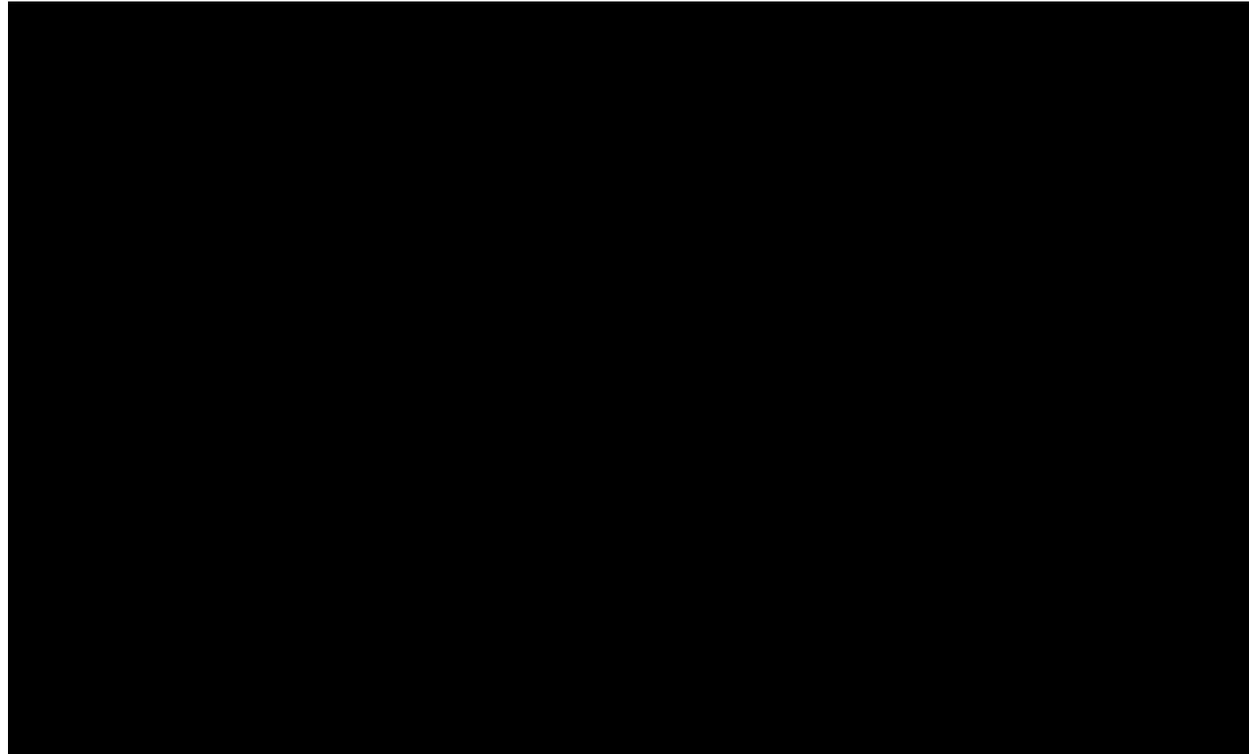
The total fixed cost for Work Packages 1 and 2 shall not exceed £1,516,705.00 excluding VAT. The costs shall be as detailed in the Contractor's proposal dated 24/06/2022.

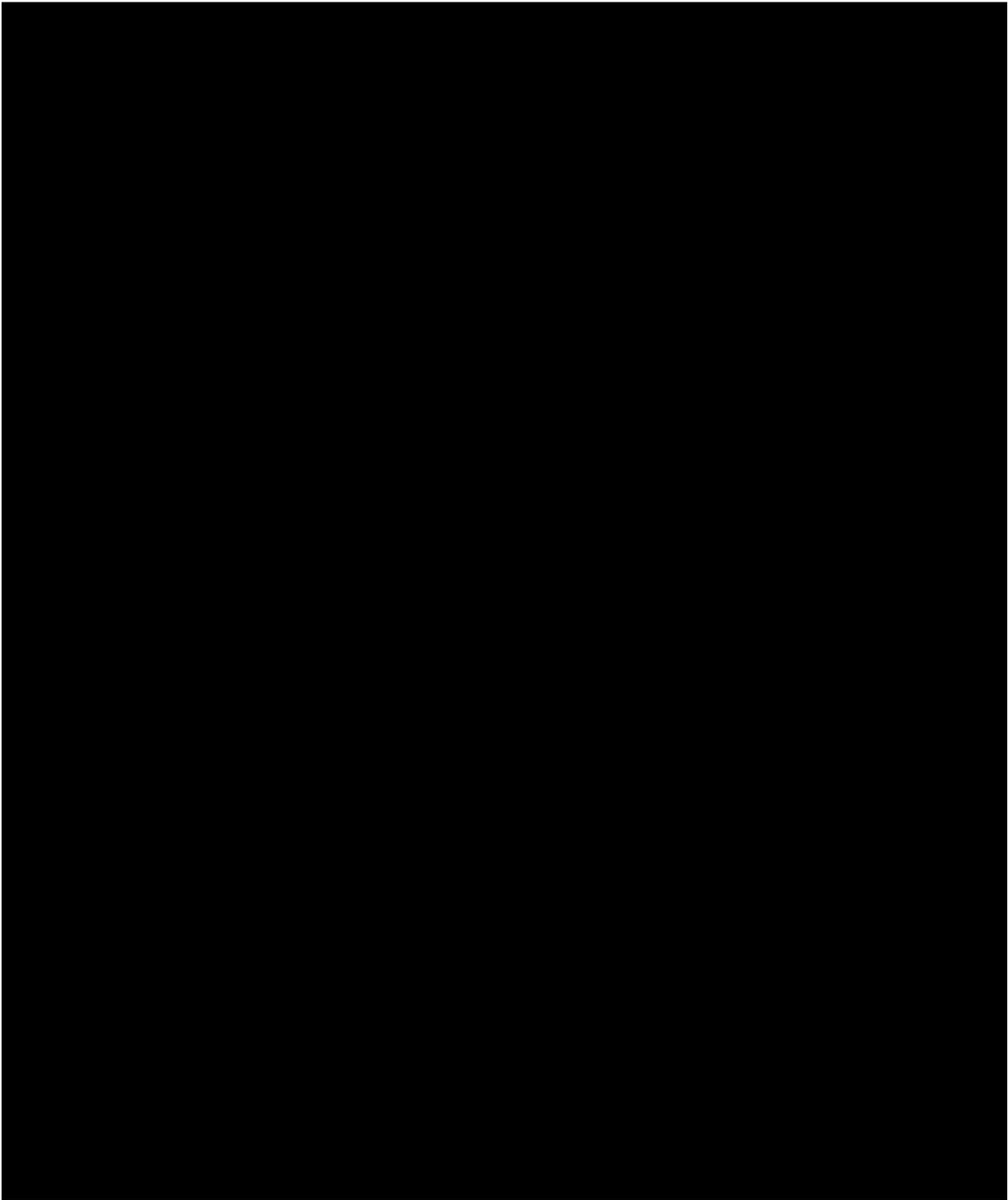
Ad hoc work shall be commissioned under Work Packages 2 and 4 by the Defra Project Officer following review and acceptance of a quotation from the Contractor that gives the fixed cost and breakdown for the piece of work.

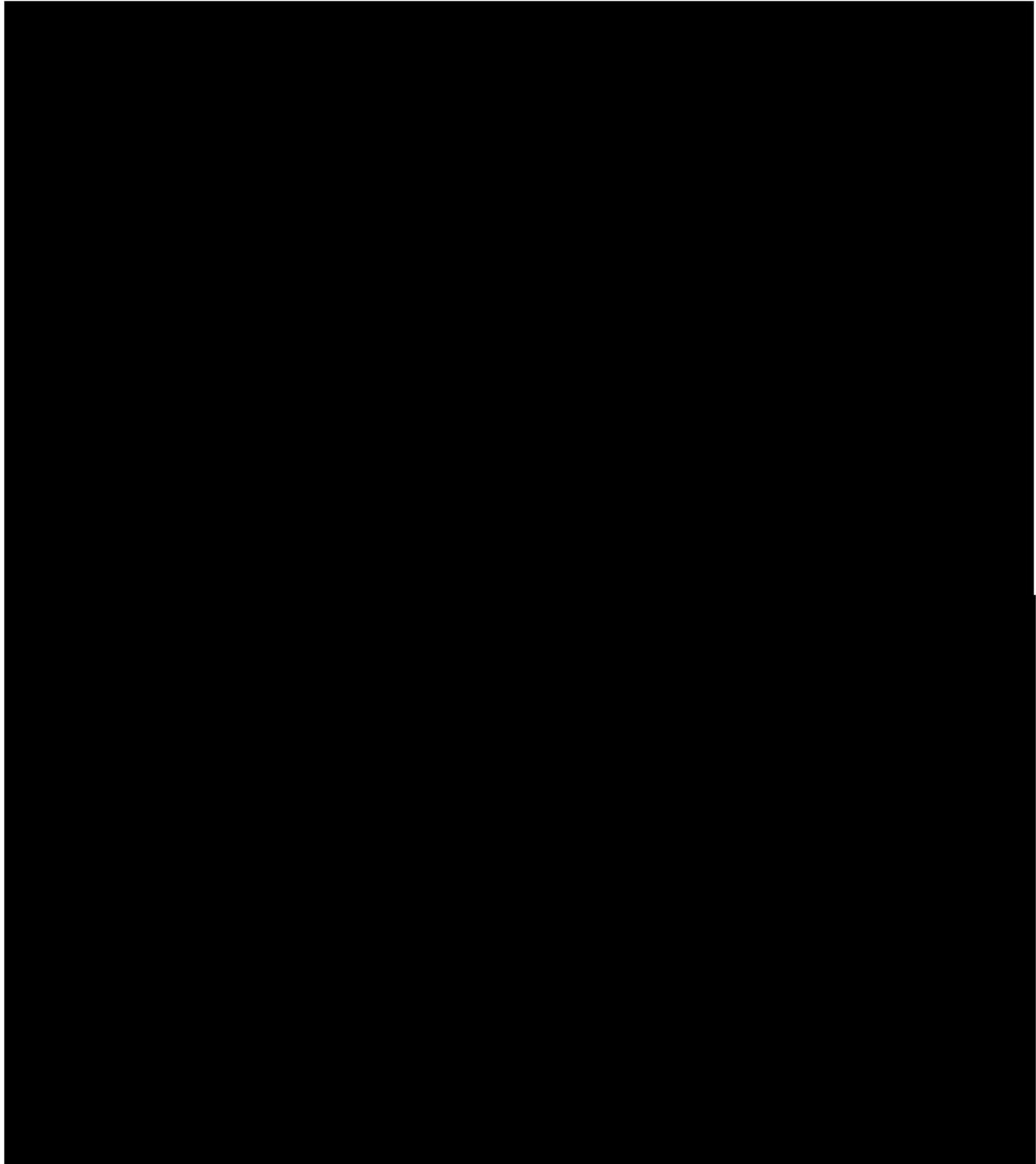
Payment will be made monthly. Invoices will be authorised for payment based on evidence of satisfactory completion of work to date.

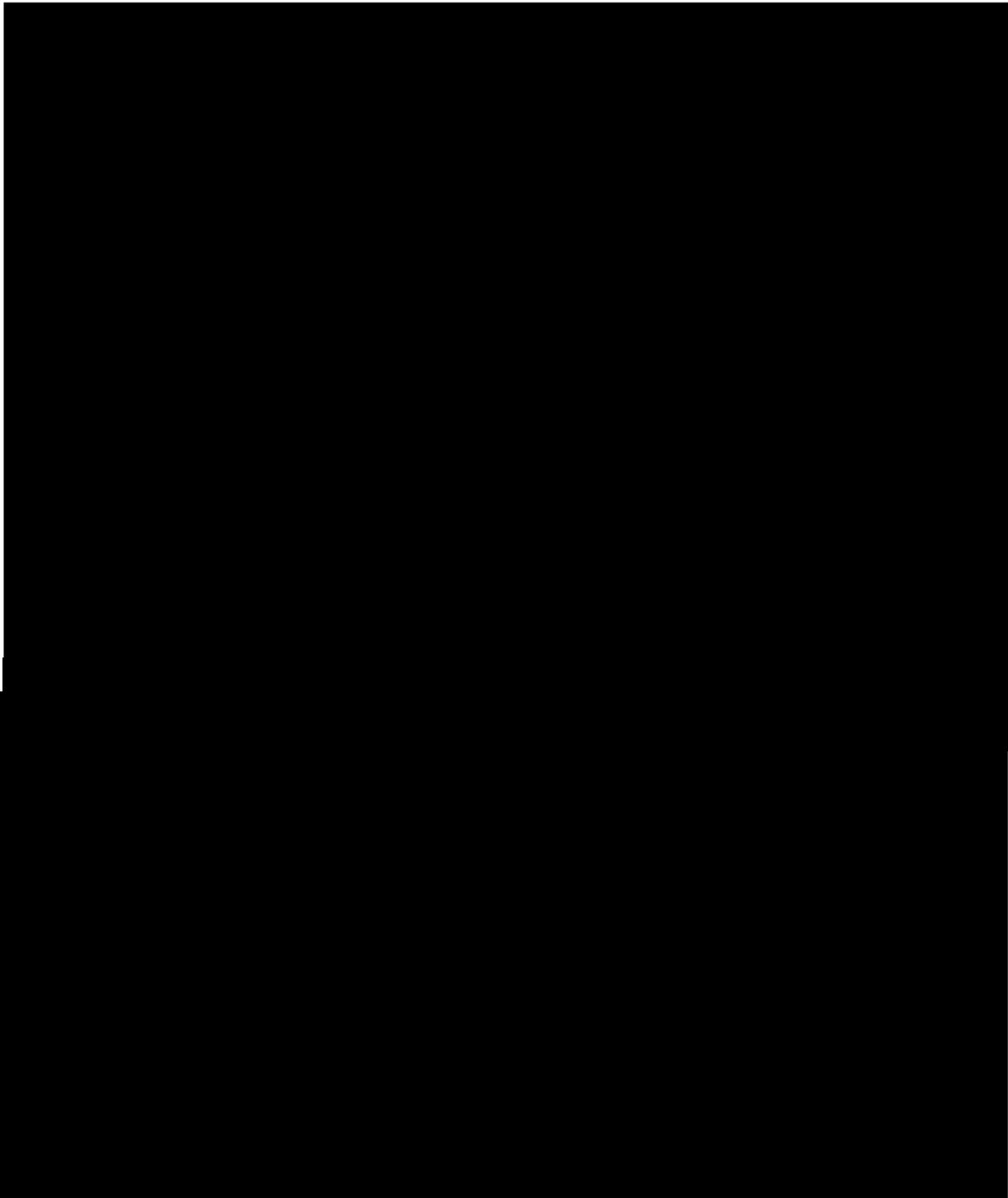


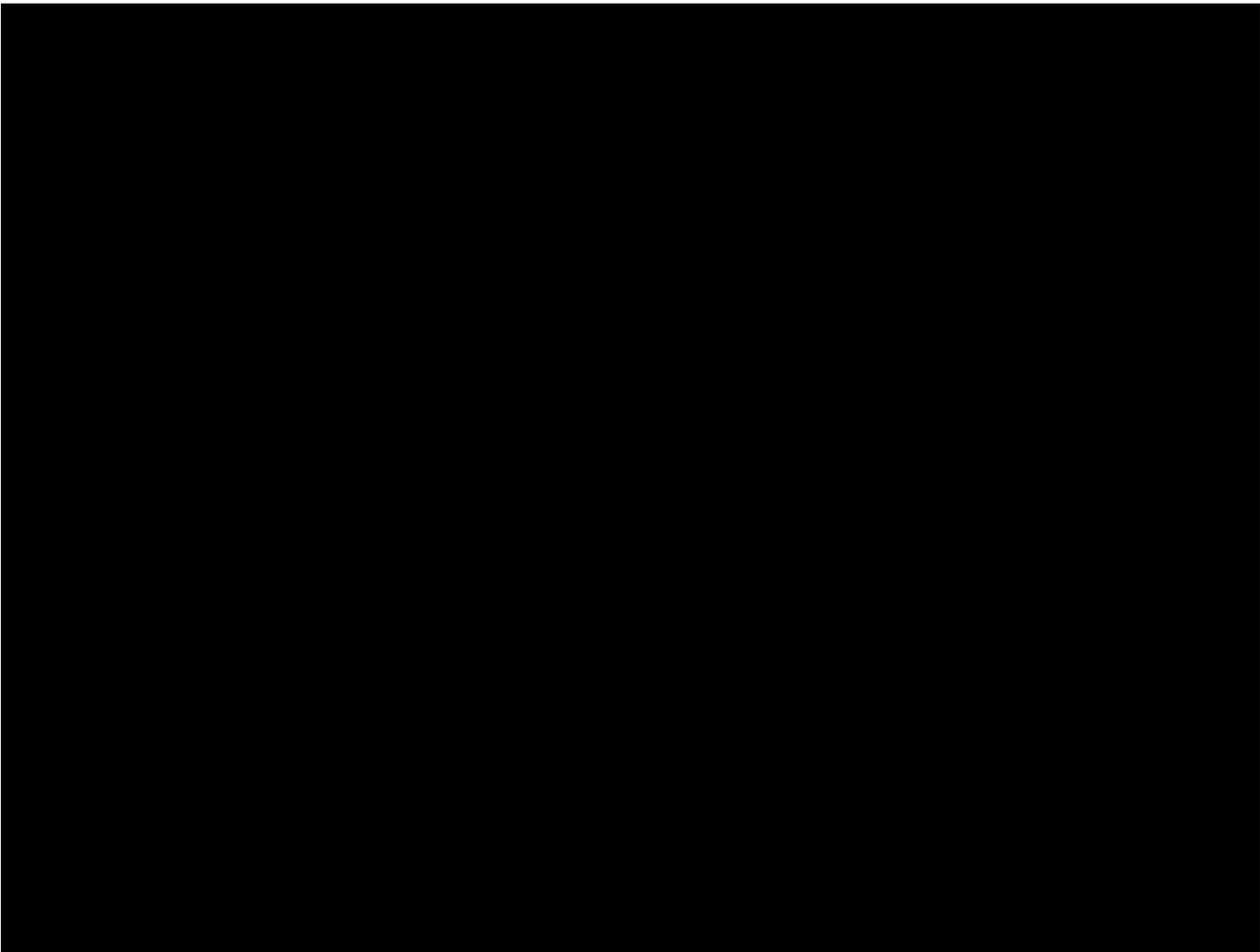












## Appendix C – Exit Plan – Additional Terms and Conditions

### 1.0 GENERAL

- 1.1 The Contractor is required to ensure the orderly transition of the Services from the Contractor to the Authority and/or a replacement contractor in the event of termination (including partial termination) or the expiry of this Call-Off Contract. This Exit Plan sets out the principles of the exit and service transfer arrangements that are intended to achieve such orderly transition and which shall form the basis of the Exit Plan. For the avoidance of doubt, the Contractor shall be responsible for the overall management of the exit and service transfer arrangements.
- 1.2 The provision of this Exit Plan shall apply both to the termination or expiry of the Call-Off Contract as a whole (however arising) and also to each and every partial termination (if any), save as expressly stated otherwise in this Exit Plan.

### 2.0 CONTRACT EXIT PLAN

- 2.1 Each party will appoint an Exit Manager and provide written notification of such appointment to the other party within one (1) month of the Call-Off Contract start date. The Contractor's Exit Manager will be responsible for ensuring that the Contractor, its Staff and any Sub-Contractors will comply with this Exit Plan. The Contractor will ensure that its Exit Manager has the requisite authority to arrange and procure any resources for the Contractor as are reasonably necessary to enable the Contractor to comply with the requirements set out in this Exit Plan. The parties' Exit Managers will liaise with one another in the relation to all issues relevant to the termination of this Call-Off Contract and all matters connected with this Exit Plan and each party's compliance with it.
- 2.2 The Contractor will, no more than one (1) month after the Call-Off Contract start date, deliver to the Authority a Contract Exit Plan which sets out the Contractor's proposed methodology for achieving an orderly transition of Services from the Contractor to the Authority and/or its replacement contractor on the expiry or termination of this Call-Off Contract and which complies with the requirements set out in this Exit Plan. Within 30 days after the submission of the Call-Off Contract Exit Plan, the parties will use their respective reasonable endeavours to agree the contents of the Call-Off Contract Exit Plan. If the parties are unable to agree the contents of the Call-Off Contract Exit Plan then such dispute shall be resolved in accordance with the clauses related to Dispute Resolution in the Framework Agreement.
- 2.3 **The Contract Exit Plan will contain, as a minimum:**
- 2.3.1 the management structure to be employed during both transfer and cessation of the Services; and
- 2.3.2 a detailed description of the transfer and cessation processes, including timetable, documentation, data transfer, systems migration, security and any other details of how the Contractor will ensure that the service will be transferred effectively, efficiently and in an orderly manner that will enable the Authority and the replacement

contractor to continue with the Service from the transfer date in a manner and form that is mutually agreed.

- 2.4 The Contractor will review and (if appropriate) update the Call-Off Contract Exit Plan in the first month of each contract year (commencing with the second contract year) to reflect any changes to the Services. Following such update the Contractor will submit the revised Call-Off Contract Exit Plan to the Authority for review. Within thirty (30) days following the submission of the revised Call-Off Contract Exit Plan, the parties shall meet and use reasonable endeavours to agree the contents of the revised Call-Off Contract Exit Plan, based on the principles set out in this Exit Plan and the changes that have occurred in the Services since the Call-Off Contract Exit Plan was last agreed. If the parties are unable to agree the contents of the revised Call-Off Contract Exit Plan within that thirty (30) day period, such dispute shall be resolved in accordance with procedure for Dispute Resolution set out in the Framework Agreement.
- 2.5 Within thirty (30) days after the service of a notice of termination by either party and no less than six (6) months prior to the expiry date, the Contractor shall submit for the Authority's approval the Call-Off Contract Exit Plan in a final form that can be implemented immediately.
- 2.6 The parties will meet and use their respective reasonable endeavours to agree the contents of the final Call-Off Contract Exit Plan. If the parties are unable to agree the contents of the Call-Off Contract Exit Plan within thirty (30) days following its delivery to the Authority then such dispute shall be resolved in accordance with Dispute resolution procedure set out in the Framework Agreement. Until the agreement of the final Call-Off Contract Exit Plan, the Contractor shall continue to provide the Services in accordance with the Call-Off Contract.

### **3.0 CO-OPERATION AND ASSISTANCE**

- 3.1 Subject to clause 3.6 below, during the termination assistance period the Contractor shall provide the Authority and/or replacement contractor reasonable co-operation in connection with the transfer of responsibility for the Services and so as to assist the Authority to resume the operation of Services.
- 3.2 For the purpose of this paragraph 3, the meaning of the term 'reasonable co-operation' shall include:
- liaising with the Authority and/or a replacement contractor, and providing reasonable assistance and advice concerning the Services and the transfer of the responsibility for their performance to the Authority or to such replacement contractor;
  - If required the Contractor will afford access for any replacement contractor at reasonable times and on reasonable advance written notice to the premises where any Services are performed or provided only to the extent relevant and necessary for the purposes of taking over the Services.
- 3.3 During the termination assistance period the Contractor shall provide to the Authority or, if requested by the Authority, any replacement contractor:
- a. in accordance with the Framework Agreement, all information the Contractor has in its possession or control or is able to produce relating to the Services that is reasonably necessary to enable the Authority or a replacement contractor to take

over the provision of the Services. Such information shall include details of all licences for software used in the provision of Services including the software licence agreements.

- b. up-to-date copies of all Authority Data;
  - c. any reasonable assistance, expertise and advice requested by the Authority in connection with any proposed or envisaged transfer of Services or to facilitate the transfer of Services to the Authority or a replacement contractor; and
  - d. all reasonable assistance in connection with its preparation of any request for proposal or other similar to some or all of the Services.
- 3.4 The Contractor shall be entitled to charge for the additional services provided under paragraph 3.3 (c) and (d) on a time and materials basis by prior written variation of the Call-Off contract price agreed with the Authority. However, the Contractor shall comply with paragraph 3.3 (a) and (b) at no additional charge to the Authority.
- 3.5 For avoidance of doubt the Contractor will, unless otherwise agreed in writing between the parties, continue to provide the Service under this Call-Off Contract throughout the termination assistance period at no detriment to the service levels.
- 3.6 Without prejudice to the Contractor's obligations under paragraph 3.1, in consideration of the continued payment by the Authority of the charges in accordance with the relevant provisions of the Call-Off Contract, the Contractor shall continue to provide such Services as the Authority shall request from time to time following termination of this Call-Off Contract, for as long as it is reasonably requested to do so by the Authority and for period not exceeding the termination assistance period (unless otherwise agreed by the parties).
- 3.7 The Contractor shall not be held liable or responsible for any damage, loss or defect arising as a direct result of any act or omission by the Authority or any replacement contractor appointed by the Authority in the provision of this Service.
- 3.8 The Contractor shall be under no obligation to retain those staff engaged to provide the Services beyond the termination assistance period save where the Authority has requested such assistance pursuant to paragraph 3.5.

#### **4.0 TERMINATION OBLIGATIONS**

- 4.1 The Contractor shall comply with all of its obligations contained within the Call-Off Contract Exit Plan.
- 4.2 The Contractor will use all reasonable endeavours to ensure that the transfer of Authority Data will not disrupt or inconvenience the Authority.
- 4.3 Upon the Call-Off Contract End Date or the Termination Date (or earlier if this does not adversely affect the Contractor's performance of the Services and its compliance with the other provisions of this Exit Plan):
- a. the Contractor will erase from any computers, storage devices and storage media (including removal from any hard disk) all Authority Data not required to be retained by the Contractor for statutory compliance purposes, and confirm in writing that such destruction has taken place;

- b. the Contractor will deliver to the Authority all materials created by the Contractor under this Call-Off Contract including the Intellectual Property Rights in which are owned by the Authority;
- c. after having carried out the procedure set out in paragraph 4.3(b) above, the Contractor will erase from any computers, storage devices and storage media (including removal from any hard disk) that are to be retained by the Contractor after termination or expiry, any software containing the Intellectual Property Rights owned by the Authority.
- d. each party will return to the other party all Confidential Information of the other party and will certify that it does not retain the other party's Confidential Information save to the extent (and for a limited period) that such information needs to be retained by the party in question for the purposes of providing or receiving any Services.

## Appendix D – Social Value

### **Deliverables, Metrics and Key Performance Indicators (KPI's)**

In order to ensure the Social Value opportunities identified through this Call-Off Contract are realised, the Contractor will be required to report quarterly on:

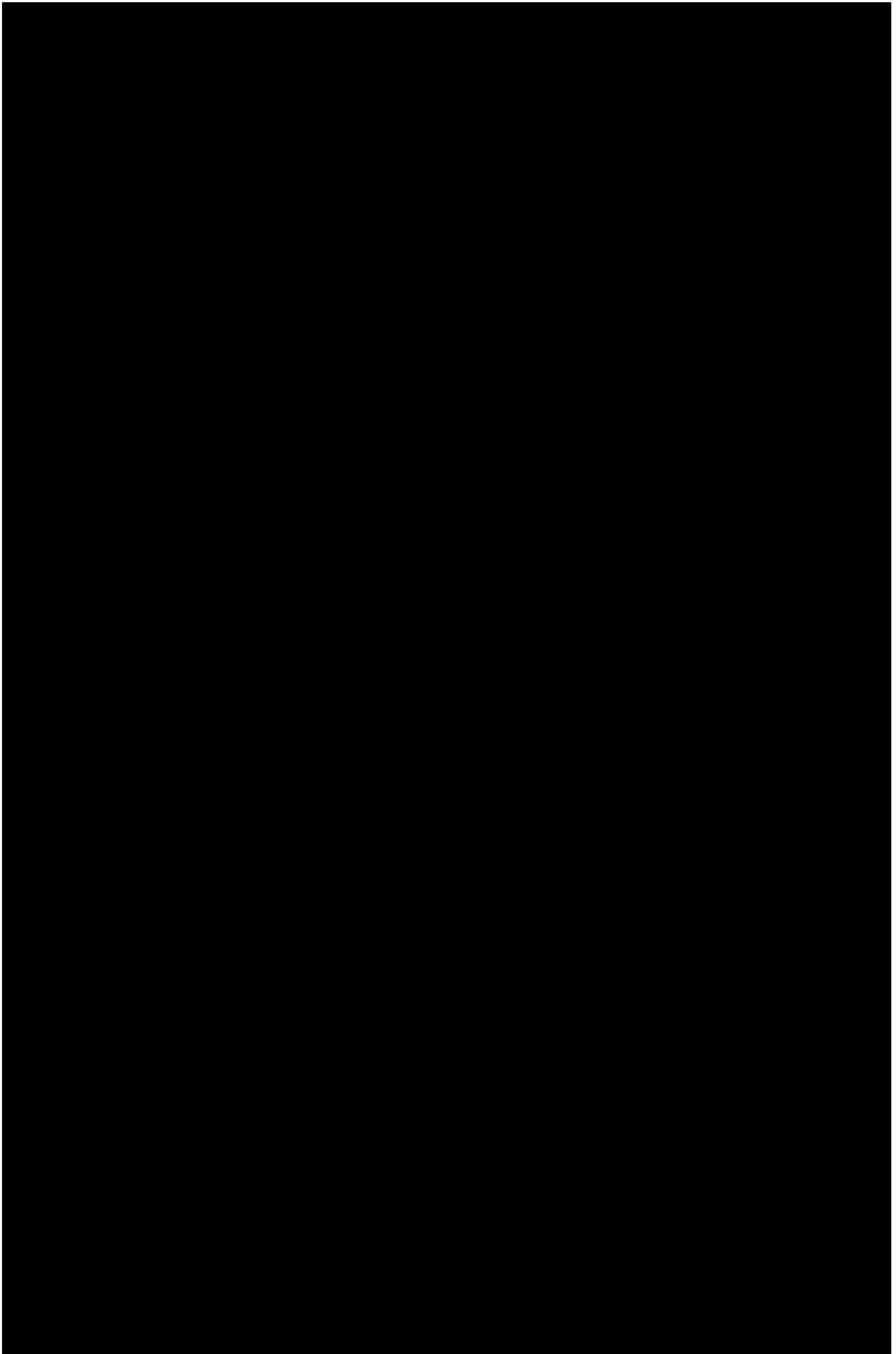
- the number of people-hours spent protecting and improving the environment, under the Call-Off Contract, by UK region. This will be based on the activities described in the Contractor's proposal.
- their progress in this area and a final summary report at the conclusion of the Call-Off Contract.

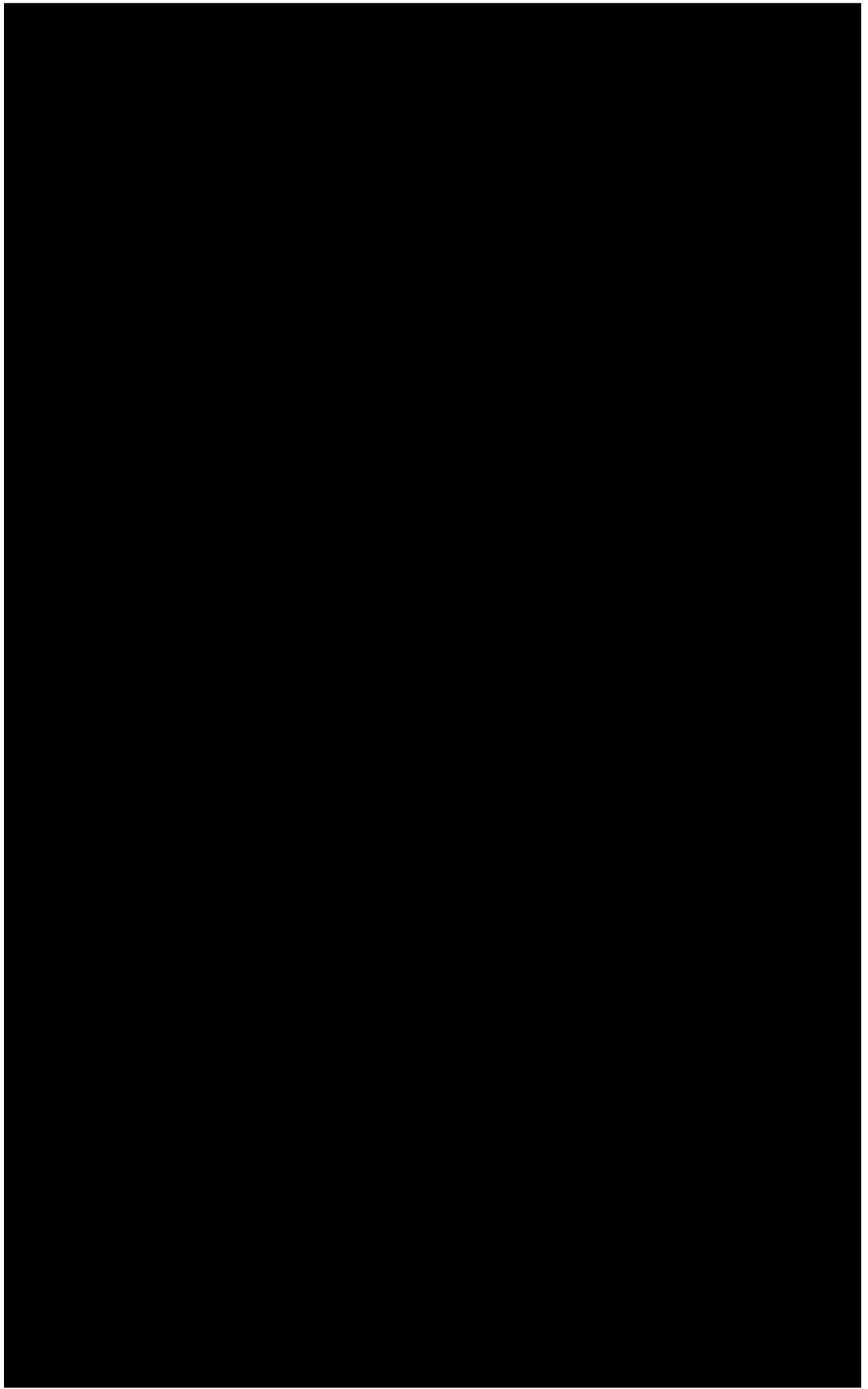
The proposed social value KPI (SV KPI) is detailed below. It is by collecting, recording and monitoring this SV KPI throughout the Call-Off Contract lifespan that the Authority and the Contractor will determine whether the Call-Off Contract is achieving its social value objectives. The SV KPI will be discussed, agreed and finalised with the Contractor at the inception meeting.

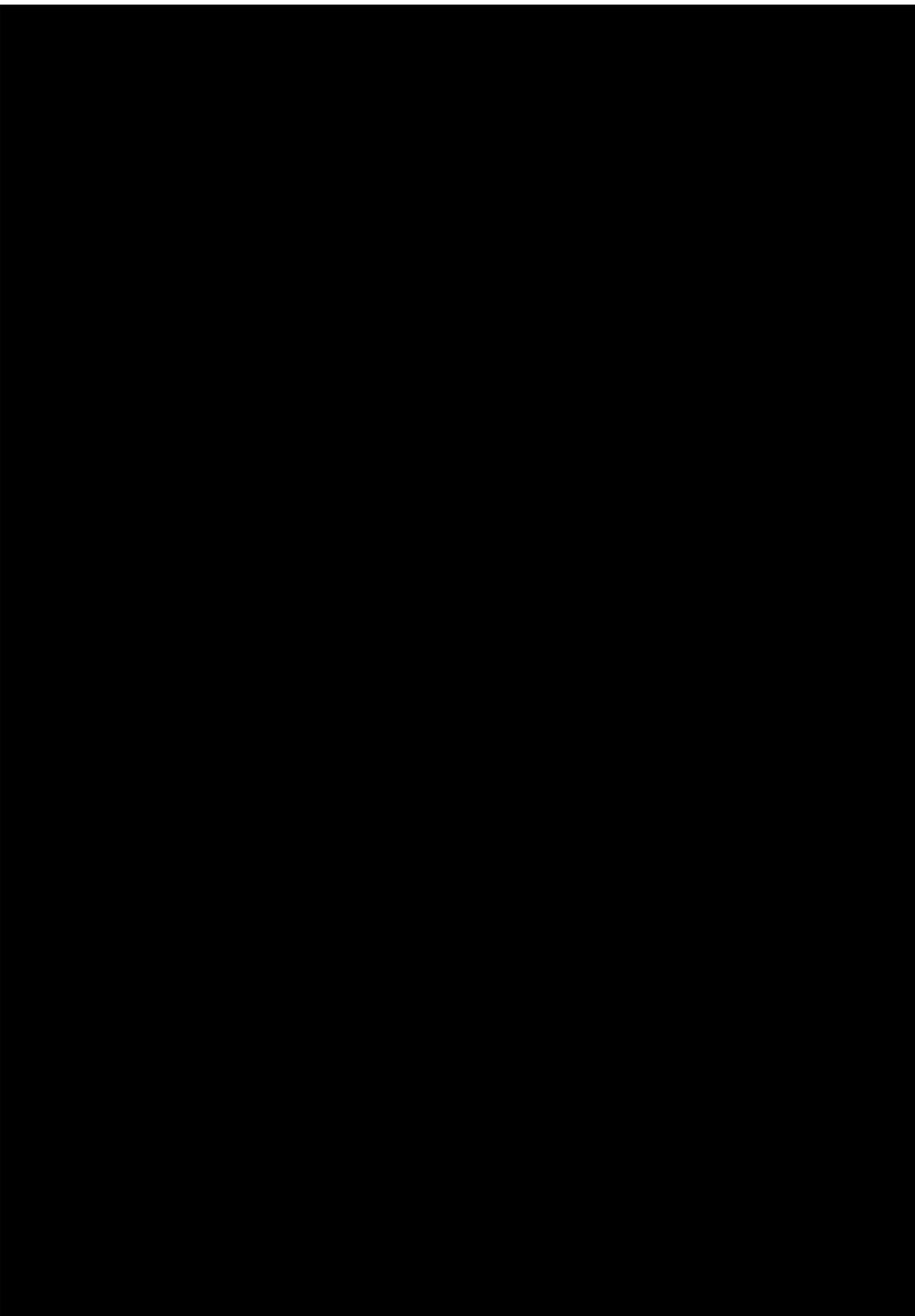
**SOCIAL VALUE KPI**

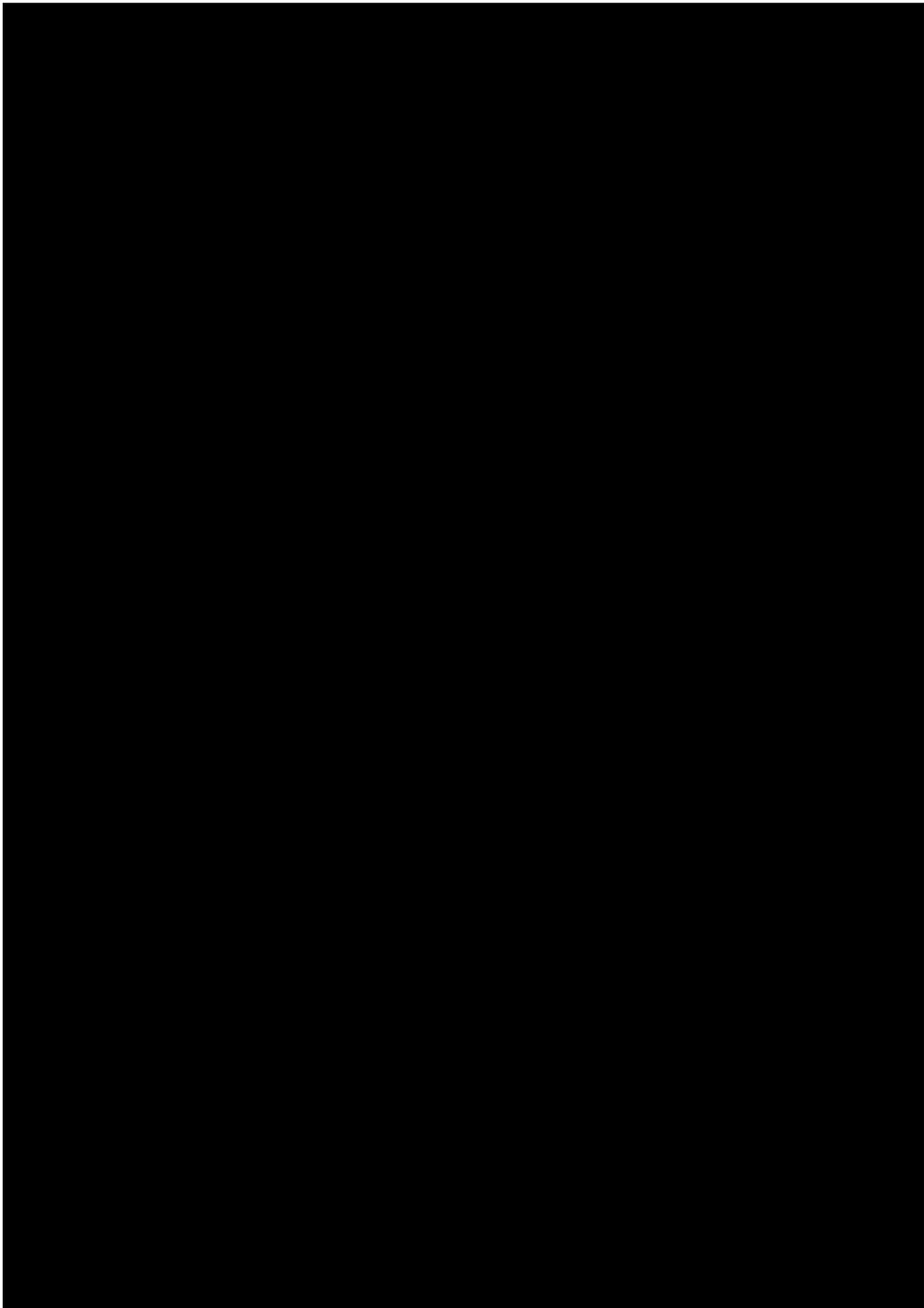
<p><b>Social Value</b></p>	<p><b>Quarterly Social Value Report</b></p>	<p>Quarterly reports delivered in the agreed format, on time and giving a qualitative description of the social value achieved to date. Reports should be clearly linked to the deliverables and the programme of work outlined in the Call-Off Contract.</p>	<p>Are later than 2 (two) weeks in delivery and or include significant errors</p>	<p>Are less than 2 (two) weeks in delivery and or include minor inaccuracies</p>	<p>Meets Expectations</p>
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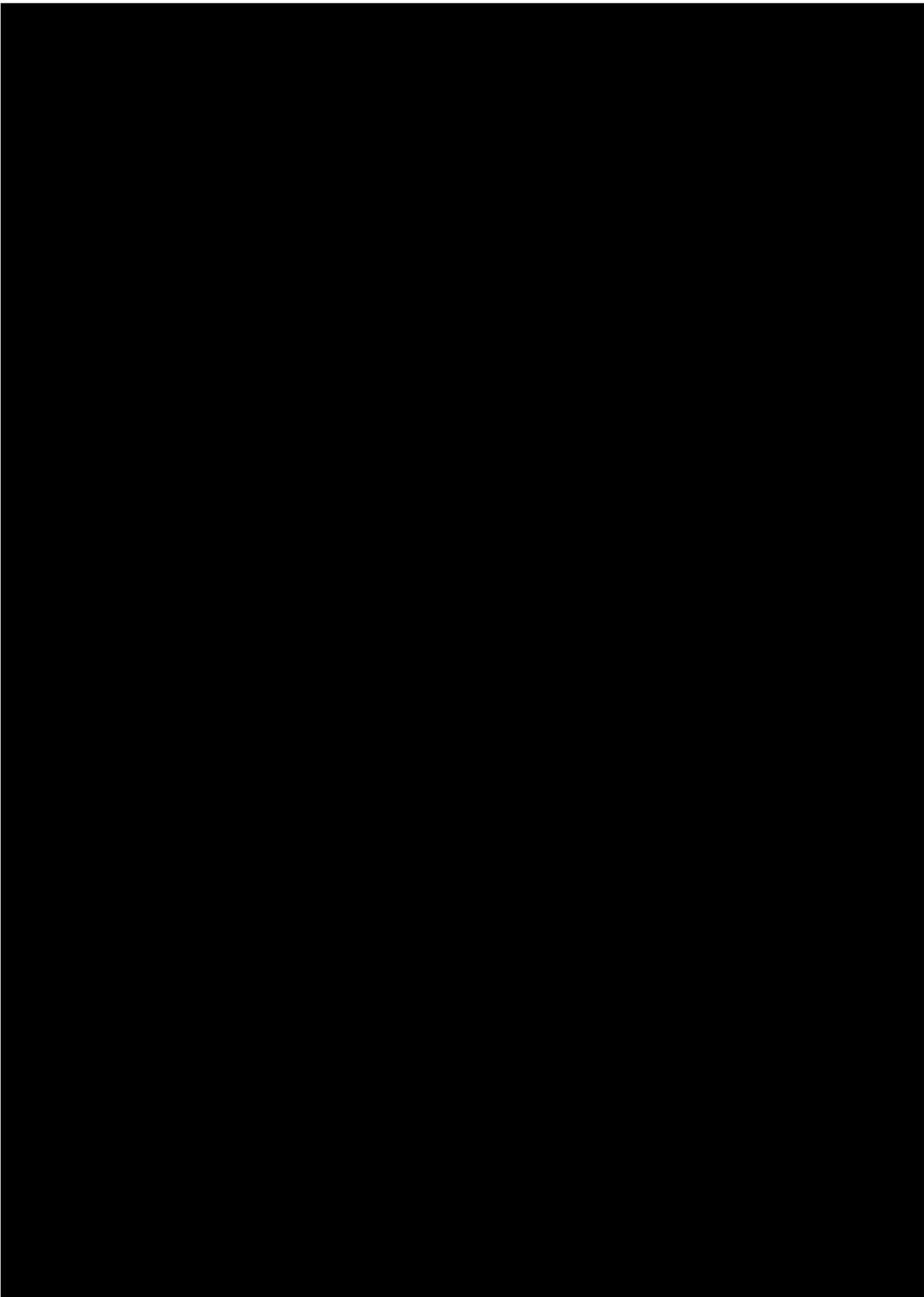
## Appendix E – Contractor's Proposal

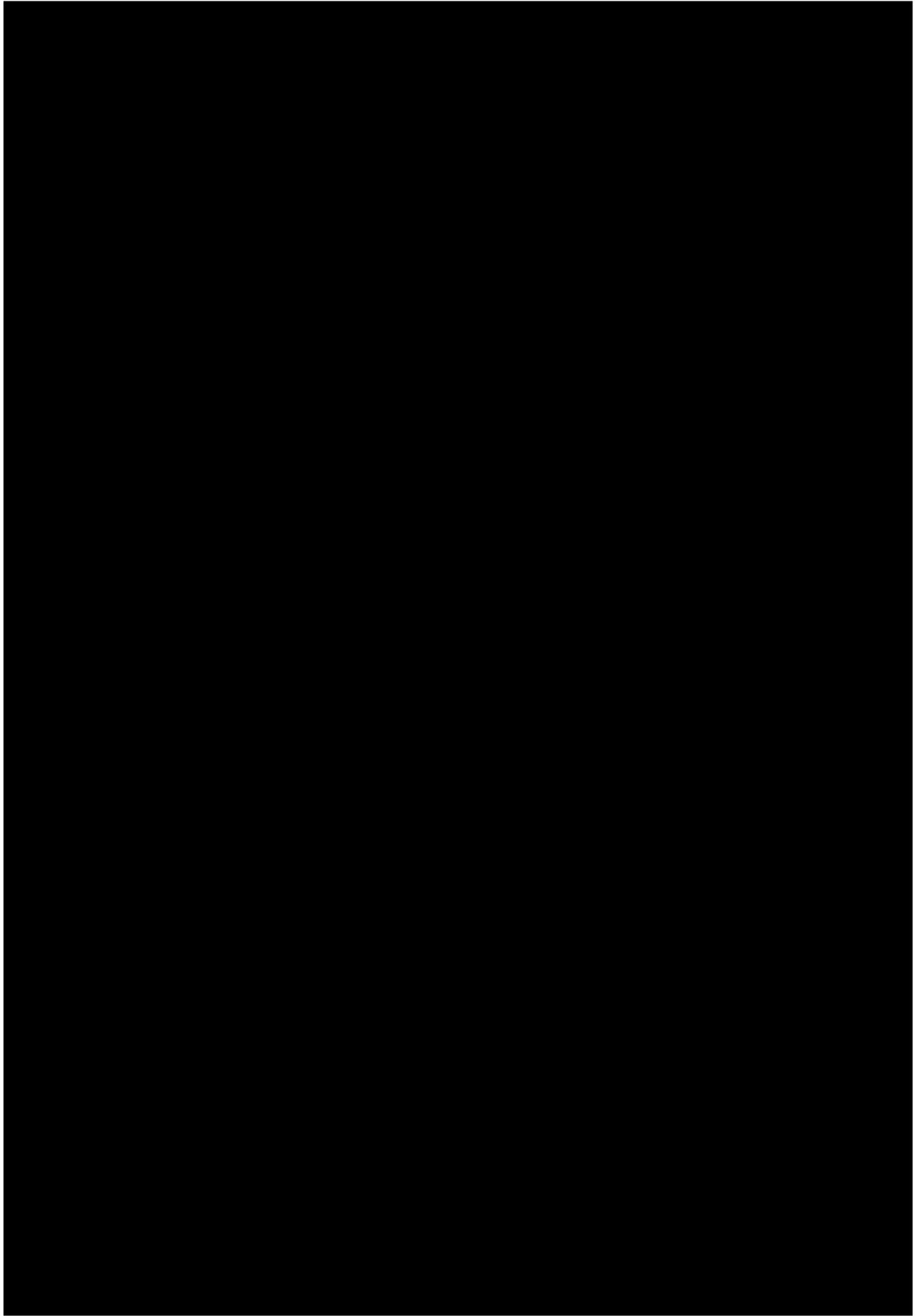


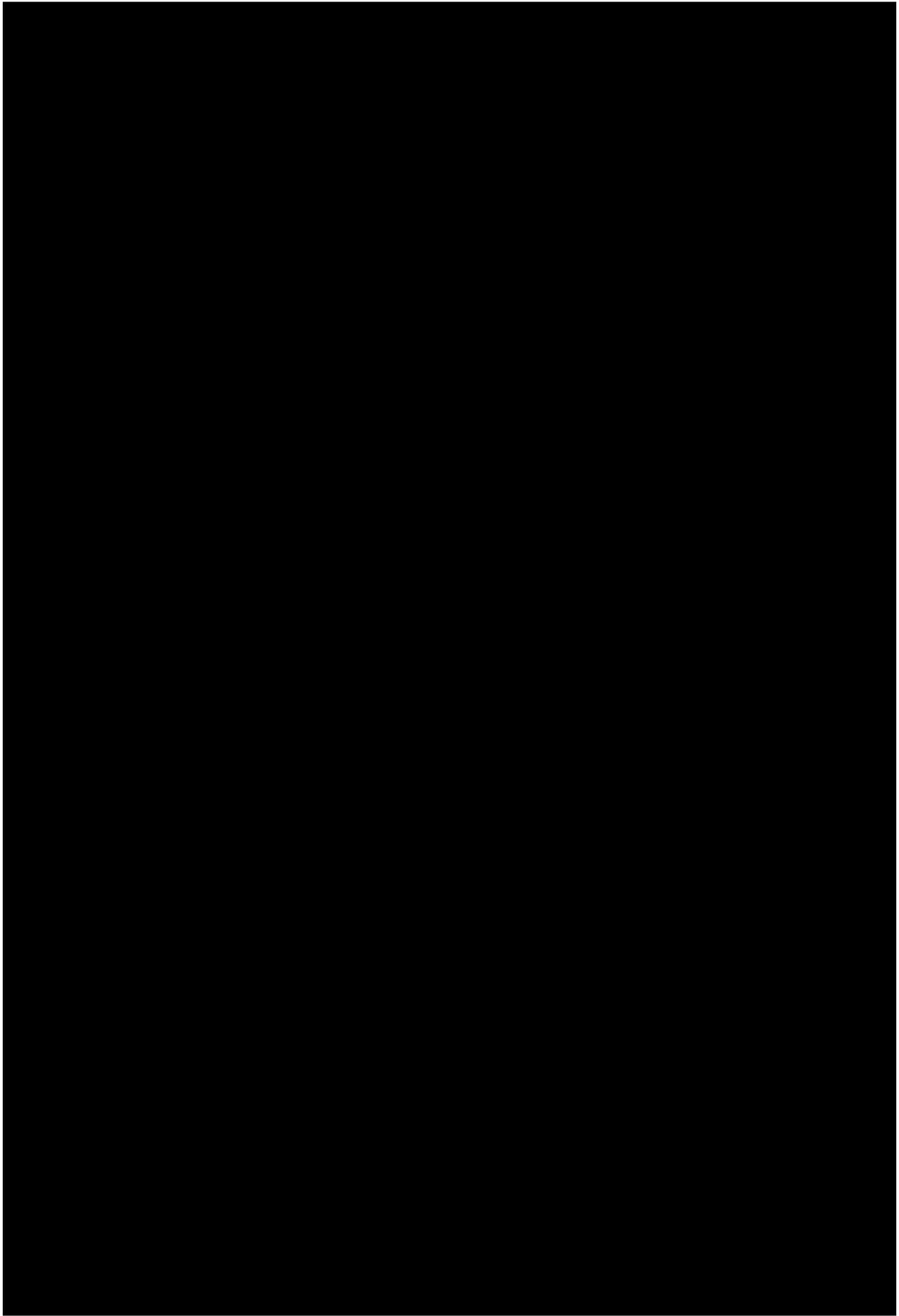


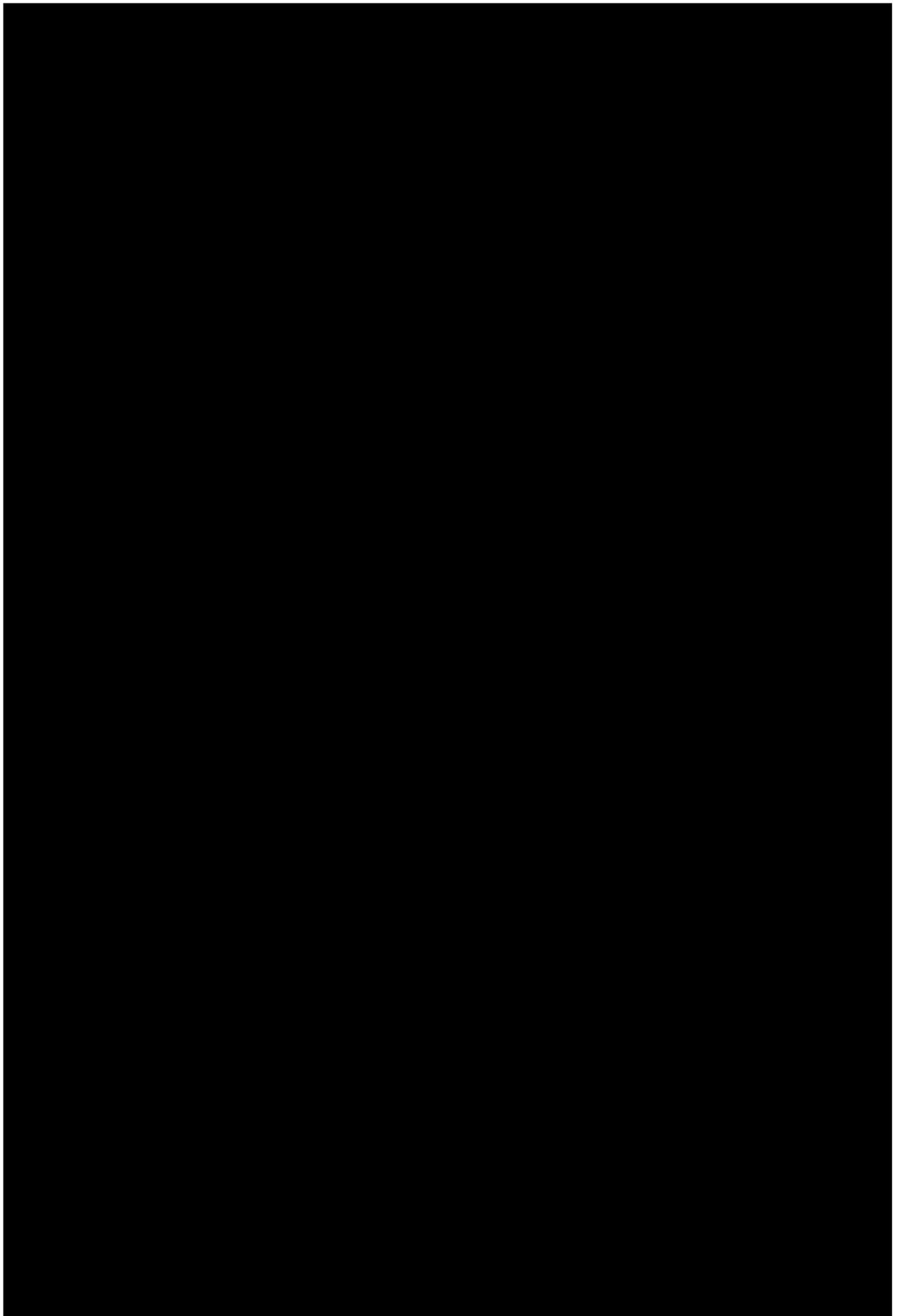


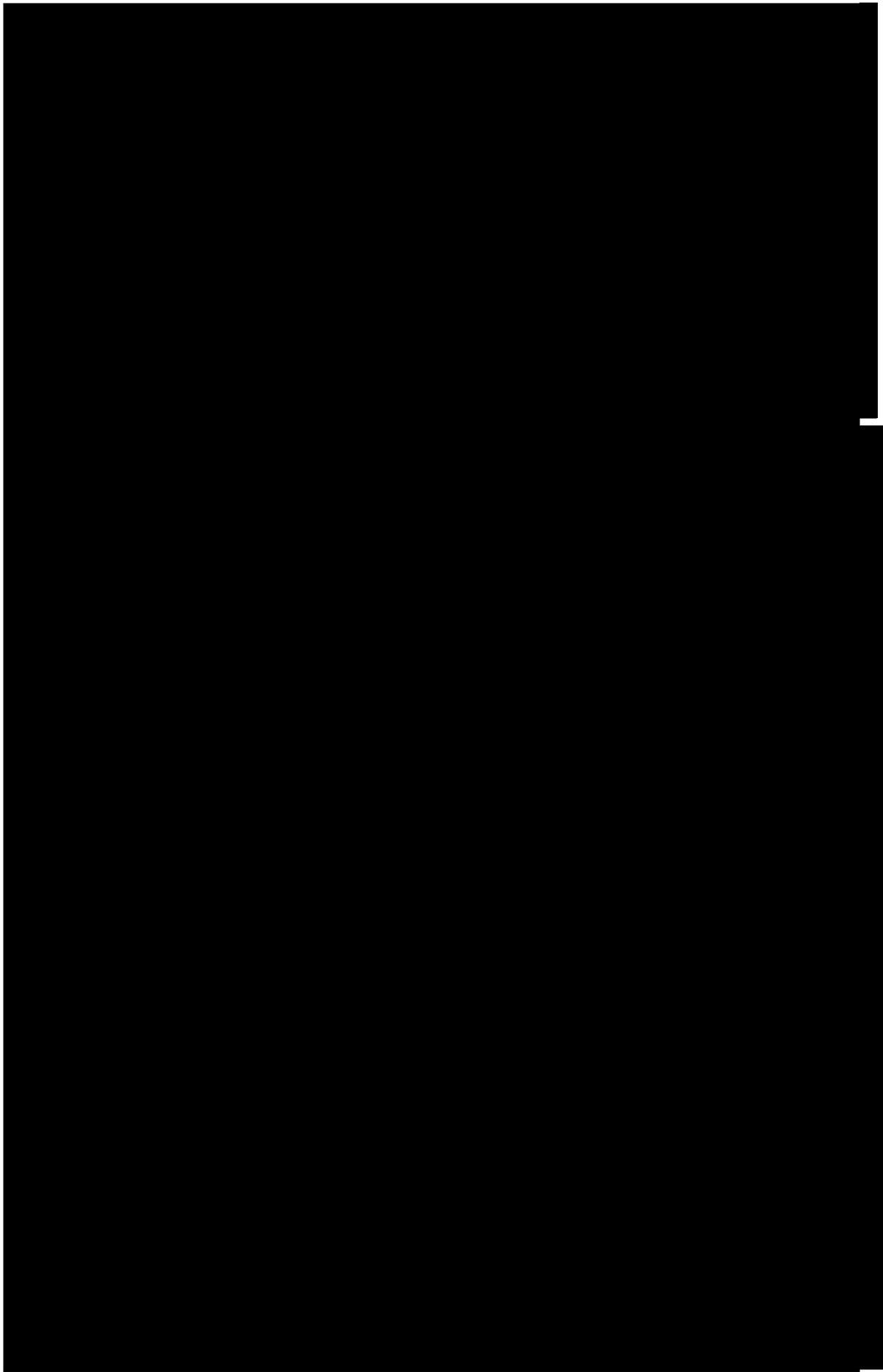


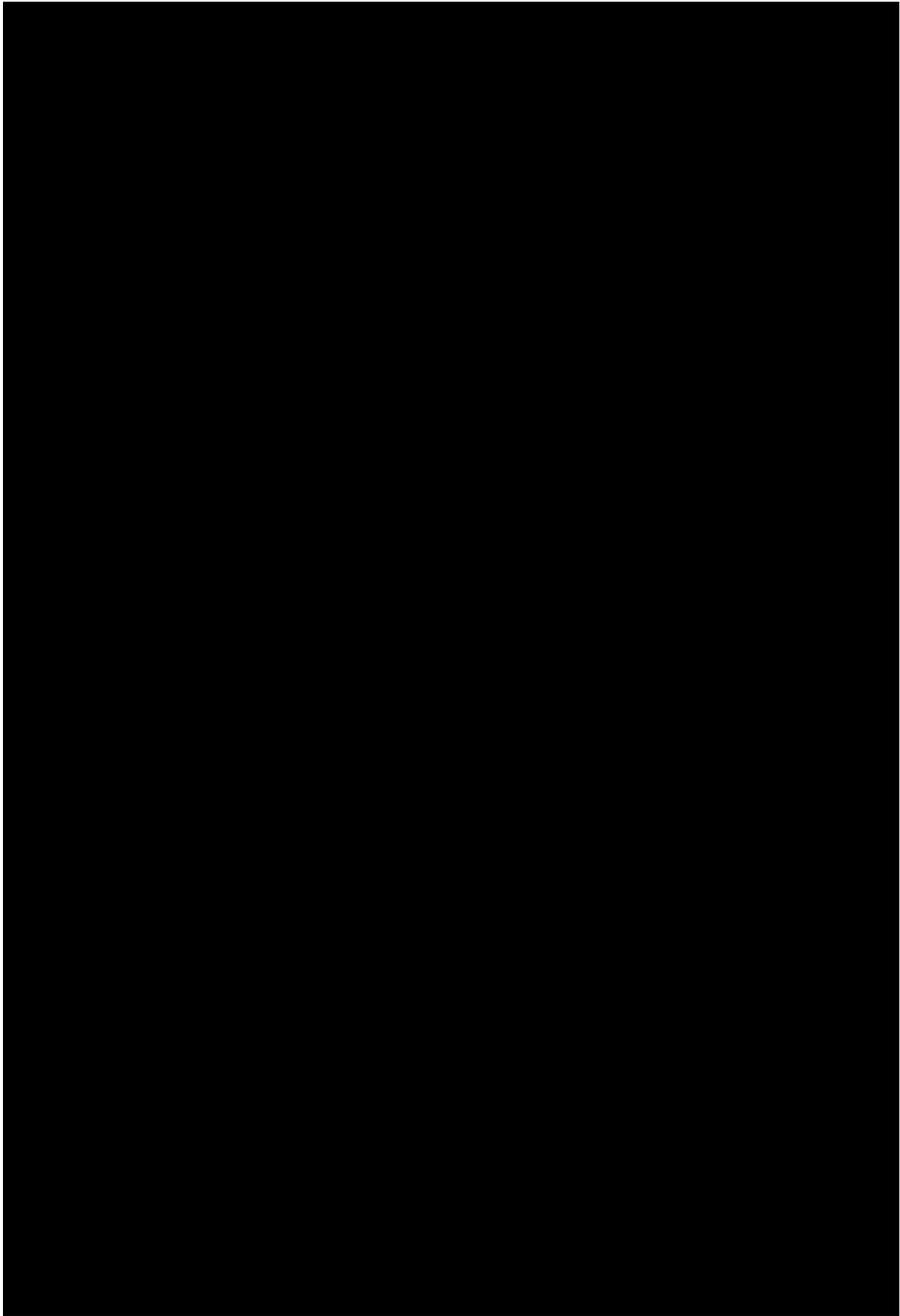


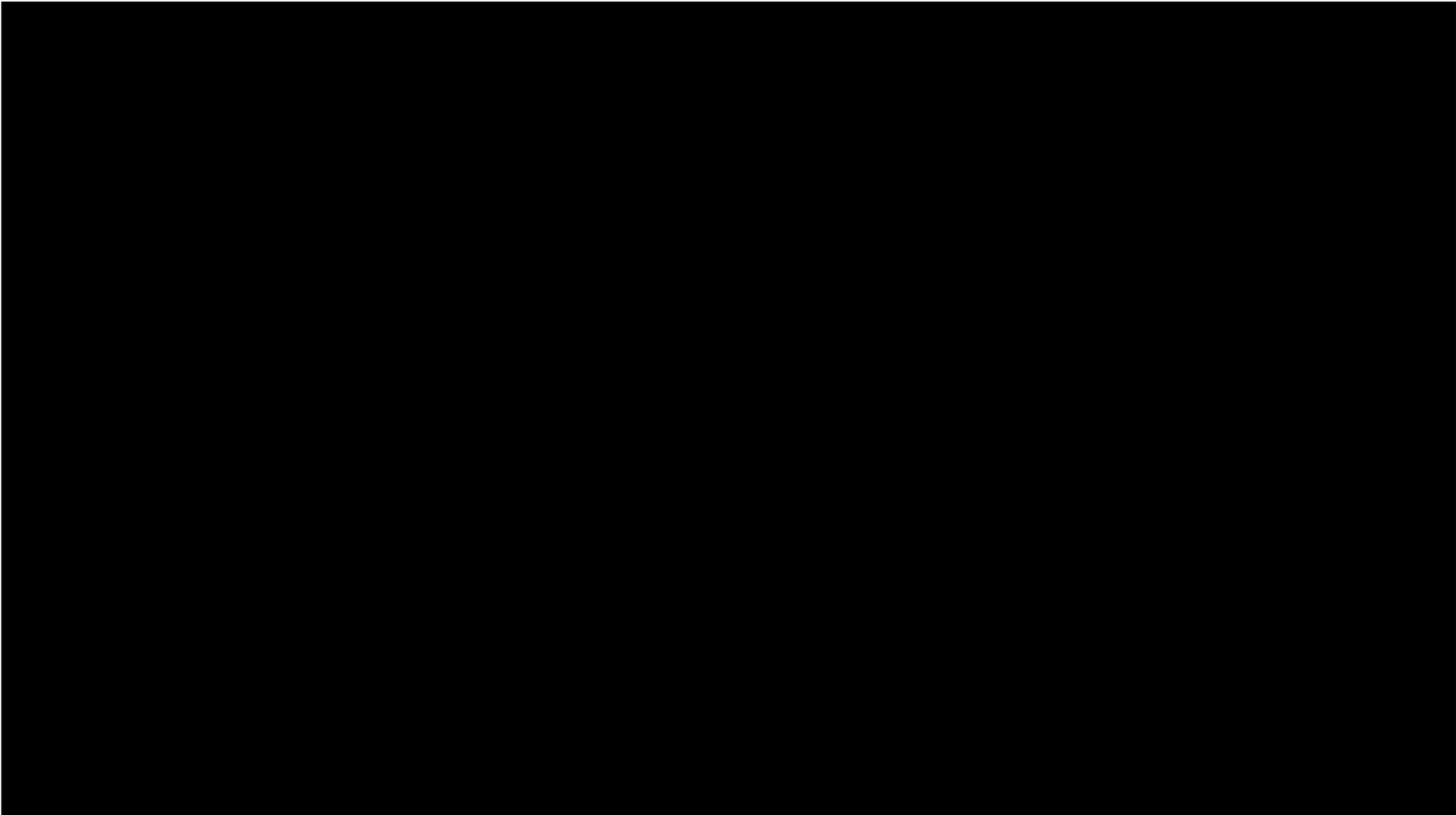


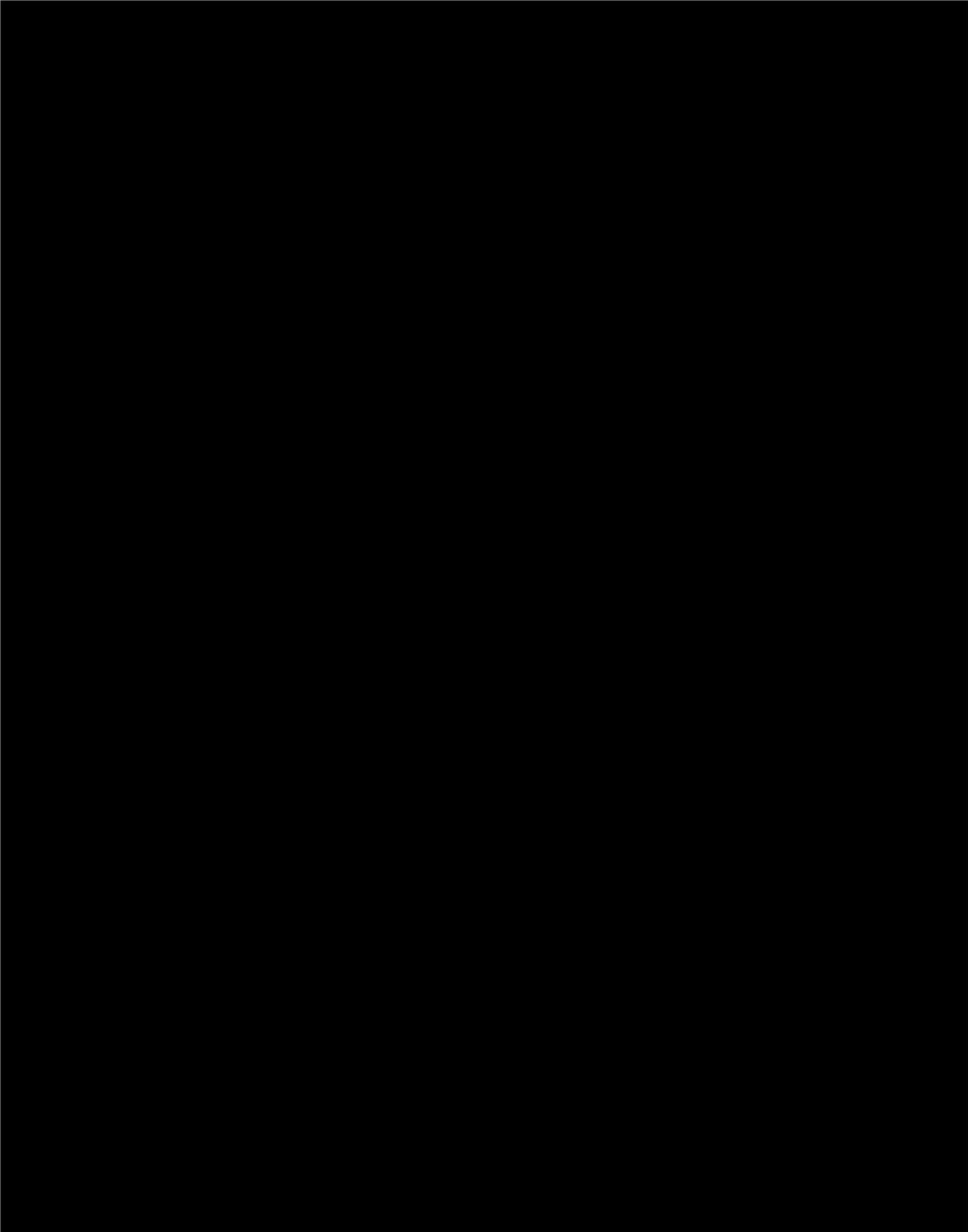


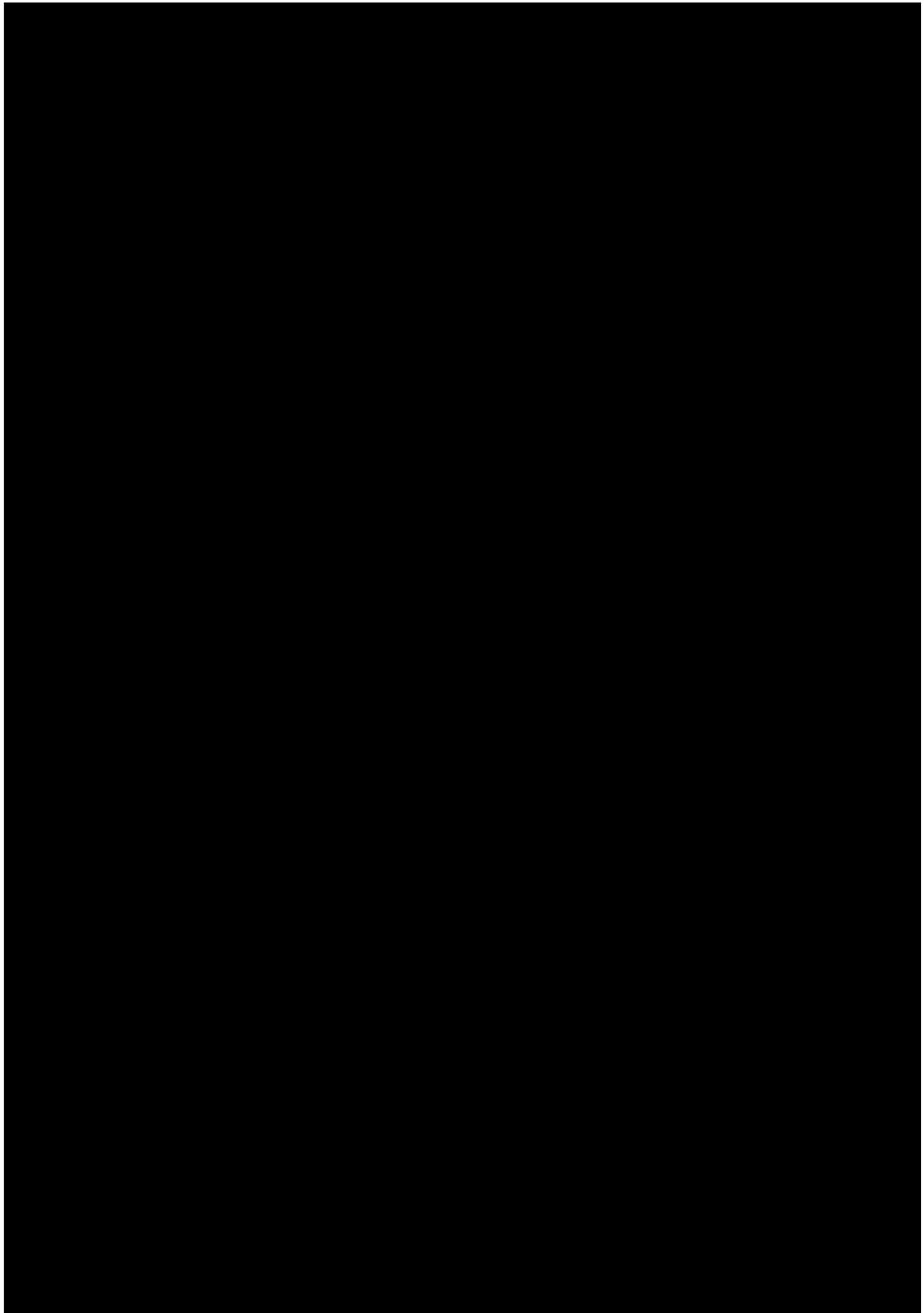


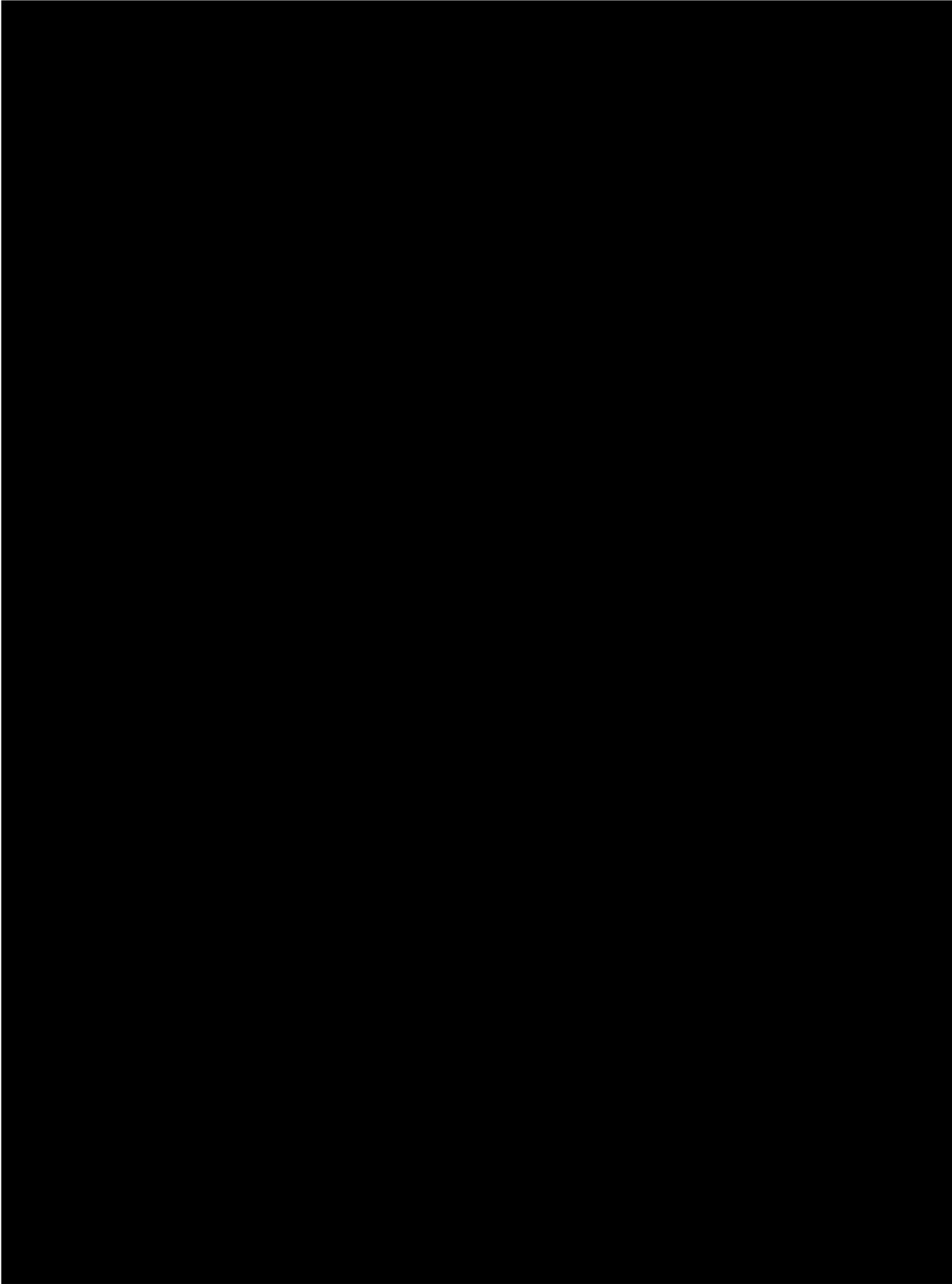


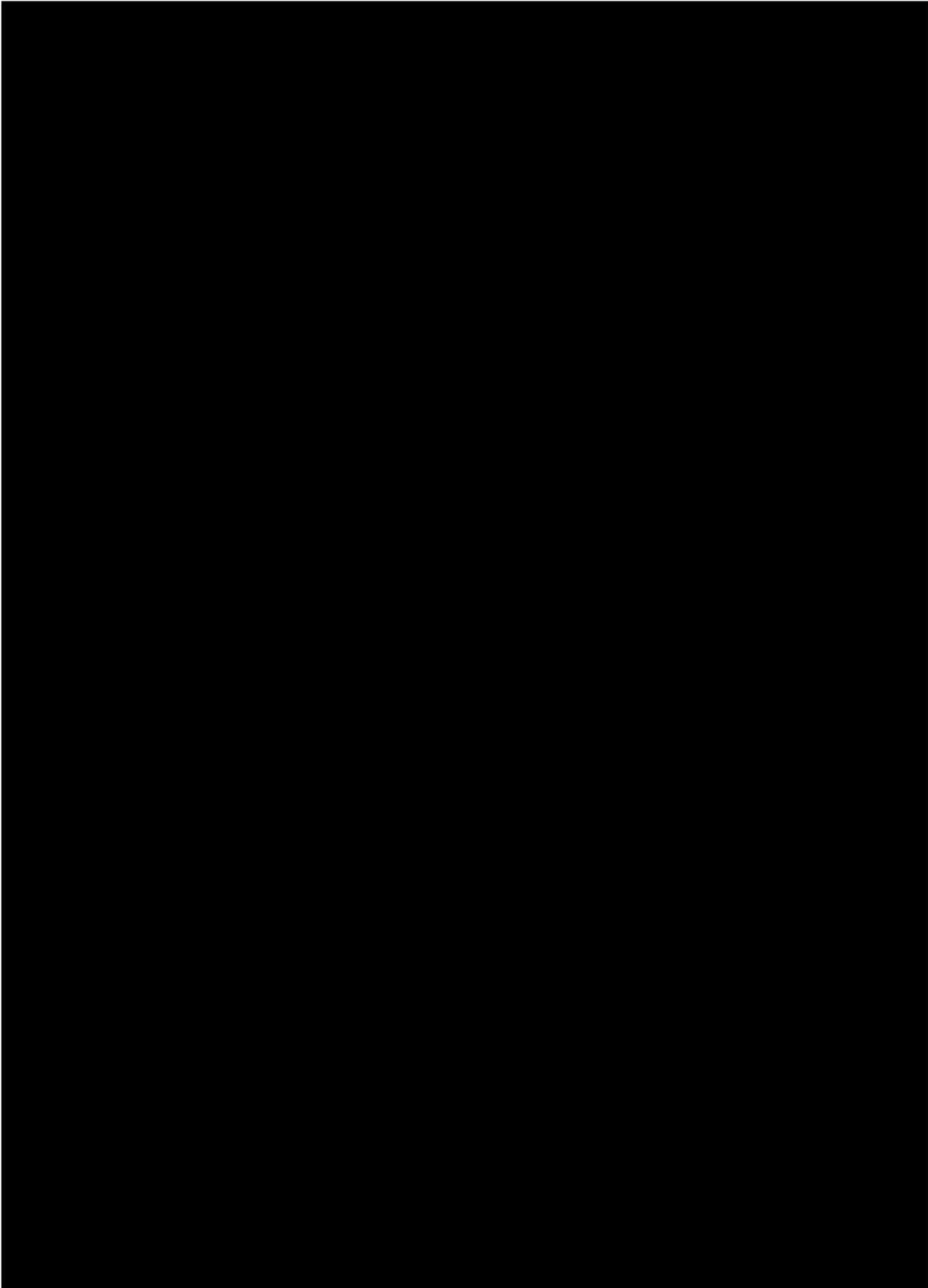


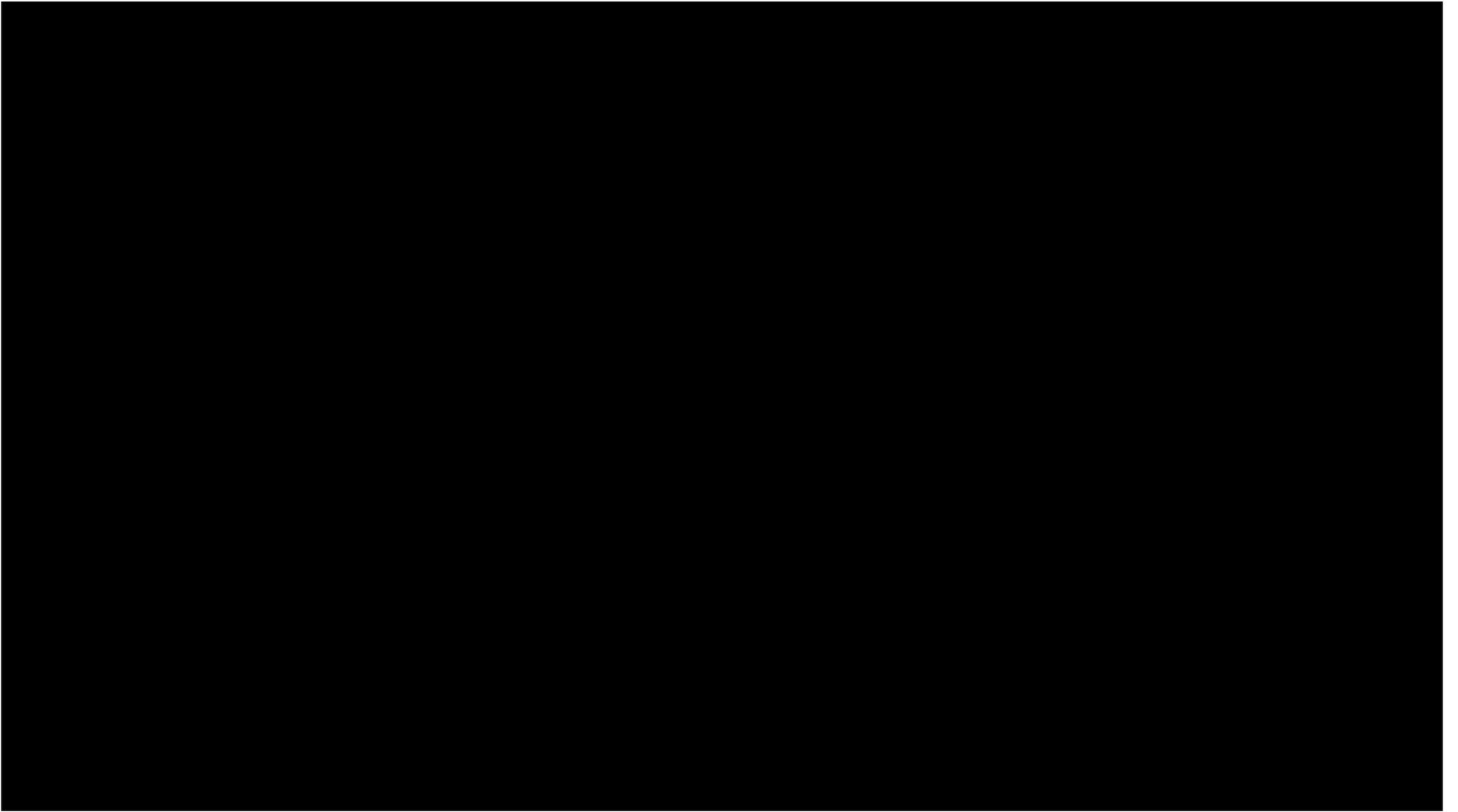












[REDACTED]

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[REDACTED]

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