



Department  
for Environment  
Food & Rural Affairs

[www.gov.uk/Defra](http://www.gov.uk/Defra)

## **Appendix 2 – Call-Off Procedure:**

### **for The Research, Development and Evidence Framework**

#### **Sublot 7.1: Waste & waste management**

Tender Reference: **RDE736**

Date: **November 2024**

## 1.0 Request for Proposal

- 1.1 The following document is to be used as a Call-Off template to be sent to all Contractors on a sub-lot by the Project Manager of the Contracting Authority for completion and return in accordance with the Call-Off procedures detailed in the Form of Agreement.

Research, Development and Evidence Framework			
REQUEST FOR PROPOSAL			
Project title:		Consulting to support delivery of pEPR Local Authority Costs Model	
Call off Reference:		RDE736	
Atamis project ref (if applicable):			
Cost Centre Code (for admin purposes only)		10021441	
Date:		04/11/24	
Contracting Authority (Defra and its arms-length bodies etc)	DEFRA		
Project Manager:		Phone number:	
Authorized by:		Email:	
Commercial Contact (if applicable):			
Project Start Date		01/12/24	

<b>Project Completion Date</b>	31/03/25			
<b>For any projects over the direct award threshold, full competition is required (i.e. all contractors on the Sub-Lot are invited to quote).</b>	<b>Direct Award</b>	X	<b>Mini-comp</b>	
<b>Call off from Sub-Lot number</b>	Sublot 7.1			
<b>Proposal return date:</b>	14/11/24			

<b>Evaluation criteria:</b>		
<b>Contractors:</b> Failure to meet any minimum score threshold stated will result in the bid being removed from the process with no further evaluation regardless of other quality or price scores.		
<b>Quality</b>	<b>Weighting</b>	70% - 30%
<b>Price</b>	<b>Weighting</b>	30% - 70%
<b>Quality Sub-Criteria Weightings: (Indicative only)</b>		
<b>Approach &amp; Methodology</b>	Consultancy placement to support delivery of pEPR Local Authority Costs Model. Supervision and monitoring of required outcomes will be undertaken by [REDACTED]	
<b>Proposed Staff (inc Pen Portraits) and Contractor's experience/accreditations.</b>	[REDACTED], Ricardo-AEA Ltd.	
<b>Project Management (including project plan)</b>	Consulting to support delivery of pEPR Local Authority Costs Model will be supervised by [REDACTED]	
<b>Risk:</b>	Risks identified below in Section 4. Risk	
<b>Health &amp; Safety</b>		N/A
<b>Sustainability – Mandatory</b>	The Authority has set itself challenging commitments and targets to improve the environmental economic and social impacts of its estate management, operation, and procurement. These support the Government's green commitments. The policies are included in the	

	<p>Authority's sustainable procurement policy statement published at:  <a href="https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement">https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement</a></p> <p>Within this context, please briefly 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 organization's approach for this requirement</p>	
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Specification			
1. Description of work required – overall purpose & scope (including reporting requirements)			
<p>45 days of continued Director-level consulting services to support delivery of pEPR Local Authority Costs Model from [REDACTED] Ricardo-AEA Ltd.</p> <p>The consulting services will be located within the DEF Consistent Waste Collection Team, under the Supervision of [REDACTED], between 01 December 2024 and 31 April 2025.</p>			
2. Required skills / experience from the contractor and staff. Include any essential qualifications or accreditations required to undertake the work.			
<p>45 days of Director-level consulting services to support delivery of pEPR Local Authority Costs Model from [REDACTED], Ricardo-AEA Ltd.</p>			
3. Proposed program of work and payment table (Detailing specific tasks, key milestones, deliverables & completion date where appropriate)			
Task no.	Task and deliverable	Completion date	Payment schedule
1	Deployment commencement	01/12/24	10%
2	1 month deployment	31/12/24	20%
3	2 month's deployment	31/01/24	20%
4	3 month's deployment	28/02/24	20%
5	Deployment completion	31/03/25	30%

<b>4. Risk</b>			
<p><b>Note:</b> This section is to be used to detail any risks or key elements relevant to the project i.e. Programme deliverable dates, workshops or external requirements, data, consultees, stakeholders etc that could impact the success of the project if they are not managed.</p>			
<p>Delays risk loss of knowledge/ expertise and service continuity</p>			

<b>5. Health and Safety Requirements</b>			
<p><b>Note:</b> Only include if high risk activities being undertaken e.g. working at height, near or over water). Do not request RAMS or similar risk assessments are returned with submissions. These should only be requested at contract award.</p>			
<p>N/a</p>			
<b>6. Further Sustainability Considerations</b>			
<p>N/a</p>			

## 2.0 Proposal

- 2.1 The following document is to be used as a Call-Off template to be sent to all Contractors on a sub-lot for completion and return in accordance with the Call-Off procedures detailed in the Form of Agreement.

Research, Development and Evidence Framework 2
PROPOSAL
<b>Contractor's Name:</b> Ricardo-AEA Ltd <b>Call off Reference:</b> RDE736 <b>Sub-Lot Number:</b> 7.1 <b>Date:</b> 11 November 2024
<b>Note:</b> Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless otherwise indicated in project client's specification above). Attachments must not be included unless requested except for a programme diagram and full cost schedule if you consider these would support your proposal.  Do not make or append Caveats and Assumptions in your proposal – any points of uncertainty must be raised as a clarification point prior to submitting the proposal. Where assumptions are to be made, these will be stated by the Authority's Project Manager.
<b>1. Approach &amp; Methodology</b>
Continued Support from Lorna Pannett to Tristran Ibrahim's team on an <i>ad hoc</i> basis, covering the time period December 2024 – April 2025, with an anticipated commitment of 45 days in total.

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

**N/A**

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

██████████ who has been working within ██████████'s team for the past two years.

**4. Risk**

**Note:** *This section is to be used to detail any risks relevant to the project i.e. Programme deliverable dates, data, consultees etc.*

**N/A**

**5. Health & Safety (only complete if requested in defined evaluation criteria)**

N/A

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

N/A

**7. Cost Proposal**

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

Task No.	Name	Framework grade	Day rate	No. of Days or part thereof	Cost
1	Continued Support from [REDACTED]	Director	£900	45	£40,500
Total Staff Costs					£40,500
Expenses (please detail type i.e. travel, accommodation etc.)	Travel to London and other UK locations as appropriate				£2,000



<b>Overall Costs</b>		<b>£42,500</b>
By signing this form <i>Ricardo</i> agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Research, Development & Evidence Framework 1 Conditions of Contract.		
<b>Contractor Project Manager:</b>	<div></div>	
<b>Signature:</b>	<div></div>	
<b>Date:</b>	13 November 2024	

### 3.0 Order Form

- 3.1 The following document is to be completed by the Contracting Authority and sent to the Contractor for counter signature to form a Call-Off contract.
- 3.2 In regard to the Terms and Conditions of Contract – Research, Development and Evidence Services, 2021 and clause G1.3 the Contractor's aggregate liability in respect of the Contract shall not exceed 125% of the contract value.

<b>Research, Development and Evidence Framework 2</b>	
<b>ORDER FORM</b>	
<div></div>	
<b>Project title:</b> Consulting to support delivery of pEPR Local Authority Costs Model <b>Call off Reference:</b> RDE736 <b>Atamis project ref (if applicable):</b> <b>Date:</b> 15/11/24	

THE Contracting Authority: Department for Environment Food and Rural Affairs (Defra)  
2 Marsham Street London SW1P 4DF  
United Kingdom

THE CONTRACTOR: Ricardo-AEA Ltd, Gemini Building, Fermi Avenue, Harwell,  
Oxon, OX11 0QR, UK Registered Address: Shoreham  
Technical Centre, Shoreham-by-Sea, West Sussex, BN43  
5FG, UK

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated [Insert date of issue]. It's issued under the Research Development & Evidence Framework Agreement reference 30210 for the provision of [Insert name of project].

CALL-OFF SUB-LOT: 7.1 – Waste & waste management

**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 CONTRACT START DATE: 1 December 2024

CALL-OFF CONTRACT EXPIRY DATE: 31 March 2025

CALL-OFF PERIOD: 4 months

For and on behalf of the Supplier:

For and on behalf of the Buyer:



