

Our Ref: WRMP24/DM

Your Ref:

Date: 22 June 2022

Dear Sirs / Madam,

**Contract Ref: WRMP24/DM**

**Contract Title: WRMP24: Technical support on decision making in water company plans**

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 22 July 2022

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

Please confirm, by email, whether you intend to submit a quote.

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

Yours faithfully

Tom Nichols

Principle Officer

E-mail: tom.nichols@environment-agency.gov.uk

Telephone: 07823 327555

**Request for Quotation**

**Ref: WRMP24/DM**

**Title: WRMP24: Technical support on decision making in water company plans**

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>’

1. **The Customer**

**Summary**

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 outputs of strategic regional plans, social and environmental impacts, future risks to water supply as well as economic costs now and in the long-term.

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.

We are also a statutory consultee on WRMPs and need to assess the impact of the plans on activities that the Environment Agency is responsible for, including:

* water quality and water resources management and regulation
* managing the risk of flooding from main rivers, reservoirs, estuaries
* regulating major industries and the waste management sector
* treatment of contaminated land
* fisheries
* inland river, estuary and harbour navigations
* conservation and ecology

## 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 7 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 **Karen Abrey** ([karen.abrey@environment-agency.gov.uk](mailto:karen.abrey@environment-agency.gov.uk) )

## Contact Details and Timeline

Tom Nichols 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:

E-mail: [tom.nichols@environment-agency.gov.uk](mailto:tom.nichols@environment-agency.gov.uk)

Telephone: 07823 327555

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

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Supplier responses for Request for Quote | 22 July 2022 |
| Evaluation of Request for Quote submissions | 1 August 2022 |
| Award of contract | 8 August 2022 |
| Likely duration of work | 10 October – 16 December |
| Project/Contract end date | 7 January |

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

## 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:

|  |  |
| --- | --- |
| **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 |

1. **Information to be returned**

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

1. Please provide details of your proposed approach including:
2. your approach to reviewing and analysing the decision making methods used by the specified companies.
3. timescales for providing the answers to questions and the support required
4. how you will obtain the information required to provide the advice.
5. how you will contact and work with Environment Agency teams.
6. your approach to checking and reviewing answers and ensuring that results are comparable and can withstand external scrutiny.
7. your approach to reporting and providing information so it can be easily used by Environment Agency teams.
8. 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.
9. how you will ensure the confidentiality of the draft plans and your review as some information will be commercially confidential and/or nationally sensitive.
10. Please also provide:
11. details of the personnel you are proposing to carry out the service, including CVs of your key personnel.
12. details of how you propose to maintain continuity of personnel.
13. details of your experience of carrying out similar contracts over the last 3 years.
14. your approach to sustainability and health and safety.
15. completed Pricing Schedule (Appendix A).
16. completed Prior Rights Schedule (Appendix B).
17. confirmation that terms and conditions are accepted (Appendix C. Please note that the terms cannot be amended later).
18. **Specification**

# Background to the Requirement

This contract is for two separate, but related pieces of work to support the EA’s role in delivery of best value, adaptive regional water resources plans and water company water resources management plans (WRMPs). We are seeking to let this as a single contract and are looking for contractors to provide value and learning across the combined work areas.

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-2).

**Best value planning**

The national framework sets out government and regulator expectations for how regional groups should develop their regional water resources management plans. The aim of a regional plan is to present a best value plan, both in the short term and the long term, across multiple sectors for people, business and the environment.

A best value plan is one that considers factors alongside economic cost and seeks to achieve an outcome that increases the overall benefit to customers, the wider environment and overall society. By bringing together the concepts of environmental net gain and public value across all water users, regional groups will be able to develop a best value plan for each part of England in a way that has not been achieved before. Wider benefits should be included in the decision making process, so plans achieve more for customers and the environment and across all sectors that need water.

The regional plan must be a single, multi-sectoral plan, setting out one preferred, best value strategic solution. The solution should be adaptive and reflect the timing when decisions are needed. The plan should develop a set of options that focus on efficiently delivering for customers, other sectors and the environment.

Our role in this process is to guide and influence regional groups in producing their plans and to advise Government on the quality and reliability of these plans.

Whilst regional plans need to adhere to the requirements of the national framework, they should also follow the guidance and technical methods set out in the water resources planning guideline (WRPG). We expect regional groups follow relevant guidance on decision making and clearly set out how this has enabled the regional group to reach a decision on its best value plan.

This contract is to support the Environment Agency in its review of draft regional plans and WRMPs and to provide expert advice on how the regional groups and Water Companies have delivered a best value plan and if this meets the expectations of related guidance and technical methodologies.

**Adaptive planning**

Water resources plans are becoming more complex, using ever more advanced in systems and decision making methods to characterise, analyse and solve the water planning problem.

The WRPG encourages water companies and regional groups to consider adaptive plans. Adaptive planning looks at meeting the range of futures and identifies pathways and decision points across the planning period. The current WRPG focusses on how a single preferred plan can adapt to changes in the future.

We want to critically assess whether our guidance and methods to ensure they support a true adaptive plan and whether true adaptive plans can meet the current regulatory expectations which refers to a “single preferred plan / pathway”.

This is likely to be the direction of travel for next planning cycle, therefore this is a good opportunity / required now to ensure we are ready to audit these plans.

A number of these plans are also likely to go to a public inquiry / examination in Public, therefore we need to ensure that we are clear on what is expected of these plans to meet WRPG and associated legal Directions.

# Specific Objectives/Deliverables

**Overall objectives**

1. Support the Environment Agency’s review of regional water resources plans best value decision making, including options appraisal and adaptive planning methods and review against the requirements and recommendations of the WRPG, relevant UKWIR methodologies and the national framework.
2. Provide expert advice and recommendations for Environment Agency staff to inform our review of the regional plans and any associated water company methods that link regional plans to individual WRMPs. This includes written advice that may be used in our formal response on regional and company plans.
3. Respond to a range of queries as required by the Environment Agency project manager.
4. Provide consistent and timely outputs and reporting for Environment Agency staff to use as requested by the project manager.

**Scope of Work**

* Regional groups and water companies will be submitting draft plans for information and consultation in Autumn 2022 – regulators will receive these reports in October 2022. We will require expert analysis and advice to support our review of the regional plans and dWRMPs, with a focus on regional groups and water companies who are utilising novel, complex or extended decision making techniques.
* This will include the comparison of decision making, best value planning and adaptive approaches across the regional plans and between regional plans and their constituent WRMPs.

We and require a review of the decision-making methodology used by regional groups and water companies that are promoting significant infrastructure and cross regional and company transfers and trades. The review needs to provide an assessment and opinion of the selections and justification of chosen decision making method, its application, including selection and application of metrics in decision making, any risks and potential improvements needed for the final plans.

A particular area of focus will be the justification to share or retaining water within a region and that this provides best value outcome for both the recipient and donor regions.

* We will require input to inform our response to the consultation on each plan and its link to dWRMPs.
* We may also require additional time for ad hoc queries identified through our work with regional groups and water companies and/or specific work areas depending on the outcome of further assessment during the consultation period.

**Overview of main tasks**

Specific tasks will include, but will not be exclusively limited to, the following:

Including:

* Provide advice on how each group has arrived at a best value decision and if this meets the requirements of national guidance and good practice.
* Establish if the choice of decision making method is justified and is clearly explained and if this can or should be improved.
* If metrics are used, are these appropriate, how are they weighted and why, is it clear how they influence the option selection and best value plan and is this justified?
* What assumptions have been made which could materially influence the outcomes?
* Is sufficient evidence provided to support these assumptions?
* How have customer preferences been considered demonstrate that stakeholders have been adequately engaged in the decision-making process?
* How could the choice and application of the decision-making approach be challenged?
* Has appropriate stress testing and sensitivity analysis been undertaken and is this reported clearly and transparently?
* Is the plan adaptive and has an appropriate Root and Branch scenario been selected and does it represent plausible futures?
* Is a monitoring plan provided and is it clear when the region would need to change to a different pathway (situation). Does this look ok and is it justified?
* Has sensitivity testing been applied and are the results clearly explained as to why certain options are selected over others?

**Comparison of best value approaches and outcomes across regional plans and between regional plans and constituent WRMPs**

* Provide a comparison of best value planning approaches across the regional plans and between reginal plans and constituent WRMPs i.e. summarise findings for each regional plan so they can be readily compared and contrasted.
* Are best value plans comparable?
* Do they use consistent metrics, methods and data? Are any weightings applied to metrics consistent and do these differ across plans and are any differences clearly justified?
* What are the main areas of uncertainty and difference across regional groups and has appropriate scenario testing been completed to ensure plans are robust?
* Do individual regional best value plans enable a national best value outcome? If not, what needs to be change, improved or clarified?

**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 (October 2022).
* 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/regional plans are complete to refine approach and discuss any issues.
* Provision of a written summary report for each of the companies specified in the scope following the tasks set out in the scope to include the materiality of any concerns raised about the best value plan and decision making method and how it has been applied and expert advice on whether the elements reviewed are technically robust. The written report should include specific recommendations of any areas of concerns and the materiality on the preferred programme and choice of options, including implications for regional reconciliation and delivery of a best value national outcome.
* 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 2 days’ work.
* Overview summary with recommendations for improvements to the guidance and presentation of results to the Environment Agency.
* Provision of a written report on EAs adaptive planning guidance and approaches and recommendations for improvement and change.
* Ad Hoc queries from the EA on methods for companies not included in the above scope to be no more than 2 days.

1. **Major Milestones**

|  |  |
| --- | --- |
| Date | Activity/Deliverable |
| 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 |
| 10 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 |

### Skills of Personnel Required

You should provide details to demonstrate that you have:

* Expertise of best value planning for water resources decision making, including advanced decision making techniques and tools that could apply to water resources planning problems in England, including multi-criteria assessment, social and environmental assessment, valuation and engagement, robust decision making, system simulation and adaptive planning
* Knowledge of environmental assessment and customer engagement valuation techniques and their application to water resources decision making
* Understand the requirements of the Environment Agency’s role in regional plan review and WRMP audit
* Effective project management and communication skills
* Appropriate technical skills to add value to EA review and audit
* Effective project management and communication skills

1. **Contract Management**

This contract shall be managed on behalf of the Agency by **Karen Abrey**

The contract will be managed by the project manager through regular telephone conversations and emails, these will be at least every 2 weeks.

The contract is for a period of three months (October 2022 – January 2023)

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

The contractor will be expected to work from a flexible location. Planned expenses must be allowed for in the contract price and any additional expenses must be agreed in advance with the project manager on a case by case basis.

The supplier should invoice the Environment Agency immediately after each stage of the project as agreed with the project manager. Agreed, additional expenses must be itemised separately on the relevant invoice.

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 when the invoice is submitted for payment. The timescale for payment of invoices will be up to 30 days after we have received a valid invoice.

1. **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.

**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.

### Additional Information

### Copyright and confidentiality

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

### Accuracy of documentation

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

### Amendments to documentation

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

### Alternative Offers

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

## Continuity of personnel

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

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

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

## Intellectual property rights

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

## References

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

**Contract award**

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

### DATA PROTECTION ACT ADDENDUM TO SPECIFICATION

## Protection of personal data

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

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

# APPENDIX A - PRICING SCHEDULE

ALL COSTS QUOTED MUST BE EXCLUSIVE OF VAT

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

**Staff Costs**

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

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

**Other costs**

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

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

**Discounts, rebates and reductions**

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

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

**Total Overall Cost**

Please provide detail of 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** |
|  |  |  |
|  |  |  |
|  |  |  |

**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**

Standard terms and conditions can be found here: [STANDARD TERMS FOR SERVICES](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/295897/09_-_Conditions_of_Contract_Services.pdf)

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

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

Name

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

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

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

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1. Available on request from [water-company-plan@environment-agency.gov.uk](mailto:water-company-plan@environment-agency.gov.uk) [↑](#footnote-ref-2)