**Contract Award Report**

1. **Background**

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| --- | --- |
| Contract / framework title | Research into international approaches to funding chemical regulation |
| Reference number | Chemical Programme Team 001 |
| Contract Manager |  |
| Budget Approved? |  |
| Category of Spend | Services |

Brief summary of the project and contract requirement:

The Environment Agency’s (EA) Chemical Programme team is exploring how best to build a stronger, more sustainable future funding model to deliver EA’s responsibilities under several chemical regulatory regimes.

This project/contract will help us to establish a sound evidence base for the above work by gathering and analysing information on existing international approaches to funding chemical regulation. This project / contract will explore global approaches to funding chemical regulation and make a recommendation for their suitability in the UK.

1. **Terms and Conditions**

Specify the Terms and Conditions used for this contract, eg services, goods, and any negotiations over terms.

The Environment Agency Conditions of Contract for Services will apply to this contact.

1. **Request for Quotation submissions**

The deadline for quotation responses was 10am on 23 August.

Two were received by the deadline

The quote was submitted containing cost and quality information.

1. **Use of Evaluation**

Prior to the RFQ responses being received, an evaluation model was constructed. This model was used to evaluate the submissions.

All evaluators have confirmed they do not have a conflict of interest with the supplier.

1. **Conclusion**

After undertaking an assessment of the cost and quality elements of the responses, an overall score was finalised.

**Award Details**

Value *(whole life of contract)* £33,870

Supplier: Wood Group UK Limited

Start Date: As per contract award letter (expected October 2021)

End Date: As per contract award letter (expected end Dec 21)

Contract Manager:

Contract Management Arrangments:

It is expected that the contract duration will be 8 – 12 weeks.

A project initiation meeting will be held in week 1 to agree format and frequency of communication between EA and the supplier, and to clarify the scope of the project.

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

The supplier will invoice at the end of the contract. 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.