

Framework Schedule 6 (Order Form Template and Call-Off Schedules)  
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# RM6187 Framework Schedule 6 (Order Form and Call-Off Schedules)

## Order Form

CALL-OFF REFERENCE: **NLT and ACT 2023 Improvements**

THE BUYER: Environment Agency

BUYER ADDRESS Horizon House, Deanery Road, Bristol, BS1 5AH  
whose offices are located at Manley House, Kestrel Way, Exeter EX2 7LQ

THE SUPPLIER: WSP UK Limited

SUPPLIER ADDRESS: WSP House, 70 Chancery Lane, London WC2A 1AF  
England

REGISTRATION NUMBER: **01383511**

DUNS NUMBER: 289060493

SID4GOV ID: n/a

[Redacted]

[Redacted]

[Redacted]

### Applicable framework contract

This Order Form is for the provision of the Call-Off Deliverables outlined in the “5250230526 NLT scope\_v2.doc” (**Appendix 1**) sent on 12 June 2023 and tasks detailed in “230609 NLT and Act Improvements\_v2.xls” and 230620 Clarification questions NLT ACT Imps\_160623\_GB send of 20 June 2023. This order will, subject to successful fulfilment of tasks detailed in Table 1 and further tasks costed in WSP proposals (Appendix 2

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and spreadsheet submitted on 26/06/23; 230609 NLT and Act  
Improvements\_Proposal\_WSP.xls

## **CALL-OFF LOT(S):9**

### **Call-off incorporated terms**

The following documents are incorporated into this Call-Off Contract.

Where schedules are missing, those schedules are not part of the agreement and can not be used. If the documents conflict, the following order of precedence applies:

1. This Order Form includes the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) RM6187
3. The following Schedules in equal order of precedence:

### **Joint Schedules for RM6187 Management Consultancy Framework Three**

- Joint Schedule 1 (Definitions) - Mandatory
- Joint Schedule 2 (Variation Form) - Mandatory
- Joint Schedule 3 (Insurance Requirements) - Mandatory
- Joint Schedule 4 (Commercially Sensitive Information) - Mandatory
- Joint Schedule 6 (Key Subcontractors) - Optional
- Joint Schedule 7 (Financial Difficulties)- Optional
- Joint Schedule 8 (Guarantee) - Optional
- Joint Schedule 9 (Minimum Standards of Reliability) - Optional
- Joint Schedule 10 (Rectification Plan) - Mandatory
- Joint Schedule 11 (Processing Data) - Mandatory

### **Call-Off Schedules**

- Call-Off Schedule 1 (Transparency Reports) - Optional
- Call-Off Schedule 3 (Continuous Improvement) - Optional
- Call-Off Schedule 5 (Pricing Details) - Optional
- Call-Off Schedule 6 (ICT Services) - Optional
- Call-Off Schedule 7 (Key Supplier Staff) - Optional
- Call-Off Schedule 8 (Business Continuity and Disaster Recovery) - Optional
- Call-Off Schedule 9 (Security) - Optional
- Call-Off Schedule 10 (Exit Management) - Optional
- Call-Off Schedule 12 (Clustering) - Optional
- Call-Off Schedule 13 (Implementation Plan and Testing) - Optional
- Call-Off Schedule 14 (Service Levels) - Optional
- Call-Off Schedule 15 (Call-Off Contract Management) - Optional
- Call-Off Schedule 16 (Benchmarking) - Optional
- Call-Off Schedule 17 (MOD Terms) - Optional
- Call-Off Schedule 18 (Background Checks) - Optional
- Call-Off Schedule 19 (Scottish Law) - Optional

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- Call-Off Schedule 20 (Call-Off Specification) - Optional
  - Call-Off Schedule 21 (Northern Ireland Law) - Optional
  - Call-Off Schedule 23 (HMRC Terms) - Optional
4. CCS Core Terms
5. Joint Schedule 5 (Corporate Social Responsibility) - Mandatory
6. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

Supplier terms are not 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.

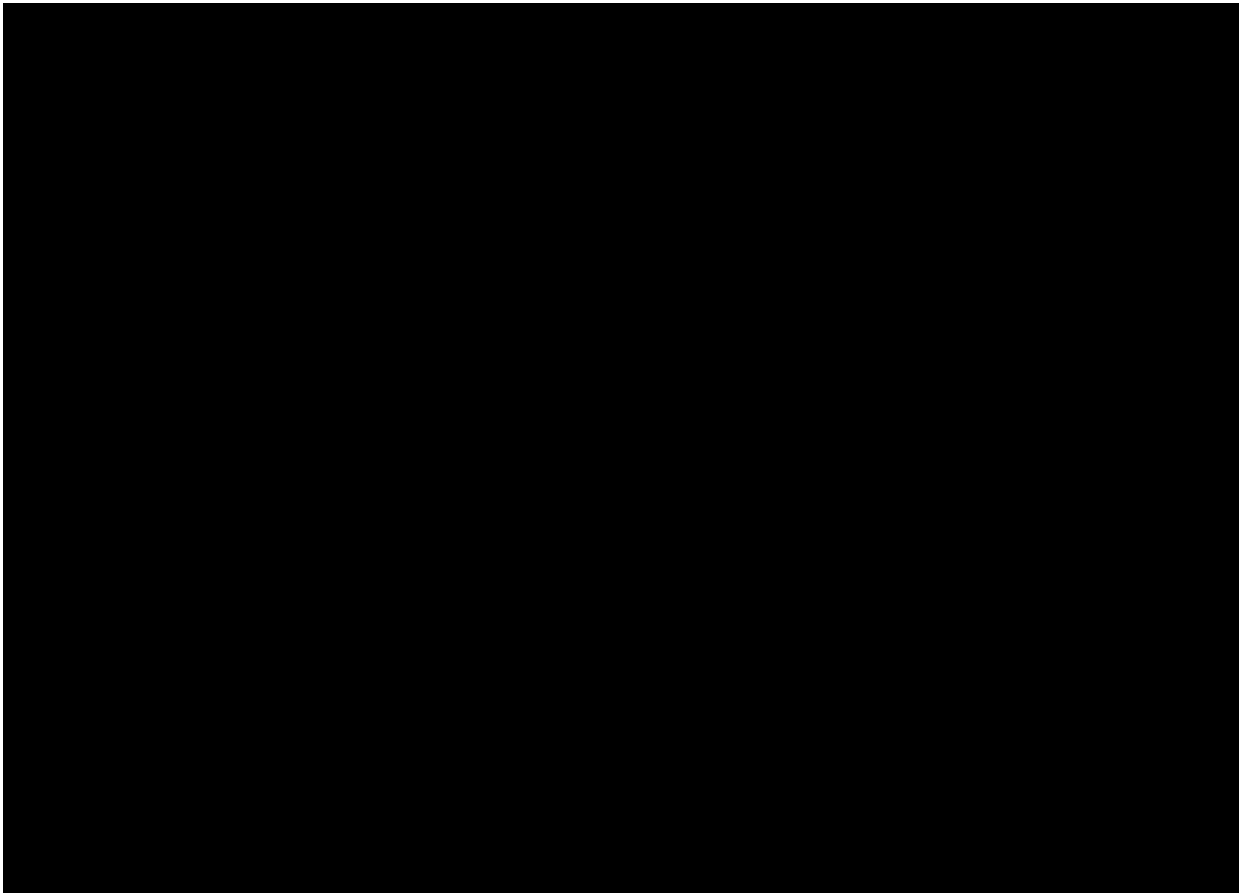
**Call-off start date:** 29 June 2023

**Call-off expiry date:** 29 June 2024

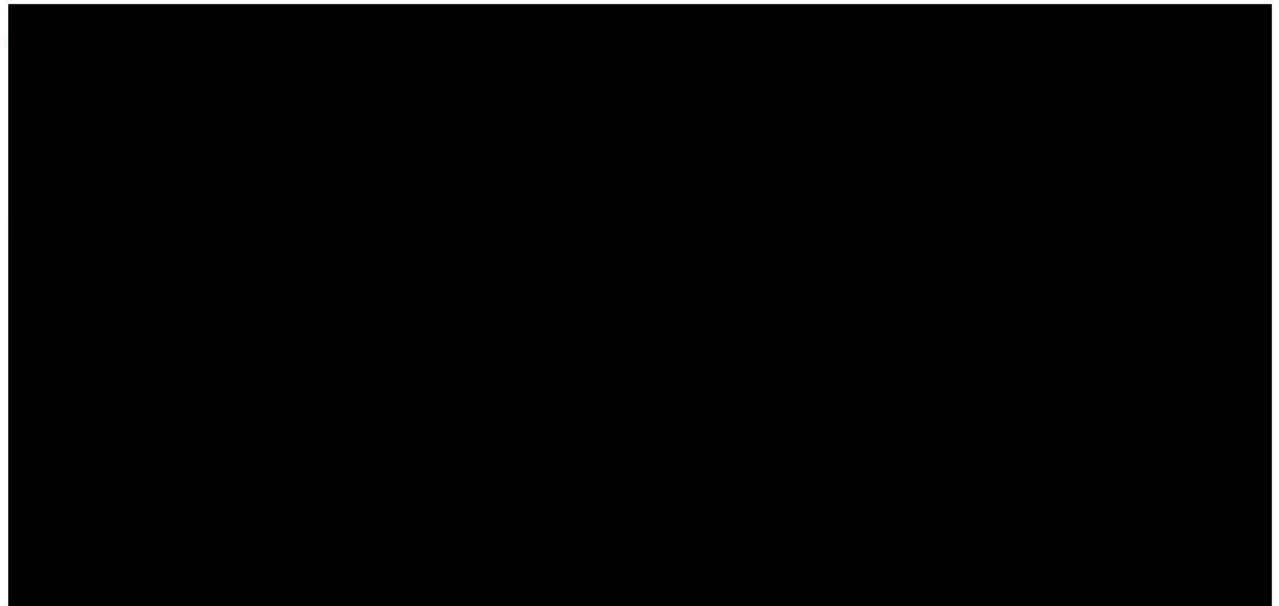
**Call-off initial period:** 12 months

**CALL-OFF OPTIONAL EXTENSION PERIOD 31 December 2024 where agreed by the Environment Agency**

**Call-off deliverables:**



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**Security**

Short form security requirements apply

**and**

All information and data provided to WSP UK Limited for the purpose of this project shall only be used for this project unless approved in writing by the Environment Agency.

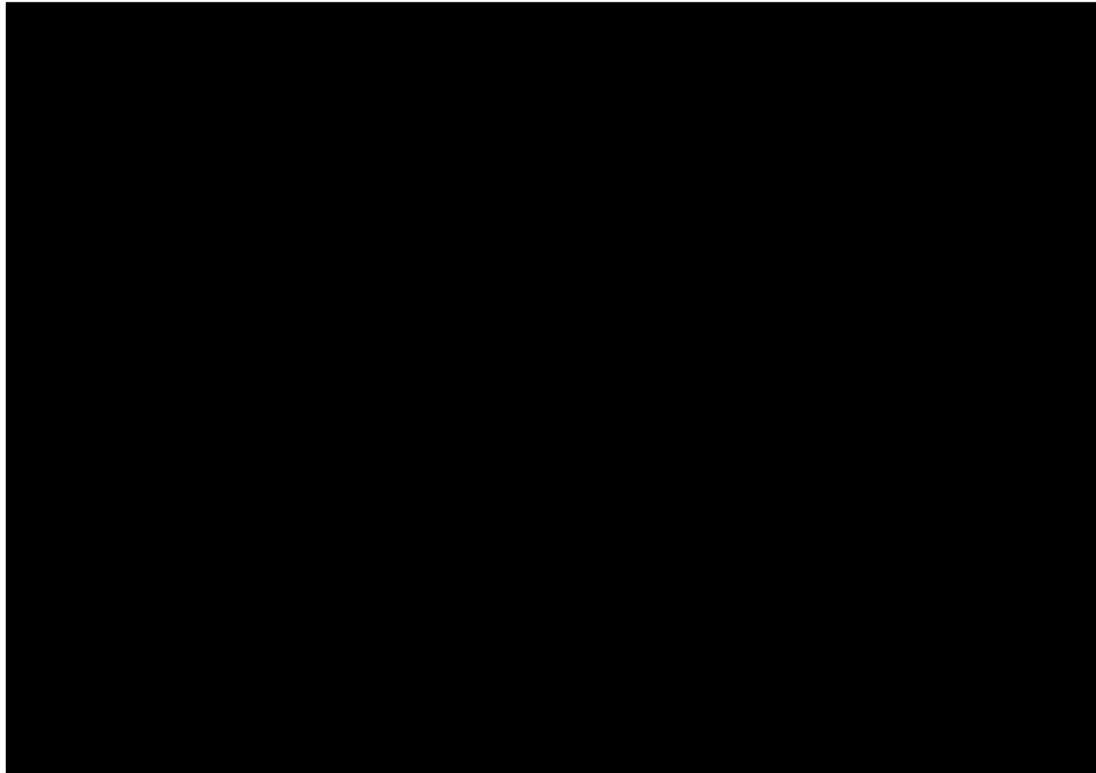
All IPR shall be maintained by the Environment Agency

**Maximum liability**

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.



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**Call-off charges**



All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices).

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Specific Change in Law
- Benchmarking using Call-Off Schedule 16 (Benchmarking)

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**Reimbursable expenses**

Recoverable as stated in Framework Schedule 3 (Framework Prices) paragraph 4.

**Payment method**

Invoiced on successful completion of each phase of work

**Buyer's invoice address**

Environment Agency  
SSCL  
PO Box 797  
Newport  
Gwent  
NP10 8FZ

[APinvoices-ENV-U@gov.sscl.com](mailto:APinvoices-ENV-U@gov.sscl.com)

and

[REDACTED]

**FINANCIAL TRANSPARENCY OBJECTIVES**

The Financial Transparency Objectives apply to this Call-Off Contract.

[REDACTED]

[REDACTED]

[REDACTED]

**Progress report frequency**

2 weekly to project manager and as detailed in scope to Technical Working Group: Appendix 1 & 2

**Progress meeting frequency**

Every 2 weeks as detailed in tender attached: Appendix 1 & 2.

**Key staff**

Contractor: As Appendix 1



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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Key subcontractor(s)**

Not applicable

**Commercially sensitive information**

Any information used under Environment Agency Licence shall be considered commercially sensitive information and only used for this project.

**Service credits**

Not applicable

**Additional insurances**

Not applicable

**Guarantee**

Not applicable

**Social value commitment**

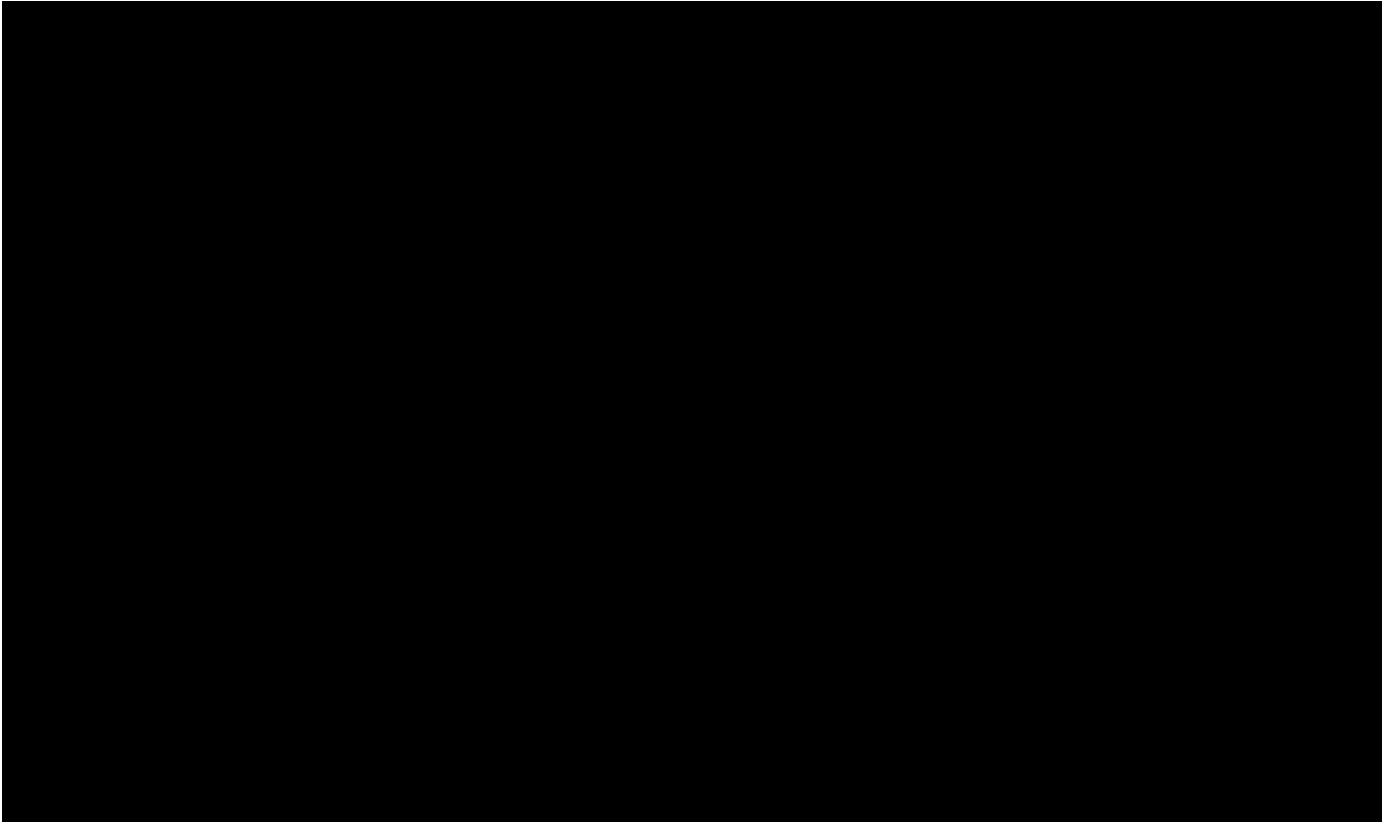
The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

**Formation of call off contract**

By signing and returning this Call-Off Order Form the Supplier agrees to enter a Call-Off Contract with the Buyer to provide the Services in accordance with the Call-Off Order Form and the Call-Off Terms.

The Parties hereby acknowledge and agree that they have read the Call-Off Order Form and the Call-Off Terms and by signing below agree to be bound by this Call-Off Contract.

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## Appendix 1

# Environment Agency CCS Framework RM6187: Lot 9 Scope

## Project / contract Information

Project name	Nitrate Leaching Tool (NLT) Agricultural Compliance Tool update 2023_24
Project 1B1S reference	
Contract reference	
Date	09/06/23
Version number	V1
Author	

## Revision history

Revision date	Summary of changes	Version number
	First issue	

## Details of the services

Details of the services are:

### 1. Description of the work:

#### Objective

The NLT was first developed by the Environment Agency (EA) to model nitrate leaching at the field and farm scale and so quantify farm nutrient losses. This tool has been updated over many years and between 2021-23 further extensive improvements to the tool were made.

An Agricultural Compliance Tool (ACT) was also developed to enable farmers to self-assess their regulatory compliance.

A further tool, the Land Parcel Viewer [Land Parcel Viewer App \(arcgis.com\)](https://arcgis.com) was also developed, enabling users to identify all land associated with their Single Business Identifier (SBI) linking directly to the RPA live land use. The user can then add or take off fields from this and send these results to the EA. The EA can then produce bespoke NLT and ACT tools based on the results.

A new database was produced to generate NLT and ACT.

These tools are now being used operationally by hundreds of farmers across Poole Harbour catchment and wider priority catchments to enable them to meet new nitrate emission limit that have been set.

Following the first year's operational use of the NLT, ACT and Land Parcel Viewer, further improvements and refinements are required. The project being advertised now will implement these changes in a prioritised manner. Some HIGH priority tasks will need to be completed and fully user tested by 30 August 2023. Other work will be delivered by other deadlines.

The work should be costed on an individual task basis to enable the EA to procure the work it has budget for. Remaining tasks may be procured later in the project if funds become available.

#### Outcome Specification

What is the problem and what are the required outcomes of this phase of work?

##### 1. Outcomes required

The Nitrate Leaching Tool (NLT) is an Excel application that uses spatial data at a field-scale to predict the leached concentration of nitrate (NO<sub>3</sub><sup>-</sup>) from agricultural land from spring to spring in any year, on an annualised basis. The NLT is being used to assess a farmer's compliance with nitrate Emission Limit implemented across Poole Harbour and priority Safeguard Zones. It must continue to be scientifically robust and provide an accurate estimation of field and farm N leaching based on user input and limitations detailed within the user guidance.

The tool was first developed in c2011 but extensively improved between 2021-23 following farm and agronomist feedback. Further improvements are required to the functionality.

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The Scope of this contract is to update the NLT, ACT and other associated tools in a prioritised way as detailed in Section 5 and the attached spreadsheet. High priority work should be completed by 31 August 2023 the remaining tasks by 31 December 2023 unless otherwise agreed in writing by the EA. Each piece of work should be individually costed and the based on the tenders submitted, the EA will identify which tasks will be completed under this contract.

Extensive user error testing of all tools supplied to the EA by the contractor, must be undertaken before they are released to ensure the developer is confident that there are no bugs or errors within the tool. If any such errors or bugs are subsequently identified they will be resolved urgently without any further charge to the EA.

## 2. Constraints on how the *Consultant* provides the *services*

- a) This work shall be completed under terms and conditions of Lot 9, Environmental sustainability and Socio-economic development” of “Framework **RM6187** [Management Consultancy Framework Three \(MCF3\) - CCS \(crowncommercial.gov.uk\)](https://www.crowncommercial.gov.uk/Management/Consultancy/Framework/Three%20(MCF3)%20-%20CCS)
- b) The *Consultant* shall ensure that appropriate use is made of existing data, to avoid duplicating work already undertaken. In addition, any other existing sources known to the *Contractor* should be utilised.
- c) The tools refined and improved under this project must be compatible with EA and partner software and hardware. It is the responsibility of the contractor to ensure this is the case.
- d) All rights in existing and resulting IPR are retained by the *Employer*

## 3. Exclusions

N/A

## 4. Specifications or standards to be used

- a) Best available techniques and modelling practices will be adopted.
- b) Tools supplied to the client will be fully user tested to ensure there are no errors that will result from full use of the tool. Any errors that do occur will be resolved by the consultant at no charge to the EA.

## 5. Specific Project Requirements

Please provide detailed time estimate, cost, staff member involved in this work and delivery date for tested tool element for each element of work included in spreadsheet “230609 NLT and ACT Improvements 2023”.

- NLT Actions
- ACT Actions
- Land Parcel Viewer Actions
- NLT Analysis Tool Actions
- Batch Export Actions
- Project Management

The aim would be to complete HIGH priority tasks by 30<sup>th</sup> August 2023. All remaining tasks will be completed by 31 December 2023. The delivery date for all tasks should be detailed in the spreadsheet and returns with the consultants proposed work program.

A GANT charge should also be provided to identify program delivery.

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The EA will identify the tasks that will initially be contracted. Further costed tasks may subsequently be commissioned under this contract if further budget becomes available.

## 6. Project Management

This tender should include the following

- 2hr start up meeting to ensure clear understanding of the work required under each task and to agree how this will be delivered.
- 2 weekly progress updates using spreadsheet % complete and issues log and where required Teams Meeting with the project manager to discuss any issues.
- Monthly TEAMS Meetings with Technical Working Group (3 in total) to discuss work progress and to seek feedback on questions or queries.
- Written update of technical guidance, technical reference manual to cover all aspects of the work completed.

## 7. Mini Tender Submission

The mini tender to undertake this work should be submitted to Giles Bryan by email by 5pm on 22<sup>nd</sup> June 2023.



The tender should include:

- Full costed program to deliver the work (including project management, tool testing etc).
- Gant chart for delivering the work.
- Statement of staff involved in the project and their relevant experience they have in delivering this work.
- Details of how the consultant will ensure the work is delivered to time, budget and program and any approach they will implement to resolve any risks associated with this project.
- Details of how consultant will user test the tools before they are released to ensure bug, errors are captured before the tools are released.

Any questions in relation to this work should be raised by 3pm on Friday 16<sup>th</sup> June.

We aim to let the contract by 28<sup>th</sup> June 2023.

All services shall be delivered by 31 December 2023 and contract end date is likely to be 31 March 2024 unless otherwise agreed in writing with the EA.

## 8. Services and other things provided by the *Employer*

- a) It is not anticipated that access to the *Employer's* offices and computer systems will be required.
- b) The *Consultant* will be working on behalf of the EA but where a data licence is required, this will be prepared by the *Employer* and made available for the *Consultant's* agreement.
- c) The existing tools that will be made available to the consultant are detailed in Table 8:1.

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Table 8:1 Existing Information and version control

<b>Title</b>	<b>Format</b>	<b>Available from</b>
NLT V5.1.3	Excel spreadsheet	EA
NLT UserGuide_v1.7 CLEAN	Word documents	EA
NLT Technical Reference Manual v9	Word document	EA
NLT ACT Generation database	5252 230609 Automated NLT_ACT generation guide_V2.2	EA
Land Parcel Viewer	Web based	<a href="http://arcgis.com">Land Parcel Viewer App (arcgis.com)</a>
NLT Analysis Tool v1.0	Excel spreadsheet	EA
ACT_v22	Excel spreadsheet	EA

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## **Appendix 2 Contactor Tender Document**

See WSP Proposal

NLT and ACT updated 2023\_24\_Proposal\_v2.pdf  
Dated 28<sup>th</sup> June 2023.

## **Appendix 3 Detailed Costing for High Priority Tasks**

See 230609 NLT and Act Improvements\_Proposal\_Final\_v2