



Department  
for Environment  
Food & Rural Affairs

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

**for The Research, Development and Evidence Framework 1**

**Project: EPR Year 3 Data Collection (including Scheme data, costs, and factors affecting efficiency and effectiveness outside LA control)**

**Tender Reference: C29474**

**Date: 30 June 2025**

## 1.0 Request for Proposal

Research, Development and Evidence Framework			
REQUEST FOR PROPOSAL			
Project title:		EPR Year 3 Data Collection (including Scheme data, costs, and factors affecting efficiency and effectiveness outside LA control)	
Call off Reference:		RDE839	
Atamis project ref (if applicable):		C29474	
Cost Centre Code (for admin purposes only)		10021442	
Date:		30 June 2025	
Contracting Authority (Defra and its arms-length bodies etc.)	Defra (Department of Environment, Food and Rural Affairs)		
Project Manager:	Redacted FoIA Section 41	Email:	Redacted FoIA Section 41
Authorised by:	Redacted FoIA Section 41	Email:	Redacted FoIA Section 41
Commercial Contact (if applicable):	Redacted FoIA Section 41		
Project Start Date		1 August 2025	
Project Completion Date		31 March 2026	

For any projects over the direct award threshold, full competition is required (i.e. all contractors on the Sub-Lot are invited to quote).	Direct Award		Mini comp	Yes
Call off from Sub-Lot number.	Sub-Lot 7.1			
Proposal-Return date:	17 <sup>th</sup> July 2025			

**Evaluation criteria:** It is anticipated that the contract will be awarded to the highest scoring evaluated bid.

The award of the contract to the top-scoring bidder will be subject to a minimum of 2 bids from 2 bids being received and any minimum threshold score requirements being met. Where only 1 bid is received that meets the minimum threshold scores, the Authority will award a contract to that supplier.

For example:

4 bids are received, evaluated scores and tender outcomes are as follows:

Bidder	Quality Score	Price Score	Total Score	Outcome
Bidder A	50	30	80	<b><i>Bidder comes 1<sup>st</sup> and is awarded a contract</i></b>
Bidder B	35	12	47	Bidder comes 4 <sup>th</sup> and is not awarded a contract
Bidder C	53	26	79	<b><i>Bidder comes 2<sup>nd</sup> and is awarded a contract</i></b>
Bidder D	60	15	75	Bidders comes 3 <sup>rd</sup> and is not awarded a contract

**Contractors:** 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.

Quality	Weighting	70%
Price	Weighting	30%
<b>Quality Sub-Criteria Weightings: (Indicative only)</b>		
<b>Approach &amp; Methodology</b>	<p>Please demonstrate your understanding of the importance and extent of the required tasks</p> <p>Please set out in detail each element of the methodology and how this will be carried out, including the approach, design, analytical strategy.</p> <p>Any input required from Defra should be outlined, as well as the approach to dissemination and review of the findings.</p>	<b>20%</b>
<b>Proposed Staff (inc Pen Portraits) and Contractor's experience/accreditations.</b>	<p>Please provide details of the proposed project team and team structure, including any sub-contractors and/or associates.</p> <p>CVs for all staff should be submitted to support the response and include a table showing the staff days expected to be spent on the project per task, this table should match the staff days in the cost proposal</p> <p>Our aim would be to get a good sense of how many people would be allocated to this task as well as their knowledge and experience in this area</p>	<b>20%</b>
<b>Project Management (including project plan)</b>	<p>Please submit proposed project management arrangements including day to day working for the project, the proposed timetable for the project, risk log and mitigation actions and a Gantt chart presenting milestones, deliverables, timelines and inter-dependencies</p> <p>Please specify how you will engage in the task and how it will be completed within the required timeframe.</p>	<b>15%</b>
<b>Risk:</b>	<p>Please complete a risk register, identifying project risks and mitigating actions.</p> <p>Provide evidence as to how quality will be assured and prioritised in the process.</p>	<b>5%</b>

<b>Sustainability – Mandatory</b>	<p>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 Authority’s sustainable procurement policy statement published at:</p> <p><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>1. Within this context:</p> <p>Explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Including the effectiveness of your organization’s approach for this requirement</p>	<b>10%</b>
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<b>Specification</b>
<p><b><i>‘Packaging Extended Producer Responsibility Specification of Requirements EPR Year 3 Data Collection (including costs, and factors affecting efficiency and effectiveness outside LA control)’</i></b></p>
<p><b><u>Objectives of this commission</u></b></p> <p>The objectives of this commission are to support Defra and the DAs with populating our LA cost and performance model with data from LAs. Under the two data collection tasks, the asks are as follows:</p> <p><b>A. Year 3 RFI Cost Data Collection</b></p> <ul style="list-style-type: none"> <li>• follow the defined data collection process steps to collect the data using the Request For Information spreadsheet provided</li> <li>• interpret the data, particularly in relation to efficiency</li> <li>• process the data as set out in the process steps</li> </ul> <p><b>B. Year 3 Scheme Data Collection</b></p> <ul style="list-style-type: none"> <li>• collect up-to-date data on the residual and recycling schemes being operated by every UK LA in 2025/26.</li> <li>• Collect data on every LA’s best assessment of the schemes they will be providing in 2025/26, 2026/27, and 2027/28</li> </ul>

- Collate data in the format required by the cost and performance model as specified by Defra

### **Type of required expertise**

Experience has shown that obtaining useful data from local authorities requires staff with operational experience in a local authority or private sector waste management setting, that have been involved with collecting and analysis LA waste data previously. For this project we expect bidders to put forward staff with experience of working with LA operational, cost and performance data at the 4 framework grades (those specified in the framework agreement). Those are:

- Director – typically over 15 years' experience
- Senior Consultant – typically over 8 years' experience
- Consultant – typically over 5 years' experience
- Junior/Graduate – expected 0-3 years' experience

Bidders should state the member of staff being proposed against each of the four categories and state which framework rate will apply for each. A full CV should be provided for each member of staff proposed; there is no need for golden paragraphs.

### **Scope of work**

The work will cover a representative sample of UK Local Authorities predominantly Waste Collection Authorities and Unitaries with a small number of Waste Disposal Authorities

The local authorities will be identified by Defra and allocated to the Contractor. It is anticipated that some of the local authorities will have completed the data collection exercise previously for Year 1 and some will be newly invited to take part.

Data for all the identified LAs will need to be collected and then collated.

Defra will provide the contractor with:

- An introductory letter to share with the Local Authority as part of the recruitment process
- A template Request for Information spreadsheet with fixed formatting, clear guidance on data required, a quality assurance tab to be completed and an efficiency summary
- Guidance on the data collection process to be followed and quality assurance that is expected to be carried out and recorded
- For local authorities that previously took part in the exercise the 22/23 RFI will be shared for information

The contractor should undertake quality assurance and data cleansing on the data collected.

All data should be provided in the correct format with consistent QA checks and number formats to enable the data to be read by the model.

For **A. Year 3 Cost RFI Collection** the schemes to be covered are:

- Collection data
  - overheads
  - residual waste (kerbside, flats/communal)
  - all separate and co-mingled collections for recycling (kerbside, flats/communal, LA-operated bring banks).
  - limited information about separate collections which are very unlikely to include packaging such as textiles, batteries, AHPs and WEEE. The information would not need to be detailed; a simple yes/no would suffice.
  - food waste, including where it is collected separately or mixed with garden waste (kerbside, flats/communal)
  - garden waste
- Income
- Disposal data
  - Overheads
  - HWRCs
  - Transfer stations, treatment and disposal facilities
  - Haulage

For avoidance of doubt, bulky waste, street cleansing, litter bins, litter sweeping, parks and gardens, gully emptying, fly tipping clearance and beach cleaning services are excluded from scope.

Cost and operational data is required for the year 2024/25.

**2. Required skills / experience from the contractor and staff.** Include any essential qualifications or accreditations required to undertake the work.

**Please refer to the specification**

- *Knowledge and ability to liaise with English local authorities*
- *Knowledge of data acquisition and management*

3. Proposed program of work and payment table (Detailing specific tasks, key milestones, deliverables & completion date where appropriate)			
Payment milestone no.	Payment milestone	Completion date (week beginning)	Payment schedule
1	Task 1 - RFI Introduction and QA Briefing Deliverables set out in specification achieved		10%
2,	Task 2 – Collect the data Completed RFIs returned for first 15 LAs		30%
3	Task 2 – Collect the data Completed RFIs returned for remaining 15 Las		30%
4	Task 3 – Interpretation Deliverables set out in specification achieved.		20%
<b>4. Risk</b> <b>Note:</b> <i>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.</i>			
Any delay past April 2026 will have serious implications for the rollout of the PEPR scheme.			

## 2.0 Proposal

### Research, Development and Evidence Framework 2

#### PROPOSAL

**Contractor's Name: WSP UK Limited**

**Call off Reference: RDE839**

**Sub-Lot Number: 7.1**

**Date: 18 July 2025**

**Note:** 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.**

#### 1. Approach & Methodology

Defra require a partner with extensive experience working with local authorities (LAs). WSP supported Defra by gathering data from over 40 local authorities across year 1 and year 2 of the Packaging Extended Producer

Responsibility (pEPR) data collection exercise. We understand the importance of collecting reliable data, evaluating it in a timely manner and the role the data will play in the successful introduction of the pEPR scheme. Following on from our successful delivery of the year 1 and year 2 data collection work, we have reviewed the lessons learned and implemented them to enhance our approach, improve efficiency and deliver added value to Defra. This results in a significant saving to our proposed costs to Defra whilst maintaining the same quality deliverables. Our approach and method for this year's data collection is as follows:

##### **Inception Meeting:**

WSP will schedule and attend an inception meeting on MS Teams at a time suitable for Defra. We will prepare the agenda for this meeting which is likely to cover the following topics:

- Lessons learned and feedback from Year 1 & 2 and our new actions to improve data quality, facilitate collaboration with the other contractor, and to reduce costs.

- Local authority sample selection and identification of the 30 LAs to be sampled.
- Timelines.
- Preferences for the frequency and format of communications between Defra and WSP, and other stakeholders.

Meeting notes, including a summary of points of agreement and assigned actions and timelines, will be shared by WSP, within 2 working days. WSP recognise the importance of collaboration with the other contractor, this will ensure that Request for Information (RFI) errors are resolved and captured for all LAs included in this year's exercise. WSP supported the other contractor in year 2, as they transitioned between staff, by hosting regular communications to share necessary updates to be made to the RFI. This year, we will set up cross-party communications using Teams messaging and regular calls with the other contractor to facilitate these discussions and to ensure quality and consistency to Defra.

Defra require consultants that understand – and work well – with LAs. For more than 30 years, WSP has supported LAs to design, procure and evaluate waste services. To maximise value to Defra and to streamline the data collection process, we suggest that any LAs supported by WSP in the year 1 and year 2 data collection project are re-assigned to us, as we have built a good rapport and have an understanding of these LAs and their data. This will expedite accurate data collection and initiate a cross-check to the year 1 and year 2 data to ensure consistency in the LA data reporting approach and methodology.

## Task 1: Project Initiation

WSP will attend the RFI introduction and QA briefing with Defra. This briefing will allow WSP to confirm project objectives and run through the RFI with Defra in order to feedback key points to the wider team on the objectives, critical success factors, the RFI and QA process, and any other points. Prior to this meeting, WSP will review the shared RFI against our master list of formulae errors collated in year 1 and 2. We will identify and discuss any repairs to be made to the RFI, by Defra, and reissued to both contractors prior to issue to LAs. This critical step will enable WSP to support Defra and the other contractor to avoid costly delays spent making future repairs, as well as to avoid confusion on the part of LAs, by removing errors identified, discussed and resolved across year 1 and 2.

## Task 2: LA Engagement, RFI, Data Collection

Through their engagement on earlier phases of the project, WSP have refined a thorough and practiced approach to the development and completion of the RFI as follows:

### Task 2.1: Initial contact to gain LA engagement

Previous experience of working with LAs has allowed WSP to understand the challenges faced by LAs when completing the RFI. The lessons learned will be integrated into the project plan for year 3 in order to ensure maximum efficiency in approach. These lessons learned include providing a clear explanation of requirements, consideration of timelines when issuing and completing RFIs, and annual LA reporting cycles. WSP will take into account upcoming holidays and financial year deadlines when agreeing timelines for LA staff. WSP will also implement a formal medium for collaboration between Defra's contractors so that a consistency of approach to RFI completion is established and maintained across the contractor teams. WSP understand the importance of providing access to advice and support and will be providing a team with increased capacity to ensure each LA has ready access to experienced staff to facilitate the data collection process and rapidly respond to queries and clarifications. By Defra choosing to work with WSP again, consistency in approach will be achieved and

aligned with other contractors, reflecting lessons learned through WSP's role in supporting a previous contractor in year 2.

### Task 2.2: Walkthrough of RFI with LA (RFI completed by LA)

WSP will maximise the probability of receiving completed RFIs by working closely with the LAs to provide a comprehensive briefing on completing the RFIs and understand whether there are any issues in completing the RFI within the project timeframe. Where participation is challenging, WSP will support Defra to ensure a replacement LA is identified and appointed in a timely manner. For those LAs that can participate, WSP will promptly issue an invitation to a Teams meeting either singularly or for a group call with similar LAs to share experiences and maximise efficiencies in communication. The walkthrough meeting will be used to guide the LA through the RFI, explaining the objectives and requirements of the exercise and to ensure the LA's understanding of each of the data points, interactions and dependencies across the RFI and correct assignment of costs across the RFI. WSP will assign a named individual to each LA and maintain regular engagement and provide ongoing assistance to LAs in order to ensure timely and accurate completion of the RFIs. Overall, we will draw upon our knowledge from year 1 and year 2 of previous data collection to address common themes and questions asked to support LAs through this process.

### Task 2.3: Review of RFI

Once the LA has fully completed the RFI template, an initial review will be conducted by the data collection lead assigned to the respective LA to ensure there are no clear errors, anomalies or misinterpretations in any of the required data entries. This will include that all formulae still work as intended and data are presented in the unit specified by Defra. Annotations and associated caveats will be checked, and the spreadsheet will be ready for review and QA.

### Task 2.4: Iterative data and completion review

To enhance WSP's methodology from last year and deliver greater value, WSP will build on the additional internal QA we introduced last year. This additional QA, using highly experienced senior staff, will assess RFI returns and conduct QA on the collected data in line with best practice and Defra guidance.

WSP will implement the following process for QA, ensuring quality assurance:

1. WSP will conduct a cell-by-cell review of data against expectations based on experience, the Efficiency Tab within the RFI, as well as, where possible, comparisons against the LA's budget book and previous submissions.
2. WSP will record the reviewer's name, date of the QA check, any additional documentation used in the check, and any issues or concerns identified.
3. The reviewed RFI, including any queries or concerns, will be shared with the LA to seek clarification or expand on explanatory notes. The LAs will be asked to respond to the comments within the QA tab in the same file to ensure that all responses are captured. We will offer the LA a short call to discuss or clarify our requirements as required.
4. WSP will then review the clarified responses received from the LA, repeating steps where needed up to a maximum of 3 times, as WSP seek to further understand the response and resolve all queries.

## Task 2.5: Cost apportionment between services

We anticipate that the apportionment of costs will initially be completed by the LAs during the RFI completion. Cost apportionment will be reviewed and challenged as part of our QA process described in the previous section 2.4, which will assist in ensuring a consistency of approach between LAs.

## Task 2.6: Efficiency review

Following the completion of the clarification process, WSP will assign a RAG rating to each data point in line with the Defra provided specification (red – issue identified and unresolved (should only be made **red** if 3 attempts to clarify/improve have been made, **amber** – issue identified, and response provided which the contractor is satisfied with, but uncertainty remains, **green** – no issue with data).

## Tasks 2.7 and 2.8: Record of LA sign off

When reviewed, the draft final version of the completed RFI spreadsheet will be shared with the LA for their verification and sign-off. Where the data has been supplied by an individual, they will also be asked for permission for their name and contact details to be shared with Defra.

## Task 3: Interpretation

Following the finalisation of the RFI spreadsheet, WSP will provide commentary on the efficiency of the services in the Efficiency Tab. For this comparative assessment WSP will use the data from the current RFI and last year's data and draw on the team's personal experience and knowledge of waste management services costs in comparable authority areas. Where appropriate, WSP will utilise in-house database and LA benchmarking tools.

## Task 4: Lessons learned

WSP will prepare a Lessons Learned document drawing on their team's experiences to ensure identification of areas of success, those areas that were more challenging and areas for improvement. Our Project Director will attend a meeting with Defra to discuss and present suggestions and recommendations for future improvement.

**2. Proposed Staff who will do the work and briefly state previous relevant qualification/experience. Contractors experience undertaking similar projects and accreditations**

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## Question 2: Proposed Staff

Pages used: 1.5 of 6 Page Overall Limit



Our proposed project team comprises of individuals with experience in both LA and private waste management settings. This team were involved in the collection of year 1 and 2 data which will bring experience and consistency to this project, enhancing project efficiency and ultimately ensuring quality deliverables and insight to Defra. Our core project team is outlined in Figure 1 with additional resources outlined to support the project. WSP has the capacity to introduce additional resources to the project should additional personnel be required. One-page CVs of our core project team can be found in the attached Appendix B. Should WSP introduce any additional resources to the project, we will share CVs with Defra and obtain written permission.

Figure 1: WSP Project Team

**Redacted FoIA Section 41**

3. Project Management (including Project plan). A project plan may be provided as an attachment with your reply.

## Question 3: Project Management



The project will be managed by our Project Manager **Redacted FoIA Section 41**.

**Redacted FoIA Section 41** was the Project Manager on our previous work with Defra and understands the complexities in obtaining LA data and the importance of providing Defra with accurate and regular updates on project progress. We have used our lessons learned from the previous data collection project with Defra to streamline the data collection and provide a more robust QA process. **Redacted FoIA Section 41** will attend the fortnightly Teams meetings with Defra and will provide a progress update email each Friday.

In the weekly update we will include:

- A project tracker detailing the progress of each of the LAs.
- An update of progress made during the week.
- A projection of planned activity for the following week.
- Changes to the risk register (with updated register provided).
- Any items that need escalating for Defra.

**Redacted FoIA Section 41** will host internal weekly calls with the project team to monitor delivery, resourcing and to resolve any issues. This will be supplemented with an internal Teams portal to enable instant communication and knowledge sharing with the team so to ensure progress. This portal is useful in enabling the team to raise, and resolve queries, quickly.

An internal reporting structure will also be established between the Project Director, **Redacted FoIA Section 41** and Project Manager, **Redacted FoIA Section 41** who will communicate at least monthly to undertake a formally recorded systematic project review in alignment with WSP's systems and procedures. This is to satisfy the Project Director, who will also provide strategic technical support and advice, that progress, staff resourcing, risks, quality, outputs and expenditure is in line with the project delivery plan and on course to providing an outcome in alignment with client expectations. In the event of any areas of concern that may require change to the delivery process, they then agree, record and implement the required course of

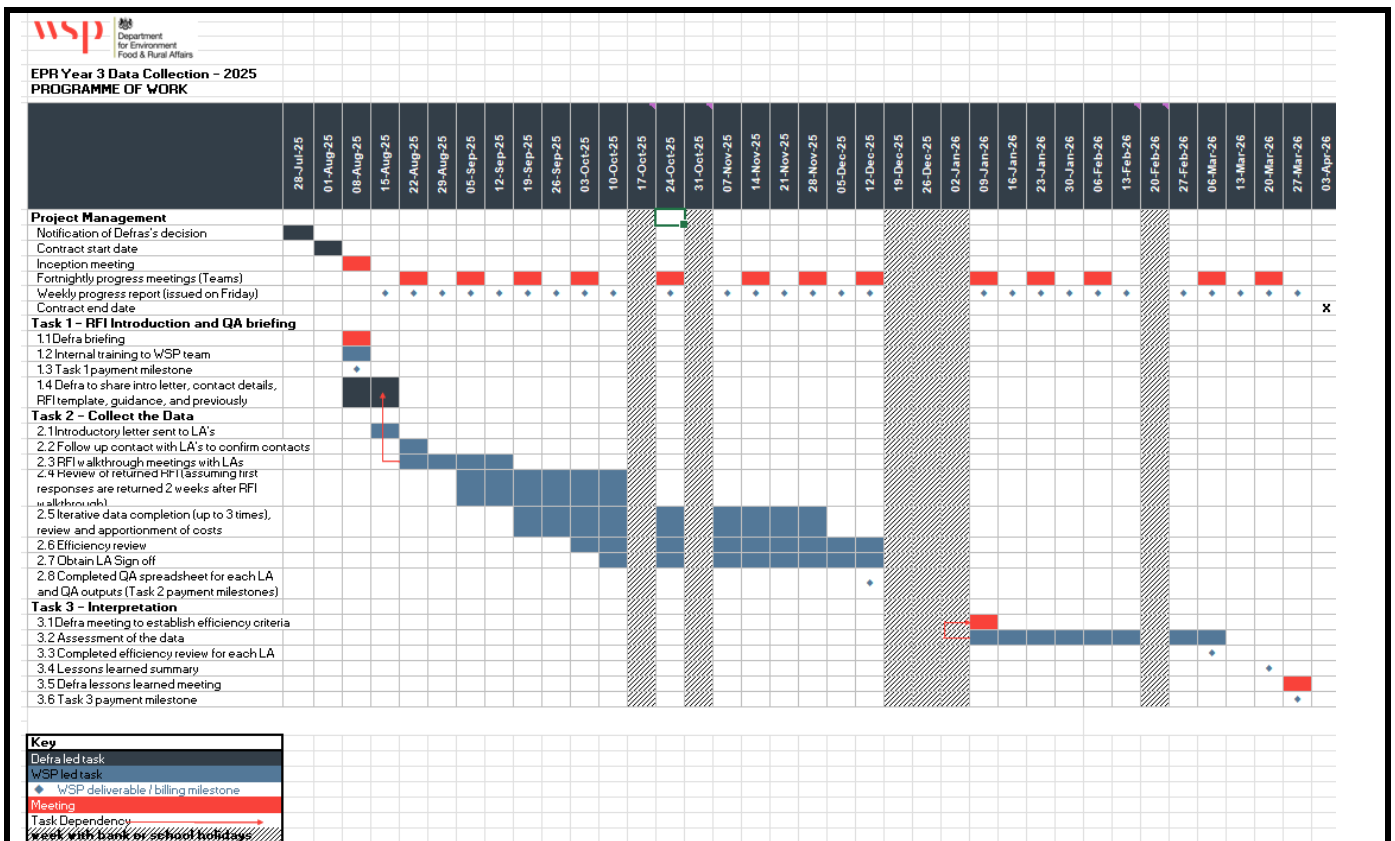
action. WSP have proposed and set out a structured approach to project delivery that seeks to ensure that all outputs and deliverables will be reviewed, challenged and signed-off by a suitably experienced member of staff, separate from the data collection team. The Project Director, **Redacted FoIA Section 41**, will provide technical coordination and assurance for all project outputs. This will ensure that a consistent approach is applied to RFI data received from all the LAs. The WSP Project Manager, **Redacted FoIA Section 41**, will manage the program and budget. **Redacted FoIA Section 41** will issue an invoicing schedule, and invoices will be deployed on a monthly basis for an equal split of our submitted fee.

**Redacted FoIA Section 41** will also initiate and host knowledge sharing channels with the other contractor, reflecting the work of WSP in year 1 and 2, where we supported others to incorporate updates to the RFI, ensuring consistency and quality to Defra.

### **Proposed Project Plan**

The proposed project plan for delivery is included in Appendix A which incorporates the deliverables required at each stage of the project. We have developed the plan based on our learning and experience from working on the previous years' projects with Defra. We have incorporated a 2-week timescale for the Defra Internal Survey Control team to review survey RFIs before they are issued. Subsequent tasks in the programme are dependent on completion of this task, and this has been identified in the programme. If there is a delay in completion of this task the timetable will need to be adjusted accordingly, and the project end date redefined. Completion of the project to the required timescales is wholly dependent on obtaining data from the LAs as soon as possible. From our previous experience we know that it can be difficult to engage with the LA in the first instance and understand that some LAs will require more support than others to allocate and assign internal resources and collate their data, particularly those that may not have been included in the sample on the previous data collection rounds. We also found that having continuity in the staff engaging with the LA was important to allow for information to be collected and clarified in a timely manner.

Therefore, we will allocate 10 LAs each to our 3 junior members of staff, which, based upon the previous project is a manageable number. The Junior staff will be supported by **Redacted FoIA Section 41** and **Redacted FoIA Section 41** with **Redacted FoIA Section 41** and **Redacted FoIA Section 41** providing the next layer of quality assurance. WSP will also be able to call upon additional ad hoc support from the wider expert team as and when required to provide further project resilience. We have allowed 4 weeks following the RFI walkthrough for each LA to return the RFI and have included a 2-week contingency window in our timetable. To expediate the data assurance process, we will progress each LA to the next stage as soon as possible, rather than a linear approach informed by our previous experience in year 1 and 2.



#### 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.

### Question 4: Risk

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A risk register will be used to manage risks for this project as outlined in Table 2. We will maintain this live risk register throughout the project and any changes will be detailed to Defra in the weekly progress report. Risk categories and owners are clearly identified, with specific actions and potential mitigation measures for each risk. Some of the key risks and their mitigations are summarised in Table 1. *Table 1: Risk Register*

Risk No.	Description	Controls and Mitigating Actions
R1	Recruiting sufficient LAs	WSP to flag non-engagement in weekly updates to Defra for reallocation.
R2	Delay from Defra survey vetting	WSP will confirm RFI release date early; WSP to prepare LA invites in advance.
R3	Errors or anomalies identified in the RFI	Record and report to Defra and apply agreed fixes.
R4	LAs not responding during QA	WSP will start QA immediately post submission; assign leads and set deadlines.
R5	Late data from LAs	WSP will engage early with LAs, with regular check-ins, and tracking; request replacement if needed.
R6	Poor-quality data	WSP will engage relevant LA staff, provide support, and document QA steps.

R7	Incomplete/inconsistent data	WSP will conduct an early review, provide experienced support, up to 3 clarification cycles and then apply a RAG rating.
R8	LAs dropping out late	WSP will set expectations early in the project, monitor engagement trends and notify Defra promptly of any LA disengagement.
R9	Inaccurate WDF tonnage data	WSP will highlight and raise issues to Defra to resolve them.
R10	WSP staff unavailability	WSP will use wider team support to ensure continuity.

## Quality Assurance

WSP aims to ensure excellent standards of delivery and continuous development to achieve the complete satisfaction of our customers on all projects. To assist in meeting this aim, WSP has a Quality Management System. The work under this contract will be subject to a robust quality assurance process that we have routinely applied throughout projects previously conducted for Defra, Environment Agency, European Commission, European Chemicals Agency, European Environment Agency and LA clients. This includes:

- Project Management Plan (PMP) – outlines scope, deliverables, roles and delivery approach.
- Communication – weekly progress reports and fortnightly meetings with Defra to monitor progress and address issues.
- Resource Planning – team availability will be tracked and adjusted as needed to meet project timelines.
- Risk Management – a risk register will be maintained from project inception, with mitigation measures in place.
- Technical Review – all deliverables will undergo detailed review for accuracy, clarity, and relevance, led by **Redacted FoIA Section 41**.
- Core Assurance Review – internal review of technical, administrative, management and financial aspects, led by **Redacted FoIA Section 41**.

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

n/a

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

### Question 5: Sustainability

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WSP is committed to sustainability and ESG leadership, guided by its 2025-2027 Global Strategic Action Plan<sup>1</sup>. WSP's Global ESG Statement defines objectives and approach to embedding sustainability into services and advice to clients, in operations and in the communities in which we work. In 2024, WSP reported on the generation of £140m in social value in the UK through internal initiatives such as supporting SMEs, offering apprenticeships,

<sup>1</sup> <https://www.wsp.com/en-gb/who-we-are/global-strategic-plan>

promoting WSP's wellbeing programme as well as externally through volunteering pro-bono work and charitable donations. WSP's approach to delivering this service aligns with Defra's Sustainable Procurement Statement, such as:

- Considering sustainable development and wider sustainability implications of each project, where we propose to undertake a digital first approach to minimise unnecessary environmental / sustainability impacts. Such examples include minimising internal and external travel and the consumption and production of any project related materials (e.g., paper documents), therefore reducing the project's environmental impact.
- Work in accordance with the WSP Environmental Plan, which governs our activities and supports our ISO 14001-certified Environmental Management Systems and associated program to reduce the environmental impact of our projects and operations.
- WSP's Future Ready mindset uniquely positions us to be the advisor of choice for our clients as they navigate transformational market trends related to climate change, society, technology and resources. WSP challenges our internal experts to see the future more clearly and to purposefully advise for the future as well as for today. We will therefore bring this Future Ready mindset to the project to add further value to Defra, supporting your own sustainability journey.

## 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	NAME	GRADE	DAY RATE	NO OF DAYS OR PART THEREOF	COST
<b>Inception</b>					
Inception meeting attendance, preparation and meeting minutes	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
<b>Task 1 – RFI Introduction and QA Briefing</b>					
Attendance at 1 x Defra hosted virtual meeting	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
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<b>Task 2 – Collect the data</b>					

Obtain data from LA	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
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	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
Initial QA	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
QA internal sign off	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
Efficiency review	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
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Task 3 – Interpretation (including any final reports)					

Defra meeting to establish efficiency criteria	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
Complete efficiency summary per LA	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
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Lessons Learned					
Lessons learned	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
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Project Management					
Project Management	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43	Redacted FoIA Section 43
Any other costs not included above	n/a				£0.00
TOTAL STAFF COSTS					Redacted FoIA Section 43
Expenses (please detail type i.e.	n/a				

travel, accommodation, etc)		
<b>OVERALL COSTS</b>		<b>Redacted FOIA Section 43</b>
By signing this form <b>WSP UK Limited</b> agrees to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Research, Development & Evidence Framework 1Conditions of Contract.		
<b>Contractor Project Manager:</b>	As per Atamis record	
<b>Signature:</b>		
<b>Date:</b>		

### 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.

Research, Development and Evidence Framework 2 ORDER FORM
<p><b>Project title:</b> EPR Year 3 Data Collection (including Scheme data, costs, and factors affecting efficiency and effectiveness outside LA control)</p> <p><b>Call off Reference:</b> RDE839</p> <p><b>Atamis project ref (if applicable):</b> C20474</p> <p><b>Date:</b> 04/08/2025</p>

THE Contracting Authority:

***The Secretary of State for Environment, Food and Rural Affairs*** (acting on behalf of the Scheme Administrator pursuant to the Producer Responsibility Obligations (Packaging and Packaging Waste) Regulations 2024)

Seacole Building,  
2 Marsham St,  
London SW1P4DF

THE CONTRACTOR:

WSP UK Limited

WSP House,  
70 Chancery Lane,  
London. WC2A 1AF

Registration number: 01383511

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 4 August 2025. It's issued under the Research Development & Evidence Framework Agreement reference 30210 for the provision of pEPR Year 3 Data Collection.

CALL-OFF SUB-LOT: 7.1

**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: 4 August 2025

CALL-OFF CONTRACT EXPIRY DATE: 31 March 2026

CALL-OFF PERIOD: 7 Months

Signed for and on behalf of the <b>Supplier</b>	Signed for and on behalf of the <b>Authority</b>
<b>Redacted FoIA Section 41</b>	<b>Redacted FoIA Section 41</b>