

22503 ECOLOGICAL SERVICES FRAMEWORK 3 (EcoSF3)

**SCHEDULE B PROJECT FORM AND CONFIRMATION OF INSTRUCTIONS
PART 1
PROJECT DETAILS, SPECIFICATION AND EVALUATION CRITERIA**

[REDACTED]

Project title: Chalk stream headwater ecological assessment 2023

Project ref (if applicable): C5454

Date: 20/12/2022

Contracting Authority (Environment Agency; Natural England; Defra etc)	Environment Agency (Anglian region)
---	-------------------------------------

Project Manager:	[REDACTED]	Phone number:	[REDACTED]
-------------------------	------------	----------------------	------------

Budget holder:	[REDACTED]	Cost code:	
-----------------------	------------	-------------------	--

Commercial Contact (if applicable):	[REDACTED]	Email:	[REDACTED]
--	------------	---------------	------------

Project Start Date	01/03/2023
---------------------------	------------

Project Completion Date	31/01/2024
--------------------------------	------------

For any projects over £10k, full competition is required (i.e. all suppliers on the Lot invited to quote).	Direct Award		Mini-comp	
	1	2	x	3

Call off from Lot number (please tick)	1	2	x	3	4
---	---	---	---	---	---

Proposal return date:	31/01/2023
------------------------------	------------

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Price	Weighting	50%
Quality	Weighting	50%
Quality Sub-Criteria Weightings:		
Approach & Methodology		60%
Proposed Staff (inc Pen Portraits) and Contractor's experience/accreditations.		30%

Project Management (including project plan)		10%
---	--	-----

[REDACTED]

[REDACTED]

1. Description of work required – overall purpose & scope (including reporting requirements)

Introduction

This project is for the collection and analysis of 27 co-located macroinvertebrate and water quality samples at locations across the Environment Agency Anglian region (Bedfordshire, Cambridgeshire, Norfolk, Lincolnshire). Sites will be located on chalk streams, where either historical ecological sampling sites have been located or where spot flow gauging has been taking place. Monitoring will take place in Spring (March), Summer (June-August) and Autumn (September-October) 2023. Macroinvertebrates will be collected using the standardised 3-minute kick/sweep sample methodology and will be analysed to mixed taxon level. Water quality samples will be collected, with field determinands recorded on site. The water samples will be returned to the laboratory and analysed for the specified determinands.

The samples

The location for each sample site is provided in the table below, as an NGR and/or eastings/northings, along with the watercourse name and general location. Macroinvertebrates will be collected using the standardised 3-minute kick/sweep sample methodology. Water quality samples will be collected using an appropriate method to avoid sample contamination and degradation both during sampling and transportation of the samples. Field determinands, shown in the table below, will be recorded on site using a suitable fully calibrated multi-parameter meter.

Required field determinands and units are shown in the table below:

Description	Units
pH	PHUNITS
Temperature	CEL
Conductivity at 25 °C	uS/cm
Oxygen, Dissolved, % Saturation	%

[REDACTED]

Sample Analytical requirements.

The macroinvertebrate samples need to be analysed to Mixed taxon level, in accordance with Environment Agency standard procedures, as per the Guidance instruction 24_08 Freshwater macro-invertebrate analysis of riverine samples (attached below).

[REDACTED]

The level of identification required is specified in the table below:

Taxonomic Group				Identification
Phylum	Class	Order/subclass	Family	
Platyhelminthes	Turbellaria	Tricladida		All species apart from species couplets, Polycelis nigra/tenuis and Dugesia lugubris/polychroa
Nematoda				Phylum
Nematomorpha				Phylum
Annelida	Oligochaeta			Class
	Hirudinea			Species
Mollusca	Mollusca			Species (except for Pisidium sp)
Arthropoda	Crustacea	Malacostraca		All adults to species and larvae to species or genus where keys allow.
	Insecta	Ephemeroptera		
		Plecoptera		
		Odonata		
		Hemiptera		
		Coleoptera		
		Megaloptera		
		Trichoptera		
		Diptera		
			Chironomidae	Tribe/Subfamily
			Simuliidae	Species
			Dixidae	Species
			Thaumaleidae	Species
			Ptychopteridae	Species
			Stratiomyidae	Species
			Athericidae	Species
			Rhagionidae	Species
			Tabanidae	Species

Water quality sample analysis should commence within the specified stability period and to the MRV for each determinand as shown in the table below.

Description	Units	MRV	Stability (days)
Ammoniacal Nitrogen as N	mg/l	0.03	2
Nitrogen, Total Oxidised as N	mg/l	0.2	2
Nitrite as N	mg/l	0.004	2
Alkalinity to pH 4.5 as CaCO3	mg/l	5	2
Orthophosphate, reactive as P	mg/l	0.01	2
Phosphorus Tot as P	mg/l	0.01	21
Solids Sus @105C	mg/l	3	2

Using both analytical and field data, the analytes shown in the table below will be calculated specifying the method used.

Description	Units
Nitrate as N	mg/l
Ammonia un-ionised as N	mg/l
Oxygen, Dissolved as O2	mg/l

Quality control

All samples must be analysed within a laboratory Analytical control framework equivalent to that outlined in the guidance instruction 118_05 Quality Assurance (AQC, Audit and Ring Test) programme for freshwater macro-invertebrate riverine sample analysis [REDACTED]. Evidence must be provided with the return of data that sample quality control targets have been delivered.

Water quality samples should be analysed by an UKAS ISO 17025:2005 accredited laboratory.

Return of macroinvertebrate specimens

Macroinvertebrate specimens should be retained once sorted (the remainder of the sample can be safely disposed of). An AQC vial should be prepared for each sample analysed, with a representative of each invertebrate taxon found in the vial preserved using industrial methylated spirit, labelled appropriately and stored. The vials must be returned to the Environment Agency, Bampton Laboratory once each sampling and analysis round has been completed. Once received an audit of the sample analysis will be undertaken to ensure analyses delivered have met the quality thresholds.

The project will be considered complete once we have:

- Received all macroinvertebrate and water quality sample analysis data as per the specification
- Received Quality Assurance evidence
- Completed an audit of the sample analysis and data returned and deemed it to be satisfactory

2. Information to be returned by the Contractor and the section of Part 2 the information should be provided in.

Approach and Methodology (including Health & Safety, Sustainability and Quality Assurance unless being evaluated separately):

Brief details of the health & safety and biosecurity measures which will be applied during the sampling phase should be provided.

Information regarding calibration of equipment for analysis of water quality determinands should be provided, including any relevant certification (for both field and laboratory equipment).

A brief overview of laboratory and quality assurance procedures in place to ensure consistent quality of delivery should be provided, including measures to prevent cross-contamination

A detailed description of analytical process is not required, as the guidance above must be followed, however brief details of analyst accreditation procedures should be provided

2. Required skills / experience from the contractor and staff. Include any essential qualifications or accreditations required to undertake the work. Please provide details for any sub-contractors being used.

All analysts undertaking macroinvertebrate sample analysis must be competent in this analytical activity to the required level of accuracy and have completed the FBA species module training or equivalent.

All analysts undertaking water sample analysis must be competent in this analytical activity.

All analysts must be analysing samples regularly within the framework of an analytical quality control programme and be consistently achieving the quality thresholds.

The project manager should take responsibility for coordinating the collection and analysis of samples, returning the data in the required formats and returning the invertebrate vials.

Information to be returned by the Contractor in Part 2 Section 3

Proposed staff and their relevant qualifications for collection and onward analysis of macroinvertebrate and water quality samples.

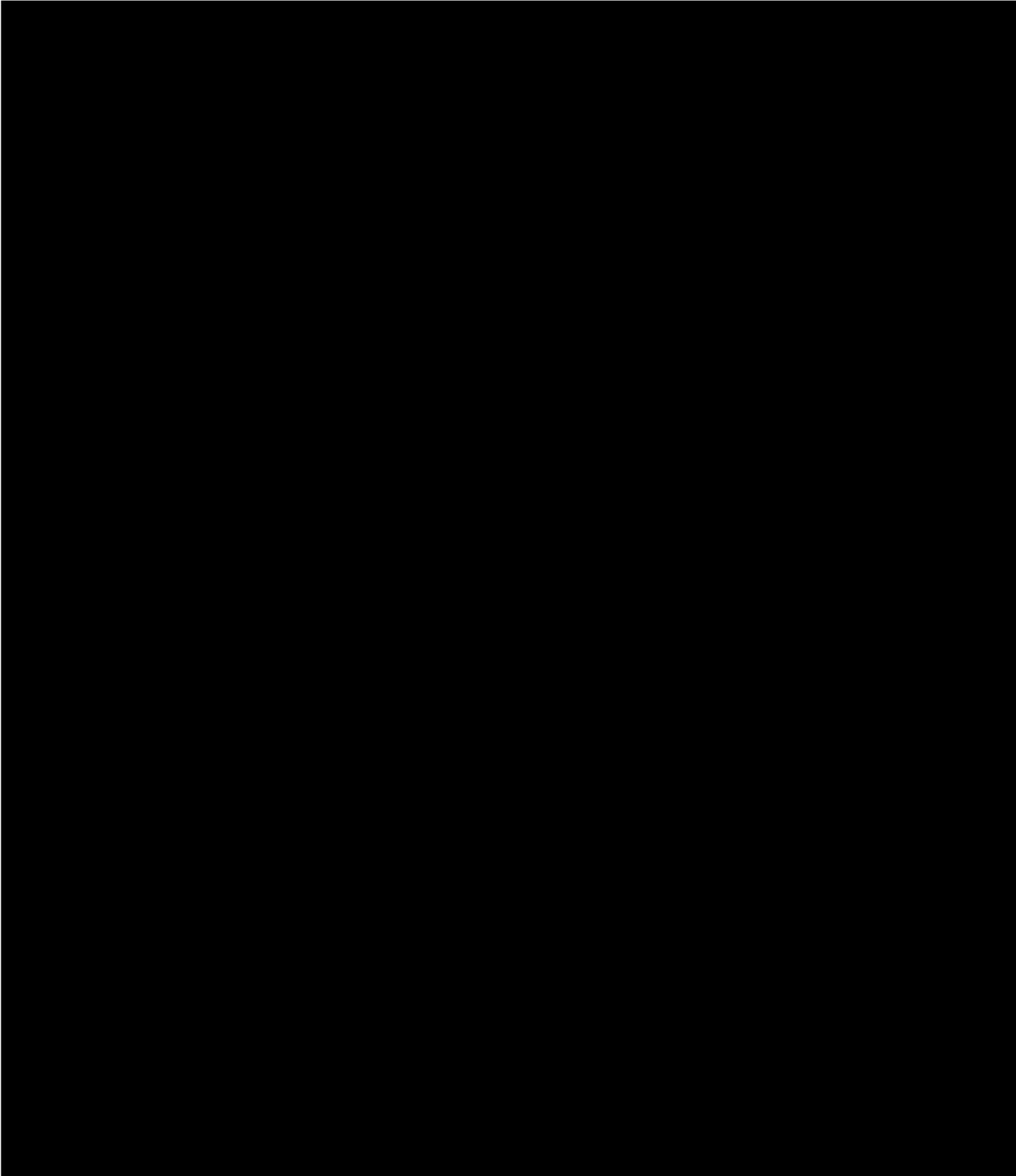
Cost for collection of macroinvertebrate and water quality samples and the analysis of these samples to the required level per year (two seasons). Cost to be broken down as follows:

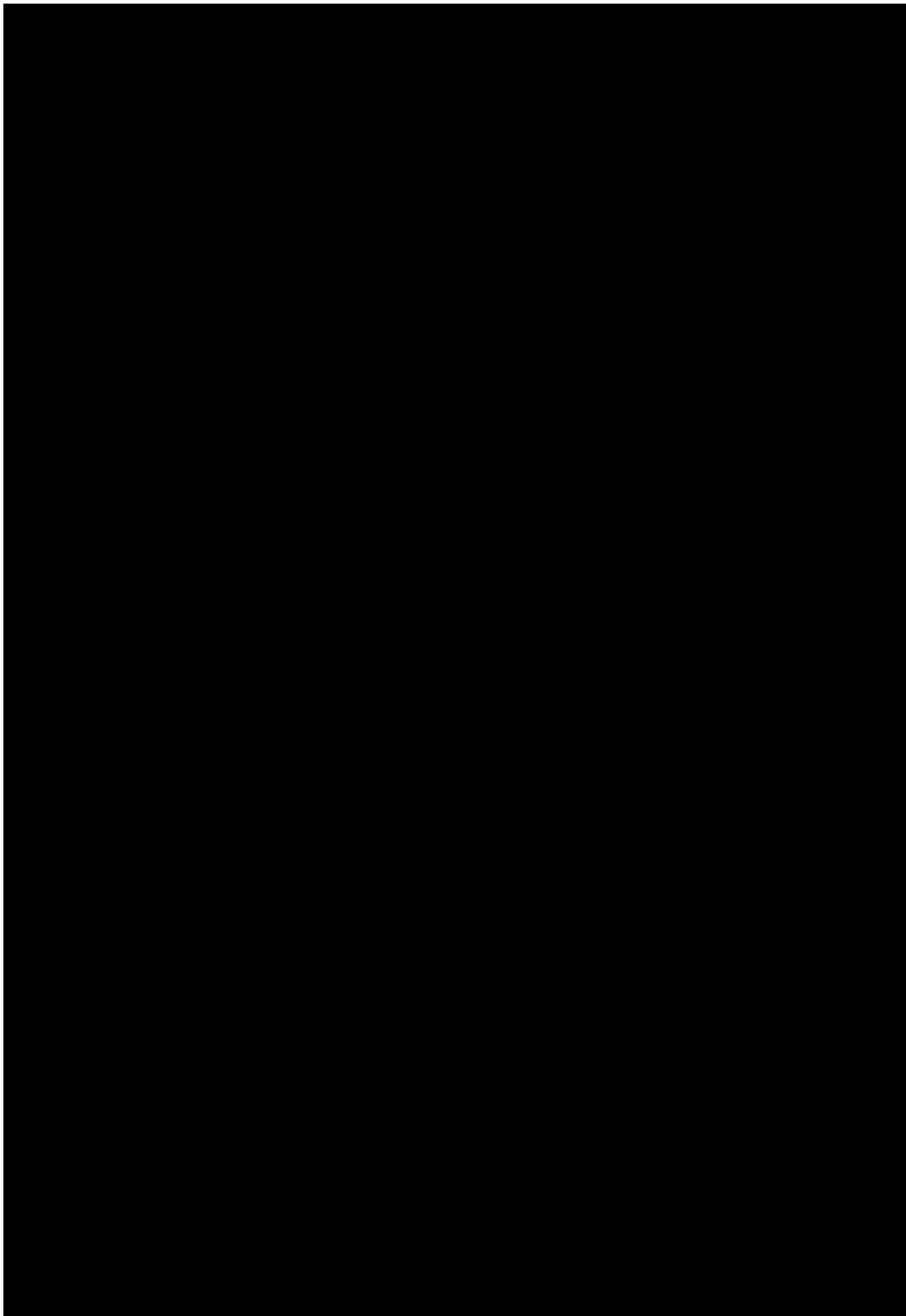
1. Number of days and staff for field work
2. Analysis of macroinvertebrate samples (including quality assurance)
3. Analysis of water quality samples (including quality assurance)
4. Provision of data

3. Proposed programme of work and payment table (Detailing specific tasks, key milestones, deliverables & completion date where appropriate) Payment schedule should detail the % amount that will be paid after delivery of each task

Task no.	Task and deliverable	Completion date	Payment schedule
----------	----------------------	-----------------	------------------

1	Collection and analysis of 27 macroinvertebrate & WQ samples, analyses returned via spreadsheet, AQC vials returned to Brampton lab Spring (March) 2023	31/03/2023	25%
2	Collection and analysis of 27 macroinvertebrate & WQ samples, analyses returned via spreadsheet, AQC vials returned to Brampton lab Summer 2023	29/09/2023	35%
3	Collection and analysis of 27 macroinvertebrate & WQ samples, analyses returned via spreadsheet, AQC vials returned to Brampton lab Autumn 2023	31/01/2024	40%





The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The text suggests that a consistent and thorough record-keeping system is essential for identifying trends and making informed decisions.

Next, the document addresses the issue of budgeting. It explains that a well-defined budget helps in controlling costs and maximizing resources. By setting a clear financial plan, individuals and organizations can avoid overspending and ensure that their financial goals are met. The text provides practical advice on how to create a budget that is realistic and adaptable to changing circumstances.

The third section focuses on the importance of regular financial reviews. It states that periodic assessments of the financial situation allow for the identification of areas where adjustments may be needed. This process involves comparing actual performance against the budget and analyzing the reasons for any variances. The document encourages a proactive approach to financial management, where potential issues are addressed before they become significant problems.

Finally, the document concludes by highlighting the long-term benefits of sound financial practices. It notes that consistent attention to detail and a commitment to financial discipline can lead to sustained growth and stability. The text serves as a guide for anyone looking to improve their financial health and achieve their long-term objectives.

