



# Environment Agency

## Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	TBC	
2. Customer	[REDACTED] Environment Agency Chichester Office, Oving Road, Chichester, West Sussex, PO20 2AG	
3. Contractor(s)	Water Research Centre Limited Spring Lodge 172 Chester Road Helsby WA6 0AR Registration 11172223  [REDACTED]	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables: N/A	
5. The Agreement	<p>This Order is part of the Agreement and is subject to the terms and conditions referenced at Appendix 1 and shall come into effect on the Start Date.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.</p> <p>The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):</p> <ul style="list-style-type: none"><li>a) this Order;</li><li>b) the terms and conditions at Appendix 1; and</li><li>c) the remaining Appendices (if any) in equal order of precedence.</li></ul>	
6. Deliverables	Applicable Deliverables	Goods Only: <input type="checkbox"/> Services Only: <input checked="" type="checkbox"/> Good and Services: <input type="checkbox"/>
	Goods	None
	Services	To be performed at the contractor's premises. Date(s) of Delivery: 23 <sup>rd</sup> September 2024 till 23 <sup>rd</sup> December 2024
7. Start Date	23 <sup>rd</sup> September 2024	
8. Expiry Date	23 <sup>rd</sup> December 2024	
9. Charges	The Charges for the Goods and/or Services shall be as set out in Appendix 3 – Charges. The Charges are fixed for the duration of the Agreement.	

10. Payment	Payments will be made to payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.										
11. Contractor's Liability Cap (Clause 13.2.1)	[REDACTED]										
12. Customer's Authorised Representative(s)	[REDACTED] [REDACTED] [REDACTED]										
13. Contractor's Authorised Representative	[REDACTED] [REDACTED] [REDACTED]										
14. Optional Intellectual Property Rights ("IPR") Clauses	The Customer has chosen Option <b>B</b> in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.										
15. Progress Meetings and Progress Reports	<ul style="list-style-type: none"> <li>• The Contractor shall attend progress meetings with the Customer every two weeks.</li> <li>• The Contractor shall provide the Customer with progress reports every two weeks.</li> </ul>										
16. Address for notices	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;">[REDACTED]</td> <td style="width: 33%; vertical-align: top;">[REDACTED]</td> <td style="width: 33%;"></td> </tr> <tr> <td style="vertical-align: top;">[REDACTED]</td> <td style="vertical-align: top;">[REDACTED]</td> <td style="vertical-align: top;">[REDACTED]</td> </tr> <tr> <td style="vertical-align: top;">[REDACTED]</td> <td style="vertical-align: top;">[REDACTED]</td> <td style="vertical-align: top;">[REDACTED]</td> </tr> </table>		[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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17. Key Personnel of the Contractor	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;">[REDACTED]</td> <td style="width: 33%; vertical-align: top;">[REDACTED]</td> <td style="width: 33%; vertical-align: top;">[REDACTED]</td> </tr> <tr> <td style="vertical-align: top;">[REDACTED]</td> <td style="vertical-align: top;">[REDACTED]</td> <td style="vertical-align: top;">[REDACTED]</td> </tr> <tr> <td style="vertical-align: top;">[REDACTED]</td> <td style="vertical-align: top;">[REDACTED]</td> <td style="vertical-align: top;">[REDACTED]</td> </tr> </table>		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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18. Procedures and Policies	<p>For the purposes of the Agreement:</p> <p>The Customer's Staff Vetting Procedures are: <i>The Customer requires the Contractor to ensure that any person employed in the Delivery of the Goods and/or Services has undertaken a disclosure and barring service check.</i></p> <p>Refer to the Terms &amp; Conditions for the Clause relating to Data Security.</p> <p>The Customer's equality and diversity policy/requirements and instructions related to equality Law [and] environmental policy are detailed in the Terms &amp; Conditions.</p> <p>The Customer's health and safety policy is detailed in the Terms &amp; Conditions.</p>										
19. Special Terms	N/A										
20. Additional Insurance	N/A										

<b>21. Further Data Protection Provisions</b>	The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
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## **Appendix 1: Terms and Conditions**

The Customer's Standard Good & Services Terms and Conditions which can be located on the [Environment Agency Website](#) and which are called 'Standard Goods & Services Terms and Conditions (EA)'

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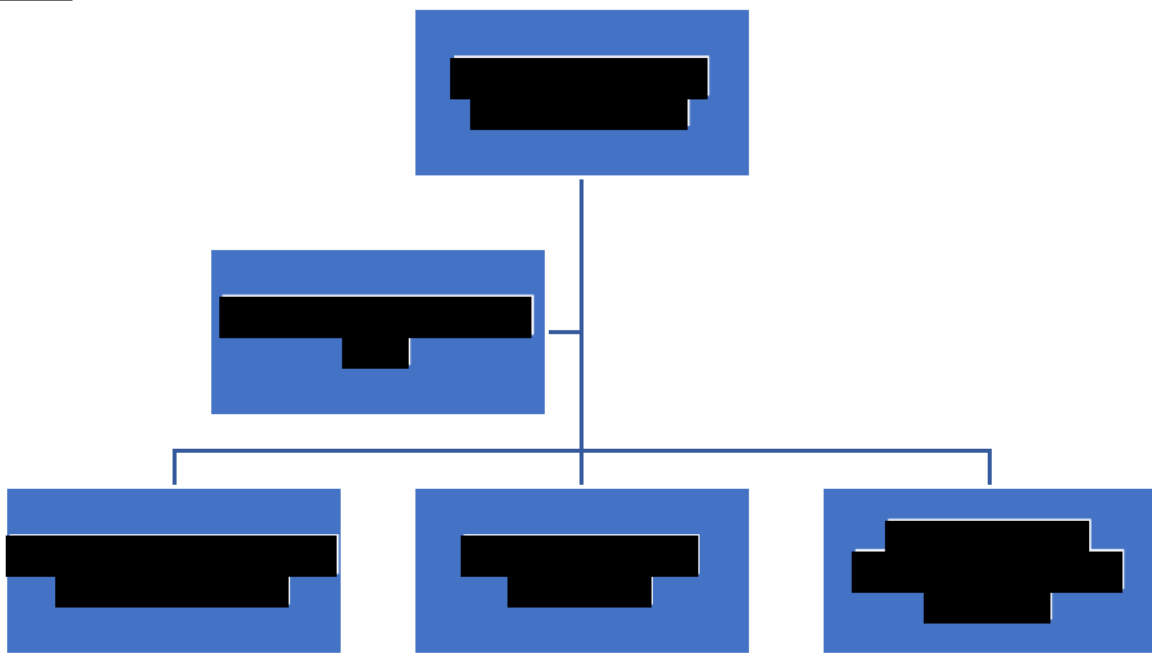
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# Request for Quotation

## Final Effluent Continuous Monitoring Surrogates

Date: July 2024

### 1. REQUEST FOR QUOTATION

(a) Title: Final Effluent Continuous Monitoring Surrogates Project

You are invited to submit a quotation for the requirement described in the specification, Section 2. Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

**Order Form EA Version 1.0**

Your response should be returned [REDACTED]

Date: 23<sup>rd</sup> August 2024

Time: 23:59

Ensure you include the name of the quotation and 'Final Submission' in the subject field to make it clear that it is your response.

## 2. CONTACT DETAILS AND TIMETABLE

Susanne Whittaker will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

Action	Date
Date of issue of RFQ	22 <sup>nd</sup> July 2024
Deadline for clarifications questions	9 <sup>th</sup> August 2024 at 23:59
Deadline for receipt of Quotation	23 <sup>rd</sup> August 2024 at <b>23:59</b>
Intended date of Contract Award	<b>9th September 2024</b>
Intended Contract Start Date	<b>9th September 2024</b>
Intended Delivery Date / Contract Duration	<b>3 months (9th December 2024)</b>

## 3. SECTION 1: GENERAL INFORMATION

### (a) Glossary

Unless the context otherwise requires, the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

"Authority"	means Environment Agency who is the Contracting Authority.
"Contract"	means the contract to be entered into by the Authority and the successful supplier.
"Response"	means the information submitted by a supplier in response to the RFQ.
"RFQ"	means this Request for Quotation and all related documents published by the Authority and made available to suppliers.

### (b) Conditions applying to the RFQ

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier's exclusion from this quotation process.

### (c) Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

(d) Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

(e) Self-Declaration and Mandatory Requirements

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

(f) Clarifications

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

- the clarification and response are not commercially sensitive; and
- all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority's notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

(g) Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

(h) Conditions of Contract

The Authority's standard of services provided as part of the RFQ will be included in any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

(i) Prices



Prices must be submitted in £ sterling, exclusive of VAT.

(j) Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

Further to the Government's transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

- Central Contracting Authority's: £12,000
- Sub Central Contracting Authority's and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Sub Central Contracting Authority with a publication threshold of £25,000 inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise ("SMEs") or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, you consent to these terms as part of the procurement.

(k) Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

- make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
- accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
- accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

(l) Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018 the supplier must agree to the following:

- You must only process any personal data in strict accordance with instructions from the Authority.
- 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.

(m) General Data Protection Regulations 2018

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be **held and destroyed within two years** of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract's expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

(n) Equality, Diversity & Inclusion (EDI)

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with **Environment Agency** staff and service users.

Suppliers are expected to;

- support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group's Equality & Diversity Strategy](#).
- meet the standards set out in the [Government's Supplier Code of Conduct](#)
- work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

(o) Sustainable Procurement

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group's approach, working with its supply chain is key to achieving sustainable

outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits. The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client's behalf

(p) Conflicts of Interest

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

#### 4. SECTION 2: THE INVITATION

(a) Background to Environment Agency

We are the Environment Agency. We protect and improve the environment. We help people and wildlife adapt to climate change and reduce its impacts, including flooding, drought, sea level rise and coastal erosion. We improve the quality of our water, land and air by tackling pollution. We work with businesses to help them comply with environmental regulations. A healthy and diverse environment enhances people's lives and contributes to economic growth. We can't do this alone. We work as part of the Defra group (Department for Environment, Food & Rural Affairs), with the rest of government, local councils, businesses, civil society groups and local communities to create a better place for people and wildlife.

(b) Background to the specific work area relevant to this purchase

The use of continuous effluent quality monitoring for regulation at water company wastewater treatment works has been explored previously by the Environment Agency. Water companies already use final effluent monitoring to some degree as part of the control and management of their treatment processes. It was felt at the time that the technology, data storage and regulation needed further work before it could be used appropriately.

The Environment Act 2021 requires the water companies to “‘continuously’ monitor the quality of the receiving water potentially affected by discharges from storm overflows and sewage disposal works”. This has continued the direction of travel to explore and use continuous monitors in water quality assessment and in regulation.

Consequently, the Environment Agency would like to explore the suitability of using continuous monitors for final effluent quality monitoring at wastewater treatment works with the potential to use the data for regulatory purposes, such as assessing permit limit compliance or for water quality planning purposes. This may also identify opportunities to influence operators to use continuous monitoring to improve their site management and operational activities.

We currently rely on operator self-monitoring (OSM) data collected by the water companies to check compliance against effluent quality permit limits. OSM is currently based around taking a relatively small number of spot samples collected at regular but randomised intervals throughout the year and typically within the working day window. Spot samples require laboratory analysis and therefore results in a delay between taking a sample and receiving the result. Continuous monitoring would remove the current sampling window restriction and provide effluent quality data and compliance information, potentially in real time.

We are aware that operators and regulators are using turbidity as a surrogate for other parameters that cannot be continuously monitored such as BOD and total suspended solids. The Environment Agency would like to explore this further. Learning and innovating from the experience of others will allow us to understand the pros and cons of continuous monitoring. We will be able to understand how operators use turbidity as a surrogate and whether it could be used in regulation and compliance. Other parameters will also be explored to see if they could be used as surrogates for parameters where the technology is non-existent or is unreliable.

(c) Requirement

The Environment Agency wishes to understand how turbidity and other parameters could be used as surrogates for other parameters where there is no ability to continuously monitor or if the technology is unreliable.

The objective of this study is to gather sound evidence on the application of using turbidity as a surrogate for BOD and total suspended solids at wastewater treatment works and other locations. Other surrogates will be explored to see if they could also be used instead of other parameters. The project will identify the opportunities and limitations for their use in regulating wastewater discharges in England. A summary of the objects and the principal areas of interest are as follows:

**Order Form EA Version 1.0**

- A review of UK and international case studies where surrogates have been used for other parameters in continuous final effluent monitoring, with a focus on those that are most likely to be of interest to the Environment Agency.
- A summary of the research that has been completed to date.
- An exploration of the reliability of the surrogates and how they could be made more reliable.
- A demonstration of how surrogates could be used with real Water Company data and a discussion on how the surrogates could be used for regulation in England.
- What are the risks of using the surrogates, reflecting on how it would impact wastewater treatment regulation in England.
- What are the benefits of using the surrogates reflecting on how it would impact wastewater treatment regulation in England.
- What needs to be changed in English Regulation, Policy and/or Guidance for this to happen.
- Discussion of knowledge gaps and the implications of this on implementing the use of surrogates in final effluent continuous monitoring for regulatory purposes in England.

This project will be completed via an evidence gathering desk top exercise focused on, but not limited to, a review of relevant literature, academic papers, technical documents, discussions with those undertaking final effluent continuous monitoring using surrogates, research and development, video/webinar presentations and other sources of information associated with using surrogates in final effluent continuous monitoring. Where possible this exercise should focus on gathering information and data from Water Companies in England. The information gathered will be presented and summarised in a written technical report which focuses on the areas of interest as set out above.

(d) Required Skills

- Information/data collection skills and interpretation;
- Project Management;
- Effective writing skills;
- Knowledge of discharge regulation and permitting of discharges in England (preferable);
- Knowledge of continuous monitoring equipment and its application in wastewater (preferable);

(e) Sustainability

Environment Agency protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 yr environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority's objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project

(f) Outputs and Contract Management

The consultant project manager is expected to work closely with the EA's project manager and to report on overall progress to her via pre-arranged calls and emails. Meetings via Teams with other members of the project team will also be required. The final draft project report will be sent to the EA project manager via email.

Reference	Deliverable	Responsible Party	Date of completion
Task 1	Publish Contract Finder Opportunity Notice	EA	22 <sup>nd</sup> July 2024
Task 2	Quotes returned by suppliers	Contractor	23 <sup>rd</sup> August 2024
Task 3	Contract Awarded	EA	9 <sup>th</sup> September 2024
Task 4	Project Start and Inception meeting	Contractor	9 <sup>th</sup> September 2024
Task 5	Progress Meeting	Contractor	2 weekly
Task 6	Report finalised and signoff	EA	9 <sup>th</sup> December 2024

(g) Payment

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

The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order number using the schedule below:

- 50% at progress meeting
- 50% at completion of report and sign off

It is anticipated that this contract will be awarded for a period of **3 months** to end no later than 9<sup>th</sup> September 2024. 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 writing in advance of any work commencing and may be subject to further competition.

(h) Evaluation Methodology

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

- Technical – **60%**
- Commercial – **40%**

Evaluation criteria

Evaluation weightings are **60%** technical and **40%** commercial, the winning tenderer will be the highest scoring combined score.

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
<b>Technical</b>	<b>60%</b>	<b>Service / Product Proposal</b>	Methodology and approach (including approach to Health, Safety and Sustainability)	<b>1 Question Q1.1 (50%)</b>
			Key personnel (Staff Experience and Qualification)	<b>1 Question Q2.1 (10%)</b>
			Company Experience and Project Management	<b>1 Question Q3.1 (40%)</b>
<b>Commercial</b>	<b>40%</b>	<b>Whole life cost of the proposed Contract</b>	<b>Commercial Model</b>	<b>100%</b>

### **Technical (60%)**

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

Description	Score	Definition
Very good	100	Addresses all the Authority's requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard.
Good	70	Addresses all the Authority's requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard.
Moderate	50	Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that

Description	Score	Definition
		most of the requirements will be met to a suitable standard.
Weak	20	Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met.
Unacceptable	0	No response or provides a response that gives the Authority no confidence that the requirement will be met.

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

Methodology and approach (including approach to Health, Safety and Sustainability)	Detailed Evaluation Criteria <b>Responses should not exceed four sides of A4, and use Arial font, size 11.</b>
<b>Q1.1</b>	<p>Please explain your proposed methodology for undertaking the desktop tasks required. This should include:</p> <ul style="list-style-type: none"> <li>• How you will plan and execute the research work required.</li> <li>• How you will work with any contacts to obtain relevant information and expertise.</li> <li>• How you will quantify the opportunities and risks found that are associated with final effluent continuous monitoring and surrogates.</li> <li>• Reporting format.</li> <li>• Details of key subcontractors to be used and the expertise they will bring to the project (where relevant).</li> </ul>

Key personnel (Staff Experience and Qualification)	Detailed Evaluation Criteria <b>Responses should not exceed four sides of A4, and use Arial font, size 11.</b>
<b>Q2.1</b>	<p>Please provide details of the key staff to be used for the project, their experience of undertaking similar work and any relevant qualifications they hold.</p> <p><b>DO NOT</b> attach CVs to your reply. Your reply should contain a short pen</p>



Key personnel (Staff Experience and Qualification)	Detailed Evaluation Criteria <b>Responses should not exceed four sides of A4, and use Arial font, size 11.</b>
	<p>portrait to evidence the relevant experience, skills and qualification for each key member of the project team. The information provided should evidence the following skills:</p> <ul style="list-style-type: none"> <li>• Project Management</li> <li>• Information/data collection skills and interpretation</li> <li>• Effective writing skills</li> <li>• Knowledge of continuous monitoring equipment and its application in wastewater</li> <li>• Report Writing</li> <li>• Quality Assurance</li> </ul> <p>A project team organisation diagram should be attached with your reply that provides a clear reporting structure.</p> <p>Your reply should also provide a brief explanation of how you will ensure project continuity if key staff become unavailable.</p>

Company Experience and Project Management	Detailed Evaluation Criteria <b>Responses should not exceed four sides of A4, and use Arial font, size 11.</b>
<p><b>Q3.1</b></p>	<p>Please provide details of your company's experience of successfully undertaking similar projects. Please provide details on how the project will be managed that evidences a planned approach, identification and mitigation of key project risks and the ability to deliver high quality outputs within the required timeframes.</p> <p>Your reply should include an overview of the quality assurance procedures you will apply to the project.</p> <p>Your reply should also give an overview of how you will manage the business risks.</p> <p>If you are using sub-contractors to deliver key elements of the project,</p>

<b>Company Experience and Project Management</b>	<b>Detailed Evaluation Criteria</b> <b>Responses should not exceed four sides of A4, and use Arial font, size 11.</b>
	please advise how they will be managed. Please provide a draft programme timetable that includes the critical path for key activities. This can be in the form of a Gantt chart or similar attached with your reply.

**Commercial (40%)**

The Contract is to be awarded as a **fixed price** which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against **each deliverable** used in the delivery of this requirement.

**Calculation Method**

The method for calculating the weighted scores is as follows:

- Commercial

$$\text{Score} = \frac{\text{Lowest Quotation Price}}{\text{Supplier's Quotation Price}} \times 40\% \text{ (Maximum available marks)}$$

- Technical

$$\text{Score} = \frac{\text{Bidder's Total Technical Score}}{\text{Highest Technical Score}} \times 60\% \text{ (Maximum available marks)}$$

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

- (i) Information to be returned

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

Please complete and return the following information:

- completed Commercial Response template
- separate response submission for each technical question (in accordance with the response instructions)
- completed Mandatory Requirements (Annex 1)
- completed Acceptance of Terms and Conditions (Annex 2)

- (j) Award

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.

The successful supplier will be issued a contract award letter for signature.

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