



Local Resource Option Screening Study in Lark Catchment

Request for Quotation

Date: October 2024

Version: ENVWLB00386R /R1.0

Project number: LRO-07

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.

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Request for Quotation

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.

Your response should be returned to the following email addresses by:

Email: WRNationalFramework WRNationalFramework@environment-agency.gov.uk

Date: 21st October-2024

Time: 17:00 BST

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

1. Contact Details and Timetable

WRNationalFramework@environment-agency.gov.uk 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	7 th October-2024
Deadline for clarifications questions	14 th October-2024
Deadline for receipt of Quotation	21 st October-2024 at 17:00 BST
Intended date of Contract Award	25 th October-2024
Intended Contract Start Date	28 th October-2024
Contract Duration	3 Months

1. Section 1: General Information

1.1. 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 (EA) 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.
“DEFRA”	Department for Environment, Food and Rural Affairs
“DLUHC”	Department for Levelling-Up, Housing and Communities – now renamed Ministry of Housing, Communities and Local Government
“EDI”	Equality, Diversity & Inclusion
“GDPR”	General Data Protection Regulation
“LRO”	Means Local water Resource Option; a type of water resource (supply or demand) that improves resilience of supply of water for a small group of farmers in their area
“MEAT”	Most Economically Advantageous Tender
“MHCLG”	Ministry of Housing, Communities and Local Government
“NALD”	National Abstraction Licence Database
“SME”	small and medium-sized enterprise

1.2. 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.

1.3. 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.

1.4. 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.

1.5. 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.

1.6. 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.

1.7. 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.

1.8. Conditions of Contract

The Authority's [Standard Good and Services Terms & Conditions \(used for purchases under £50k\)](#) can be located on the [Environment Agency Website](#) and will be applicable to 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.

1.9. Prices

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

1.10. 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 '£30,000' 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.

1.11. 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.

1.12. 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.

1.13. 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.

1.14. 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.

1.15. 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.

1.16. 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.

2. Section 2: The Invitation

2.1. Specification of Requirements

2.1.1. Background to the Requirement

At the “[Farm to Fork Food Summit](#)” held in May 2023, the Prime Minister’s announcements included commitments to support farmer-led groups to identify local water resource schemes, building on the success of projects like Felixstowe Hydrocycle. These have since been referred to as Local Resource Options (LROs).

A further definition of a Local Resource Option (LRO) is “A solution that improves resilience of supply of water for a small group of farmers in their area.” It could be resource that is owned and operated by those who it benefits, either via a joint company or commercial agreements. It could be an arrangement to share water, or an arrangement to increase resilience through more efficient use, or by more effectively managing demand. These studies are there to help identify and screen the options available locally. Examples of LROs include:

- farm storage reservoirs
- water rights trading or sharing
- water efficiency tools
- demand and leakage reduction
- improve connectivity of existing sources
- treated effluent reuse
- drainage water use
- managed aquifer recharge
- rainwater harvesting
- conjunctive use schemes

See section 3 of Appendix B LRO screening methodological framework for descriptions of ‘standard’ LROs and their advantages and disadvantages.

During 2023/24, funded by the Department for Levelling-Up, Housing and Communities (DLUHC) the Environment Agency commissioned JBA Consulting Ltd to develop a method to identify, screen and rank LRO. This method is designed to be local, scalable and transparent, using input from readily available data sources, the Environment Agency and most importantly the farms involved. A copy is attached to this RFQ, Appendices A and B, key sections are cross-referenced in this document.

2. Specific Objectives

In this scope of work, we are asking for you to undertake an identification, screening and ranking study of local resource options available to a specified group of farmers, see section 2.1.6 for location details for this project, with further development of cost, yield and

scoping for top 3 selected options. Through engagement with farmers, identification, screening, and ranking of LROs may also need to be undertaken for smaller group or groups of farmers within the main group. For the purpose of pricing, the consultants shall consider a maximum of 3 subgroups. In each case, one of these selected options shall be preselected as Water Sharing between members of the group.

How to carry out the required screening and ranking study is described in the attached LRO Screening methodology (Appendix B), the spreadsheet tool is provided for reference (Appendix A) and a summary of the project deliverables are provided in section 2.1.2. You should read and understand these before developing your quote.

2.1.2.Deliverables

The following deliverables shall be included in the scope, there is further detail available in the following sections and attachments.

- Completed screening and ranking spreadsheet, (template supplied by the Environment Agency), see Appendix A, including justification notes for screening and ranking selections and input from farms
- Report including:
 - Summary of data used, description of farming regimen, geology, water landscape
 - Baseline water supply-demand balance across study area (see section 2.1.6) considering current and projected farming activities against current and potential future licences
 - Summary of consultations, workshops and feedback from stakeholders
 - farmers e.g. considerations and outcomes of workshops, discussion on selection of screening and ranking criteria and their importance/weighting
 - Environment Agency
 - Any others e.g. IDBs, local groups, Regional Group, Water for Food Group (Note that Environment Agency project manager will provide introductions to Regional Group and Water for Food Group members)
 - Key points from screening
 - Key points from ranking
 - Detailed evaluation of 3 LROs for the group and, if so directed, sub-group(s), including:
 - Yield analysis
 - Cost analysis
 - Assessment of security of supply of LRO, via hindcast and forecast modelling, including assessment of influence of theoretical licence reductions, as advised by the Environment Agency.
 - Environmental and social impacts
 - Next steps to development
 - Summary of assumptions used

2.1.3. Project workflow

The project is expected to take up to 3 months, the following workflow is anticipated, but variations can be proposed by supplier, the first 8 items are expected to occur within the first 4 weeks of the project, subject to farmer availability. References are to sections in the attached methodology document.

	Reference section in Appendix B
1. Kick-off meeting with EA project team	
2. Desk top data collection	5, 6
3. Kick-off meeting with farms in study, objective setting for project	5.1, A
4. Site visit and data collection from farms	6, A
5. Water balance assessment and identification of sub-groups and potential LROs	6, 3
6. Review session with EA to confirm sub-group selection	
7. Liaison/virtual meetings with Regional Group leads and Water for Food Group members to discuss area opportunities	
8. Meeting with farms to agree screening and ranking criteria and their importance	7, 8
9. Complete screening and ranking of potential LROs, confirm results with farms	7, 8, 10 (with light touch input from B, C, D to support ranking)
10. Detailed evaluation of top 3 options	9, B, C, D
11. Issue draft report to the Environment Agency for review	E
12. Incorporate comments from Environment Agency	
13. Present outcomes to farms and issue report to them for their review	
14. Issue final report which considers and incorporates comments from all.	

Table 1 List of tasks

2.1.4. Commentary on attached LRO screening methodology

Appendix A LRO screening study spreadsheet

- Site specific information – use table to store information and references for use in the project
- LROs – add further site-specific ideas to this list, it will automatically update the following sheets

- Screening criteria rating – add or remove rows to include further screening criteria as agreed with the farms, this will automatically update the following sheet
- Screening results – assign score to each LRO screening criteria, add notes to table beneath to record reasoning
- Ranking criteria – add or remove rows to include further ranking criteria, add in quantifiers where required and update ranking for weighting, this will update the following sheet
- Ranking results – assign score to each LRO and ranking criteria, add notes to table beneath to record reasoning
- Ranking for polyvis – not compulsory – this is one of a few methods that can be used to present results
- Prioritised options – summarises the output and points to the relevant detailed assessment charts

Appendix B Agricultural Local Resource Options Screening study methodology

- Sections 1 and 2 of this document introduce the project that JBA were asked to undertake, giving context and background. Note that the term WAG is used to describe a group of farms using water, e.g. the participants in this study.
- Section 3 gives an overview of common water resources options that could be applied, including some references and guidance on their development.
- Section 4 through 10 lead the user through the process of screening and ranking with hints and tips on what to cover during engagement.
- Appendix A covers the engagement plan and suggests a starting point for discussions with farmers involved.
- Appendix B covers steps to develop specific LROs; this section is designed to be used for inspiration for determining ranking values and detailed evaluation of the top LROs identified.
- Appendix C covers outline yield estimation and suggests references to use for more detailed assessments of LROs and how they integrate into the water environment. The methodology proposes the use of an Aquator or PyWR model to demonstrate combining different sources and sinks of water and simulate affects over many years in order to assess water security.
 - Your proposed method for reliability/security assessment shall be included in your response to the technical questions.
- Appendix D covers cost estimating, preferred option is a life cycle cost analysis, with focus on upfront costs relating to the development.

2.1.5. Project management

Supplier shall virtually meet with the Environment Agency project manager every other week for a short meeting to review the progress report from the previous period, with email progress report submitted weekly.

This email progress report shall summarise work completed to date and plan for coming week, it shall be submitted by close of business on Thursdays.

2.1.6.Location specific information

The key to a successful LRO screening project is the assessment being specific to the farms included in the study. Prior to award we will not provide sensitive information or personal data on the farms involved, instead a map of the area is provided showing the general area, Figure 1, and Table 2 lists key details on the size and type of farms involved in order for you to judge the scale of engagement required.

If your quotation is accepted then we will issue you with data under a restricted data licence. This will require you to store and protect personal data as per section 1.

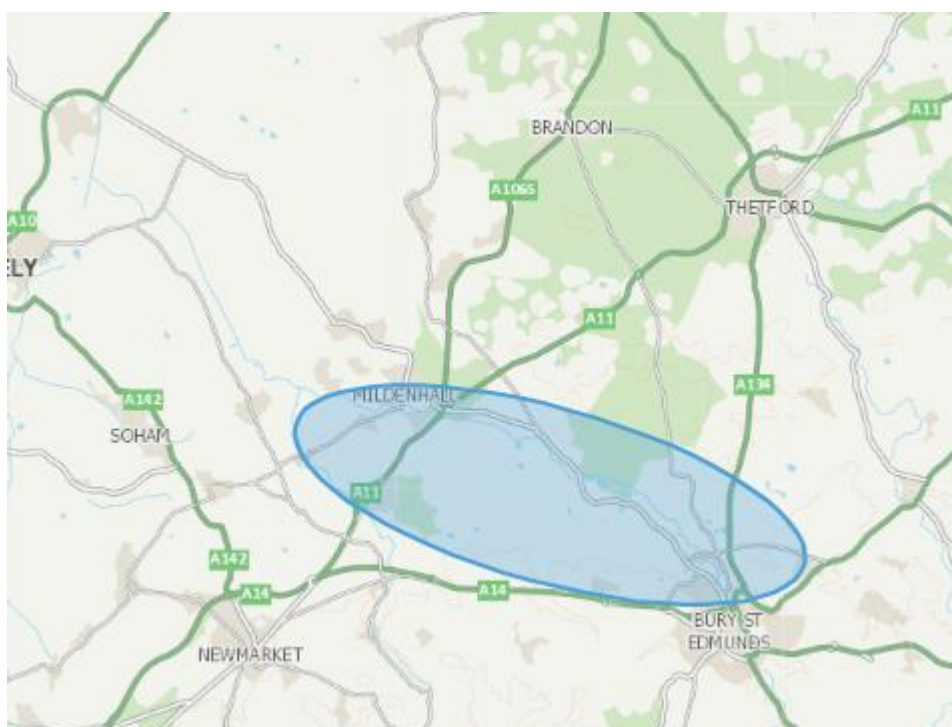


Figure 1 Map highlighting region to be studied

	Information	Notes
Number of farms in study	7	
Agricultural types	Cereals, root veg (onions, parsnips, potatoes, etc), pigs, sheep,	
Total Area (ha)	16,000	Area enclosed by farms in study, farms are generally contiguous.

Nearby Significant Features	The farmland overlaps with 2 SAC, Breckland Forest and Farmland (SSSI), and Cavenham-Ickingham Heaths (SSSI)	These will require liaison with Natural England
Current licences	Mix of surface and ground water abstractions for both spray and trickle irrigation, direct and storage. Some animal and general farm use licences as well	Surface water licences limited by Hands off flow conditions
Current resilience measures	Combination of on-farm reservoirs, water sharing, demand measures.	

Table 2 Outline of farm details and special areas of interest to be included in study

The farmers in this catchment have already been involved in a study relating to the possibilities of water sharing. Details of which can be found in [Evaluating the Feasibility of Water Sharing as a Drought Risk Management Tool for Irrigated Agriculture, by Rishma Chengot, Jerry W. Knox and Ian P. Holman, of Cranfield](#). The pre-selected top option of water sharing shall use this as the starting point to propose specific water sharing combinations with the farms involved, via creation of sub-groups if suitable, see section 2.

2.1.7. Project Budget

These projects are funded by Defra, the expected budget for this project is £20,000 to £30,000 excluding VAT, we will consider proposals across this full range. As indicated in the commercial evaluation section of this specification, costs will be given a weighting of 40% and all suppliers will need to demonstrate value for money.

2.2. 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. The Supplier will be expected to invoice monthly, as per [standard terms and conditions](#) (section 5) payment terms are within 30 days after invoice is validated.

It is anticipated that this contract will be awarded for a period of 3 months to end no later than 31/03/2025. 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.

2.3. Evaluation Methodology

We will award this contract in line with the Most Economically Advantageous Tender (MEAT) as set out in the following award criteria:

- Commercial – 40%
- Technical – 60%

The Authority reserves the right to apply a tie-break mechanism, if the RFQ responses result in a two or more quotes receiving an absolute tie in scores. This will consider the scores of each criterion in order of importance (determined according to the weighting given to the criterion).

2.3.1. Technical

For this quotation we will be using pass/fail criteria to gauge the technical capacity of suppliers to be able to deliver the scope of the project, to an acceptable standard. Please see the table below.

The following technical criteria are weighted in accordance with the importance and relevance attached to each one.

- Understanding of the project – 15%
- Understanding of local area – 10%
- Approach and Methodology – 35%
- Project Management – 20%
- Team, Experience and Technical skill of those involved in the contract – 20%

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 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 questions to be responded to:

Question	Detailed Evaluation Criteria
Technical Criteria Pass/Fail – Submissions that do not meet the minimum score threshold will not be considered further Minimum Score Threshold – 70 Maximum Response Length - 1 side of A4, font size 11	<p>The Supplier and proposed project team must demonstrate experience of modelling a multi-nodal water resources system, including at least 10 demand nodes. Where the demand nodes include within year and multi-year profiles. Modelling shall be in one of the main software packages: Aquator, PYWR, or demonstrably equivalent software package.</p> <p>In order to demonstrate your experience please outline the project, describing the key parameters, constraints and drivers for the model, modelling approach and what the outcomes were.</p>
E01 Understanding of the project Weighting (% of technical score) – 15% Minimum Score Threshold - 50 Maximum Response Length - 1 side of A4, font size 11	<p>Please outline your understanding of the requirements based on the specification provided.</p> <p>This section should demonstrate:</p> <ul style="list-style-type: none"> • A thorough understanding of the need and importance of LROs in agriculture . • A clear overview of how your recommended approach and method will address the objectives of the project. <p>Original thoughts will score higher than copying sections from the RFQ.</p>

<p>E02 Understanding of local area</p> <p>Weighting (% of technical score) – 10%</p> <p>Minimum Score Threshold - 50</p> <p>Maximum Response Length - 1 side of A4, font size 11</p>	<p>Please outline your experience of working in this catchment or local area.</p> <p>If you have not worked directly in this catchment, please describe your understanding of the catchment.</p> <p>This section should demonstrate:</p> <ul style="list-style-type: none"> • Your experience of working in this catchment on water resources projects • Your local knowledge of constraints and conditions specific to this location. • An awareness of the key challenges involved in delivering this screening project; • How you will address these challenges. <p>Original thoughts will score higher than copying sections from the RFQ.</p>
<p>E03 Approach & Methodology</p> <p>Weighting (% of technical score) – 35%</p> <p>Minimum Score Threshold - 50</p> <p>Maximum Response Length - 4 sides of A4, font size 11 - + data protection policy</p>	<p>Outline the approaches and methodologies you will use to deliver this contract to meet or exceed the Authority's requirements as outlined in the specification.</p> <p>This section should:</p> <ul style="list-style-type: none"> • Outline the methodology that you will use, demonstrating understanding of the supplied screening tool (Appendix A), highlighting key areas where additional research and technical investigation may be required. • Outline how you will work with key stakeholders throughout the project • Outline your preferred approach to costing a Local Resource Option. • Outline your preferred approach to quantifying yield and reliability of a water source, including future effects of climate change. <p>Where possible illustrate your answer with prior project examples.</p> <ul style="list-style-type: none"> • Highlight any data protection/data ethics issues that may arise during the delivery of this contract and how you will address them and attach a copy of your data protection policy (work proposed must

	comply with the Data Protection Act 2018 (GDPR)).
E04 Project Management Weighting (% of technical score) – 20% Minimum Score Threshold - 50 Maximum Response Length - 1 sides A4, font size 11 + Gantt Chart	<p>Please provide details in this section of how the project will be managed and how the project will be quality assured. Your response should cover:</p> <p>Project Management</p> <ul style="list-style-type: none"> • Details of the proposed approach to and implementation of project management of the contract, to ensure it is delivered on time and to budget, especially where sub-contracting is involved. • Confirm you have sufficient resource available to deliver the project on time and outline your contingency plans for unexpected absence or changes to key personnel to ensure minimal impact on the project's delivery or budget. • Describe the level of input and guidance, if any, that you will require from EA. • A Gantt chart presenting milestones, deliverables, timelines, and inter-dependencies between work streams, particularly sequencing of work. <p>Quality Assurance</p> <ul style="list-style-type: none"> • Description of the Quality Assurance procedures in place to ensure the final outputs are robust, including those of subcontractors.
E05 Team, Experience and Technical skill of those involved in the contract Weighting (% of technical score) – 20% Minimum Score Threshold - 50 Maximum Response Length - 2 side of A4,	<p>This section should demonstrate your organisation's capability in delivering projects that are relevant or comparable to this specification.</p> <p>To enable this assessment to be made, this section should:</p> <ul style="list-style-type: none"> ➤ Demonstrate previous agriculture water resources, abstraction licensing or comparable work that has been undertaken on projects of a similar size and scale, providing examples of relevant projects.

<p>font size 11 + CVs of key team members + standalone case studies of relevant projects, including those shared with subcontractor, if applicable</p>	<ul style="list-style-type: none"> ➤ Demonstrate how you have engaged with agriculture clients or the sector on previous projects ➤ Provide CVs of team members who will be involved in undertaking the work. Either the CV or project organisation chart shall identify roles and responsibilities. ➤ If applicable - confirmation of any subcontractors that will be required in order to deliver the programme of works and outline your collaboration procedures. ➤ Provide evidence of the skills/capabilities that are critical to delivery of the project such as undertaking stakeholder engagement, water resource definition including yield assessment and costing.
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2.3.2. Commercial

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 objective used in the delivery of this requirement.

The method for calculating the weighted scores is as follows:

- Commercial

Score = (Lowest Quotation Price / Supplier's Quotation Price) x [40%] (Maximum available marks)

- Technical

Score = (Bidder's Total Technical Score / Highest Technical Score) x [60%] (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.

2.4. 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 Mandatory Requirements (Annex 1)
- completed Commercial Response template (Annex 2)
- completed Acceptance of Terms and Conditions (Annex 3)
- completed Technical Question Proforma (Annex 4)

2.5. 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 with an award letter, incorporating their Response, for signature. The Authority will then counter sign.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

Part 1.1 Potential Supplier Information:

Question no.	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	Ricardo-AEA Ltd
1.1(b)	Registered office address (if applicable)	Shoreham Technical Centre, Old Shoreham Road, Shoreham-by-Sea BN43 5FG
1.1(c)	Company registration number (if applicable)	8229264
1.1(d)	Charity registration number (if applicable)	N/A
1.1(e)	Head office DUNS number (if applicable)	21-860-6679
1.1(f)	Registered VAT number	212836524
1.1(g)	Are you a Small, Medium or Micro Enterprise (SME)?	No

Note: See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Question no.	Question	Response
1.2(a)	Contact name	[REDACTED]
1.2(b)	Name of organisation	Ricardo-AEA Ltd
1.2(c)	Role in organisation	[REDACTED]

1.2(d)	Phone number	[REDACTED]
1.2(e)	E-mail address	[REDACTED]
1.2(f)	Postal address	[REDACTED]
1.2(g)	Signature (electronic is acceptable)	[REDACTED]
1.2(h)	Date	18/10/2024

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

Question no.	Question	Response
2.1(a)	Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below.	
	Participation in a criminal organisation.	No If yes please provide details at 2.1 (b)
	Corruption.	No If yes please provide details at 2.1 (b)
	Fraud.	No If yes please provide details at 2.1 (b)
	Terrorist offences or offences linked to terrorist activities	No If yes please provide details at 2.1 (b)
	Money laundering or terrorist financing	No If yes please provide details at 2.1 (b)
	Child labour and other forms of trafficking in human beings	No If yes please provide details at 2.1 (b)
2.1(b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. Identity of who has been convicted If the relevant documentation is available electronically please provide	N/A

	the web address, issuing authority, precise reference of the documents.	
2.1 (c)	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning)	No
2.1(d)	Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	No
2.1(e)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	N/A

Part 2.2 Grounds for discretionary exclusion

Question no.	Question	Response
2.2(a)	The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation	
2.2(b)	Breach of environmental obligations?	No If yes please provide details at 2.2 (f)
2.2(c)	Breach of social obligations?	No If yes please provide details at 2.2 (f)
2.2(d)	Breach of labour law obligations?	No


		If yes please provide details at 2.2 (f)
2.2(e)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	No If yes please provide details at 2.2 (f)
2.2 (f)	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	N/A

Annex 2 Commercial Response

Please complete Table 1, below, to show a breakdown of your cost per product or unit of time (i.e. 'rates') and the number of products or days / hours for each task, and total cost for each task required to deliver this requirement.

You may insert additional task lines if required.

Please state the total overall cost for this requirement. Prices should exclude VAT.

Descriptions of Tasks and / or Products	Cost per Day (i.e. rate)	No of Days	Total Cost per Task
			
Total Overall Cost			£28,859.00

Annex 3 Acceptance of Terms and Conditions

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company - Ricardo-AEA Limited

Signature -

Print Name –

Position

Date – 21st October 2024

Ricardo understands any Order following award would be subject to the Standard goods and services terms and conditions (£10,000 to £50,000), last updated 15 March 2024. We request that if we are successful that section 11 of any Order states that the aggregate liability of the Contractor to the Customer shall in no event exceed £100,000 (one hundred thousand pounds). Given the value and nature of the services, we believe this is a fair and reasonable amount.

Would you like to find out more about us or your environment?

Then call us on

03708 506 506 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Or visit our website

www.gov.uk/environment-agency

Incident hotline

0800 807060 **(24 hours)**

Floodline

0345 988 1188 **(24 hours)**

Find out about call charges (<https://www.gov.uk/call-charges>)

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