

Ref: ENVWLB00485R

Date: 09 May 2025

|  |  |
| --- | --- |
| **Contract Ref:** | **ENVWLB00485R** |
| **Contract Title:** | **T504 Borehole Construction Course** |

You are invited to quote for the above in accordance with the enclosed documents.

Instruction on what information we require you to provide is in Section 4 of the following Request for Quotation document.

Your response should be returned to the email address below by **12 noon on Monday 23 June 2025** please include “**T504 Borehole Construction Course**” within the subject title.

Please note that ***closing date for clarifications regarding this opportunity is 12 noon on Monday 16 June 2025***.

**Email –** **michael.kehinde@environment-agency.gov.uk**

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

**Michael Kehinde**

E-mail: michael.kehinde@environment-agency.gov.uk

Mobile: 07769887075

# Request for Quotation

**Ref: ENVWLB00485R**

**Title: Borehole Construction Course**

## Section 1

### Who is the Environment Agency?

We are an Executive Non-departmental Public Body responsible to the Secretary of State for Environment, Food and Rural Affairs. Our principal aims are to protect and improve the environment, and to promote sustainable development.

Further information on our responsibilities, Corporate Plan and how we are structured can be found on our website.

<https://www.gov.uk/government/organisations/environment-agency/about>

### What do we spend our money on?

We are a major procurer of goods and services within the UK, spending circa £600M per annum, our major spend areas are:

* Flood and Coastal Risk Management (design, construction and maintenance)
* ICT and Telecommunications
* Vehicles and Plant
* Environmental Consultancy and Monitoring
* Temporary Staff and Contractors
* Facilities Management, Energy and Utilities
* Flood Management and Water Related Services

### What do we need from our suppliers?

Suppliers are vital in supporting the delivery of our corporate plan. We aim to support the economy and society whilst delivering more environmental outcomes for every pound we spend. In many areas we are leading the way on environmental and technical developments. It is our role to ensure that suppliers clearly understand our corporate aims and objectives and know that we are committed to delivering the best value most sustainable solutions, taking into account the whole life cost of our procurement decisions. We promote diversity and equality and treat all of our suppliers fairly.

Our procurement strategy may be of interest to you as a potential supplier. It sets out our priorities and key commitments in a range of areas such as delivering our corporate plan, Government policy, supplier management and sustainable procurement:

<https://www.gov.uk/government/organisations/environment-agency/about/procurement#procurement-strategy>

### Government changes and collaboration

Since 1 April 2013, the Environment Agency is no longer responsible for delivering the environmental priorities of Wales. This is now the remit of Natural Resources Wales (NRW). Further information can be found here:

<http://naturalresources.wales/splash?orig=/>

By bidding for this requirement, you may also be approached by other members of the Defra network, NRW or other government departments that are specifically named in the tender document.

### Further information

For further information and to see our commitments to Diversity and Equality, please visit our website.

<https://www.gov.uk/government/organisations/environment-agency/about/procurement>

https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity

Also, are you up to date on environmental legislation? See links below for further information.

Waste and Environmental Impact - <https://www.gov.uk/browse/business/waste-environment>

Environmental Regulations - <https://www.gov.uk/browse/business/waste-environment/environmental-regulations>’

## Section 2

### The Customer

The Environment Agency is responsible for regulating a range of activities that affect the environment, people and the economy - from large industries to small companies and individuals.

Many of these activities could possibly impact the quality and quantity of groundwater. Hence, we need robust structured training to help equip our staff with necessary tools to assess the risk of these activities, so they can provide appropriate technical advice, and make justifiable regulatory decisions.

The Environment Agency is committed to ensuring staff are competent and competent to discharge their regulatory duties.

### Summary

The Contract will be managed as follows:

|  |  |
| --- | --- |
| Project Sponsor: | Kirsten Johnstone, Manager, National Groundwater Team, Environment & Business, Water Quality & Investment  |
| Project Executive: | Mark Whiteman, Senior Advisor – Groundwater Resources, Environment and Business Directorate, Groundwater Team |
| Contract Manager: | Michael Kehinde, Senior Advisor – Groundwater Training Programme, Environment and Business Directorate, Groundwater Team |

### Contract Length

We intend to award this contract to one supplier for a period of 5 years to end no later than 31/03/2030, after which it will be subject to review and possible further extension. 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 advance of any work commencing and may be subject to further competition. Any amendment to contract prices for the extensions are to be by negotiation.

The Environment Agency Conditions of Contract for Services [Standard goods and services terms and conditions (£10,000 to £50,000) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/environment-agency-terms-and-conditions-for-goods-and-services/standard-goods-and-services-terms-and-conditions-10000-to-50000) shall apply to this contract (Appendix C).

This contract shall be managed on behalf of the Environment Agency by Michael Kehinde – michael.kehinde@environment-agency.gov.uk

### Contact Details and Timeline

Michael Kehinde will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that both the question and the response will be circulated to all tenderers.

Contact details are:

E-mail: michael.kehinde@environment-agency.gov.uk

Mobile: 07769887075

Key elements of the process have been reviewed. Anticipated dates for planned activities are below:

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Supplier Clarification Questions | Not later than 12 noon on Monday 16 June 2025 |
| Supplier Responses for Request for Quote | By 12 noon on Monday 23 June 2025 (midday) |
| Evaluation of submitted bids | 24 June to 1 July 2025 |
| Award of Contract | 7 July 2025 |
| Contract Start Date | 14 July 2025 |
| Completion of course development and delivery of first cohort | 31 March 2026 |
| Contract End Date (includes yearly course delivery) | 31 March 2030 |

It should be noted that these timescales and activities may be subject to change.

## Section 3

### Evaluation Criteria

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

* Price – 50%
* Quality – 50% - The following quality criteria are weighted in accordance with the importance and relevance attached to each one.

|  |  |
| --- | --- |
| Non-Price Criteria | *Weighting* |
| **Proposed Methodology (including programme of works)** | 60 |
| **Skills and Experience in Geoscience training, development and delivery**  | 30 |
| **Social Value** | 10 |

The criteria listed above will be assessed on a 0 to 10 basis and will reflect the following judgements:

Technical evaluation scoring system

|  |  |  |
| --- | --- | --- |
| Very good   | 100  | Addresses all the Authority’s requirements with all the relevant supporting information set out in this document. 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 this document. 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 this document. 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.   |

**Proposed Methodology**

The training provider will be expected to deliver sessions with practical activities and discussion of real problems encountered by delegates. The successful training provider will then deliver the training courses in an interactive, interesting and engaging style. We encourage the use of pre and post coursework, in particular where specifically required in order to prepare delegates for the virtual or classroom sessions. The methodology must ensure the course content is delivered in an engaging and easy to understand manner. The training provider should seek to draw on their experience of borehole construction to add value and content.

A recent internal review of Geoscience training identified each course should be structured so elements can be taken individually or as a sequence. The four course elements are illustrated in the figure below.



Figure 1: Elements of a Geoscience training course and how they link.

Elements of the course covering fundamental concepts could be pre-requisite learning for other parts of the course. What this could mean is the fundamental concept part of the course is available as self-study or short online learning prior to the more involved advanced techniques part of the course, where contact with a skilled expert is most useful. In practice this may mean a course is comprised of many individual learning units, e.g. a video or reading material and exercises covering a certain topic, with each course element comprising of a number of units. Attendees can then follow either or both the advanced technical or how to/regulatory elements, both of which can use the same case study material helping to support engagement and understanding between different areas of the organisation.

Delivery must be undertaken with due regard to diversity, equality and inclusion. This may include:

* Use of course materials that are accessible to all delegates, including those with special needs
* Use of inclusive imagery
* Avoidance of bias in discussion
* Ensuring a psychological safe learning environment

## Section 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:

* Submit the completed Pricing Schedule (Appendix A) as a standalone document. Please show the development and delivery costs separately.
* Submit the completed Prior Rights Schedule (Appendix B).
* confirmation that terms and conditions are accepted. Please see [Standard goods and services terms and conditions (£10,000 to £50,000) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/environment-agency-terms-and-conditions-for-goods-and-services/standard-goods-and-services-terms-and-conditions-10000-to-50000) and Appendix C - note that the terms cannot be amended later.
* Proposed programme of works
* Answers for Evaluation (Appendix D)

Please ensure that you submit the price proposal as a separate document from the technical proposal.

## Section 5

### Specification

# Background to Requirement

This course is aimed at Environment Agency staff whose regulatory role requires them to interpret the results of groundwater quality and quantity monitoring, or to design and install new groundwater monitoring and abstraction boreholes, or to manage contractors doing this work. This may be in connection with a wide variety of activities, including the following:

* Designing and drawing up specifications for groundwater monitoring networks within and around wetland Sites of Special Scientific Interest.
* Design and construction of augmentation boreholes.
* Processing abstraction licence applications and environmental permits under EPR 2016.
* Carrying out technical assessments under WINEP, WFD and related programmes.
* Evaluating technical reports submitted by applicants in support of licensing and permitting applications for water abstraction, discharge, waste disposal and landfill activities.
* Designing, scoping and reviewing investigations for hydrogeological impact assessment for infrastructure projects.
* Designing and interpreting contaminated land site investigation programmes.
* Risk assessment in borehole construction, including various subsurface risks.

We intend to have this course endorsed as CPD by the Geological Society London.

We expect the course to cover a total of about 42 hours composed as follows:

* Two days (14 hours) of classroom-based lectures and practical work
* 21 hours of directed learning (pre- and post-course reading and independent learning
* One day (7 hours) post-course borehole drilling site activities

**Technical Development**

We have a Technical Development Framework (TDF) to help employees and managers identify and develop technical skills. The Borehole Construction course will help staff develop competence and confidence in delivering their regulatory role on related activities. It is not a specific criterion to meet a capability level, but it should provide a good foundation upon which staff can build.

• Level 1 – Novice / Aware – has a rudimentary knowledge at an awareness level but would not be able to contribute to this work area. Essentially a novice would rely on procedures, manuals, their manager or other team members for guidance and instruction.

• Level 2 –/ Basic knowledge - has a basic knowledge, enough to be contributing to this work area, but with supervision.

• Level 3 – Confident – able to work unsupervised, has a pre-requisite knowledge essential to perform effectively and consistently on a day-to-day basis without supervision.

• Level 4 - Specialist / local expert – is particularly knowledgeable in this work area, someone others go to for help and advice.

• Level 5 – Expert – has a real depth of knowledge in this work area. Widely regarded as a leading authority, someone others can learn from (e.g. acting as a mentor). They are frequently used as a primary consultee by both internal colleagues and external customers.

**Why do we need this training course now?**

We have reviewed the course and want it to be redeveloped to incorporate new developments in the specialism since it was last created and to take advantage of the blended learning approach and the current state of the art delivery methods. We are also keen to see new innovative ideas flow into the course. The Borehole Construction course is a high priority training for Environment Agency staff, and the figure below shows where it fits in our modular suite of geoscience training courses.

 

# Specific Objectives/Deliverables

**Specific Objectives**

This is a compact but intensive course targeted at Environment Agency Geoscience staff who need to grasp the essential methods and concepts in borehole design, construction and management within a short time as part of a Continuous Professional Development programme.

The main objectives are as follows:

* To provide participants with the ability to design, install and evaluate abstraction and monitoring boreholes and monitoring networks for both groundwater quality and quantity
* To produce engaging and graphical training material that gives a fundamental understanding of borehole design, construction and management in different geological environments, including associated risk assessment and the CDM 2016 responsibilities
* To produce and deliver a training course in a blended learning format.
* To provide engaging post-course material that staff can use for self or group study. This could be in the form of workbooks/guided slide packs across real or hypothetical situations. The material will highlight how an understanding of the subsurface is critical to the successful completion of boreholes for varied purposes
* To train staff in understanding drilling contracts, bills of quantities, economics of borehole design to aid their development and competence in this aspect of their regulatory role
* To train staff to understand the relationship between asset life, land access and leases and how they might affect borehole project implementation

**Key learning outcomes**

By the end of the training participants will be able to:

* understand the principles of groundwater monitoring, including the link between conceptual modelling and the design of monitoring facilities
* select the appropriate techniques for drilling boreholes in a range of geological formations
* produce outline designs for boreholes, including specifying screen type and slot size and designing filter packs
* recognise the special considerations of constructing boreholes in wetlands and contaminated land, and understand the principles of borehole maintenance, rehabilitation and decommissioning, including for artesian boreholes
* understand and implement risk assessment investigations and health and safety requirements for borehole projects

Following a geoscience training review we have a good understanding of the training needs of our staff. We understand that people learn in different ways, and blending a mixture of Self-study, Online Sessions and Classroom sessions can help ensure the training is engaging and accessible for all. We have the provision to request pre-and post-work as part of a training course. We would like the course material to follow the blended learning principles identified in the Geoscience review as closely as possible. Our preferred video conferencing facility is via MS Teams.

**Tasks/Deliverables**

To help define the tasks of the project here is a summary of the anticipated tasks and deliverables:

**Task 1 – Project Management**

A commencement meeting will be held on or immediately after the contract start date of 14 July 2025. The winning Provider shall provide the secretariat services (set up required meetings and provide summary notes of agreed actions).

At this meeting the scope and expectations for each deliverable shall be reconfirmed.

Summary deliverables:

* Commencement meeting (Virtual 2 hours)
* Consultant to provide a project plan with delivery milestones ahead of the meeting
* Allow up to 2 progress meetings (Virtual 1 hour each)
* Allow up to 2 weeks for the EA to review the designed course for final signoff
* First invoice to be submitted at the completion of the development stage and the final invoice at the end of training the first Cohort

**Task 2 – Course Development and Design**

Summary of deliverables:

* Course materials developed and submitted for EA review
* Course content (slide packs, etc.) refined, finalised and submitted to the EA
* Make at least one relevant case study material available post-training for EA internal use as training aid within teams

**Task 3 – Course Delivery**

The winning Provider shall work with the EA Project Manager and/or SSCL to arrange to deliver the training to registered delegates.

**Programme of Work**

The training provider should provide a programme of works detailing how they will meet the project objectives including delivery of the tasks to required timescales.

**Timescales/Deadlines**

Project start-up meeting – not later than 2 weeks after contract start date of 14 July 2025

Course development & review completed – 28 November 2025

Course development signed off – 5 December 2025

Course delivery to first cohort – not later than 27 February 2026

**Skills of Personnel Required**

The training provider will be expected to deliver, maintain and produce materials (where required) that demonstrate excellent understanding of the subject. Within the submission you must include the following:

* Details of the personnel you are proposing to carry out the service, and how they will fulfil the following skills requirement. We will accept up to 3 CV’s
	+ Relevant technical expertise and experience demonstrating detailed current knowledge of hydrogeology and borehole construction
	+ Expertise in development and delivery of Geoscience training.
	+ Use of creative and innovative approaches.
	+ Excellent communication skills (Written and Verbal).
* Details of your recent experiences of carrying out similar contracts.
* Details of how you propose to maintain continuity of personnel.

Your tender response must give details of the processes which you will use to monitor and ensure the consistent quality of delivery of training to delegates and how you will demonstrate each delegate has achieved the course objectives.

The EA will monitor the quality of course delivery through delegate feedback. Presenters should include provision to design and provide a template form to be completed at the end of the course by each delegate. Findings must be presented back to the Environment Agency after each course delivered. Should the performance of any tutor be considered unsatisfactory at any point during the training, then the contractor must provide a suitable replacement. If a satisfactory replacement tutor cannot be found the EA reserves the right to cancel any further courses without incurring cancellation charges.

During the course the successful training provider will:

• provide expert advice and guidance

• answer relevant questions in relation to course content

• have the ability to work collaboratively and share knowledge

• be innovative and creative

Subsequent coaching will be provided internally by technical experts within the Environment Agency.

**Course administration** (including dates and joining instructions) will be undertaken by SSCL at the Environment Agency. The successful contractor must work closely with the Environment Agency.

Wherever possible classroom sessions will be held at EA venues. If you are able to offer your own centrally located venue i.e. not a third-party venue, you should give details including any associated costs. EA venues will usually include a projector and screen. However, the contractor must be able to provide their own projector and screen if required. The contractor must also provide all other necessary equipment to meet the course objectives. The contractor must ensure that all equipment meets relevant Health & Safety standards. Where the contractor’s portable electrical equipment is used the EA may request evidence that the equipment has been PAT tested.

Your tender response must indicate how course notes will be used, taking due account of sustainability issues and the potential varied learning styles of delegates. Any costs associated with the provision of course materials must be provided although we encourage environmentally friendly approaches.

### Timescales/Deadlines

Course development and delivery to the first cohort must be completed before the end of March 2026.

### The use of Subcontractors

We are happy for companies to work together to develop this course, but we will only accommodate one lead company for contractual dealings.

## Section 6

### Contract Management

Additional to the EA standard contract conditions these Training-specific conditions shall also apply:

**Roles & Responsibilities**

The Contract Manager will:

* Manage the relationship with the training provider.
* Arrange and lead review meetings.
* Provide technical updates and advice on changes within our organisation.
* Oversee and seek assurances on quality of delivery.
* Approve contract extensions and any other changes in collaboration with Commercial colleagues.
* Own the relationship between the supplier and technical leads.
* Inform Commercial of any contractual concerns or issues.

The training provider is expected to:

* Provide a single point of contact who will be responsible for overall contract management.
* Provide a process for issue resolution.
* Agree relevant key performance indicators to measure continuous improvement.
* Keep records of the numbers of each course delivered
* Provide regular Management Information to enable effective management of provision.
* Attend annual contract management reviews (non-chargeable);
* Be responsible for quality assurance (QA) of the contract or service provision.
* Identify opportunities and demonstrate continuous improvement throughout the lifetime of the contract.
* Where required, support us in discussions and meetings with professional bodies.
* Manage and be responsible for any subcontractors.

**Management Information**

We require the following as minimum information from training providers:

* On the day of training - confirmation of attendance or notification of absentees and any late arrivals/early departures from course.
* Summaries of pre/end of course evaluations.
* Regular reports of trainer observations, relevant feedback (e.g. administrative and attendee feedback) and suggestions for course enhancements

**Shared Services Connect Limited**

We are contracted with Shared Services Connect Limited (SSCL) to provide administrative support for all training courses. This support includes:

* Venue booking
* Scheduling courses
* Raising purchase orders
* Liaising with suppliers on course requirements
* Sending joining instructions and tracking delegate attendance
* Being the first level of escalation for operational issues
* Cancellation of courses when we are required to do so
* Goods receipting once courses have been delivered to trigger invoice payment.

The SSCL administrative process is contracted and has been structured to align with Government rules. Suppliers will therefore need to work with SSCL in accordance with these non-negotiable procedures to agree schedules, receive purchase orders and deal with other administrative matters relating to course delivery.

**Course cancellation terms**

We will always work with a provider to reschedule a course for as soon as is possible. Should we need to cancel a course the following policy will apply:

Notice of cancellation Percentage of course fee paid

Greater than 4 weeks 0%

3-4 weeks 25%

2-3 weeks 50%

1-2 weeks 75%

Less than one week 100%

The successful provider must provide four weeks’ notice for any cancellations and agree a revised schedule as soon as possible. The successful provider will be expected to work in partnership with the EA and be flexible with regards to the postponement or cancellation of courses.

**Utilisation of contract**

The Environment Agency reserves the right to be flexible on the utilisation of this contract once established. Course demand may increase/decrease each year for reasons such as changes to funding and recruitment levels, higher priority objectives, etc.

This contract shall be managed on behalf of the Agency by Michael Kehinde

E-mail: michael.kehinde@environment-agency.gov.uk

Mobile: 07769887075

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

In the first year of the contract invoices will be paid in two stages, once after completing the development of the course and once after delivering training to the first Cohort.

Before the invoice is issued, a fee note must be emailed in advance to the contract manager for approval. All invoices must quote the purchase order number in order to be processed. A file copy invoice must be provided to the contract manager, on request. The timescale for payment of invoices will be up to 30 days after we have received a valid invoice.

## Section 7

### Sustainability Considerations

We are committed to continually improving our sustainability performance. The Environment Agency has set itself tough objectives as a clear commitment and contribution to sustainable development throughout England. The Agency recognises that this can only be achieved through commitment from all sectors of society, and it is intent on raising awareness amongst industry and commerce.

Contractors must adopt a sound proactive environmental approach, designed to minimise harm to the environment.

Environmental criteria should be considered as part of your tender submission with credit given for innovation. Factors to be considered could include areas such as:

* + - Paper use: All documents and reports prepared by consultants and contractors are produced wherever possible on recycled paper containing at least 100% post-consumer waste and printed double sided.
		- Travel: use of public transport, reduce face to face meetings by using email and videoconferencing. Meetings to be held in locations to minimise travel and close to public transport links.
		- Packaging: should be kept to a minimum. Re-use and disposal issues must be considered.
		- Efficient Energy and Water Use.
		- Disposal of Waste: Whilst on site the contractor is responsible for the disposal of their own waste and can only use client facilities with express permission from the on-site facilities officer.
		- Whilst on site, contractors should comply with the local environmental policy statement which will be made available to you in advance or on arrival.

**Diversity and Equal Opportunities**

We are committed to promoting equality and diversity in all we do and valuing the diversity of our workforce, customers and communities.  As a public body, we publish regular information about what our equality objectives are and how we’re meeting them.

<https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity>

**Health and Safety**

Contractors will be responsible for making sure all required health and safety aspects including risk assessments are undertaken and required management measures are in place to protect worker exposure. This includes management of all partners, consortium members and subcontractors.

### IEM2020:

#### Sustainability Objectives

As the Environment Agency, our overarching aim is to protect and improve the environment for people and wildlife. Over the last 10 years we have achieved significant reductions in our environmental impacts that occur through our everyday operations. This included a 40% reduction in our carbon emissions and a 37% reduction in the number of miles we travel. This year we have launched our new Internal Environmental Management strategy to take us through to 2020, building on these successes and widening our ambition.

#### **Supply chain**

Our 2020 approach will have a very strong emphasis on the indirect impacts of our supply chain.

Our supply chain accounts for over 70% of our total environmental impacts.

Working with our supply chain we want to be world class in the area of environmental management. The environmental impacts of our work and that delivered by and through our supply chain must be reduced; environmental risks must be effectively managed and opportunities for enhancements investigated.

As an organisation, our environmental management system (EMS) is accredited to ISO14001 and EMAS standards. Our procurement activities form part of this system, driving environmental performance improvements across the value chain.

## Section 8

### Additional Information

### Copyright and confidentiality

Unless otherwise indicated, the copyright in all of the documentation belongs to the Environment Agency, and the documentation is to be returned to us with your tender. The contents of the documentation must be held in confidence by you and not disclosed to any third party other than is strictly necessary for the purposes of submitting your quote. You must also ensure that a similar obligation of confidentiality is placed upon any third party to whom you may need to disclose any of the documentation for the purposes of the tender.

### Accuracy of documentation

You should check all documentation; should any part be found to be missing or unclear you should immediately contact us at the address given in the covering letter. No liability will be accepted by the Environment Agency for any omission or errors in the documentation which could have been identified by you.

### Amendments to documentation

Prior to the date for return of tenders, we may clarify, amend or add to the documentation. A copy of each instruction will be issued to every Tenderer and shall form part of the documentation. No amendment shall be made to the documentation unless it is the subject of an instruction. The Tenderer shall promptly acknowledge receipt of such instructions.

### Alternative Offers

Alternative offers may be considered if they constitute a fully priced alternative and are submitted in addition to a quotation complying with the requirements of the Invitation to Quote Documents. If, for any reason you wish to submit an alternative offer without a fully compliant tender please contact us in accordance with the details in the covering letter.

### Continuity of personnel

The Contractor shall employ sufficient staff to ensure that the Services are provided at all times and in all respects to the Project Standard. It shall be the duty of the Contractor to ensure that a sufficient reserve of staff is available to ensure project delivery in the event of staff holidays, sickness or voluntary absence.

The Environment Agency will be notified immediately of any changes to personnel associated with the project. The Contractor will ensure that every effort is made to replace outgoing staff with personnel of equal calibre and expertise. All new members of staff undertaking work for the Project will need to be agreed by the Environment Agency prior to commencement.

At all times, the Contractor shall only employ in the execution and superintendence of the Contract persons who are suitable and appropriately skilled and experienced.

### Intellectual property rights

All results, including material and tools produced, developed or paid for under this contract shall be the property of the Environment Agency.

### References

The Environment Agency may request recent and relevant references prior to the award of the project.

### Contract award

This Request for Quote is issued in good faith, but we reserve the right not to award any or all of this work.

## DATA PROTECTION ACT ADDENDUM TO SPECIFICATION

### Protection of personal data

In order to comply with the Data Protection Act 1998 the Contractor must agree to the following:

* You must only process the personal data in strict accordance with instructions from the Environment Agency.
* 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.

# APPENDIX A - PRICING SCHEDULE (Please submit as a separate document)

ALL COSTS QUOTED MUST BE EXCLUSIVE OF VAT

All costs must be quoted on this schedule. Any costs not detailed will not be paid.

**Staff Costs**

Please detail the day rates of your proposed personnel in the table below.

(Please also advise how many hours you constitute a working day)

Please detail your task costs in the table below.

|  |  |
| --- | --- |
|  | **Cost Proposal (To be completed by Supplier)** |
| **Staff and Services** | **Individual****Cost** | **Combined****Cost** |
| Task 1 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Task 2 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Task 3 |  |  |
|  |  |  |
|  |  |  |
| **Subtotal for Task (Staff and Services)** |  |  |
| **Total Cost** |  | **£### ex VAT** |

**Other costs**

Please state any other costs that will need to be taken into consideration.

|  |
| --- |
| **Expenses and Other Costs (To be completed by Supplier)** |
|  | **Cost** |
|  |  |
|  |  |
| **Subtotal for Task (expenses and other costs)**  |  |
| **Total Expenses and Other Costs** | **£~~#####~~** |

**Discounts, rebates and reductions**

Please detail below any discounts, rebates and other reductions you are prepared to offer and the basis of those incentives

|  |
| --- |
| **Discounts, Rebates and Reductions (To be completed by Supplier)** |
| **Services** | **Rebate** |
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| **Total Discounts, Rebates and Reductions** |  |
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**Total Overall Cost**

Please detail the total fixed cost for the project

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| --- |
| **Total Overall Cost (To be completed by Supplier)** |
| **Total Staff Costs** |  |
| **Total Expenses and Other Costs** |  |
| **Total Discounts, Rebates and Reductions** |  |
| **Total Overall Cost** | £#### **ex VAT** |

The following limits will be applicable to all claims for travel and subsistence under this contract:

1. Travel by rail: standard class should be used at all times
2. Travel by car: 45 pence/mile

Hotel bookings should be made through the Environment Agency’s corporate travel contract. Details of this contract are available from the Corporate Contracting Team.

When making reservations you should state that you are a contractor working on Environment Agency business.

Hotel charges must not exceed a maximum limit per night bed and breakfast (VAT included) of: £140 in London; £100 in Bristol; £90 in Warrington; £85 in Reading; £75 in Aberdeen, Birmingham, Belfast, Cardiff, Coventry, Edinburgh, Glasgow, Harlow, Leeds, Manchester, Middlesbrough, Newcastle, Oxford, Portsmouth, Sheffield and York; and £70 in all other destinations. Please note that these hotel ceiling rates are subject to change throughout the life of the contract.

Expenditure on dinner during an overnight stay must not exceed a maximum limit of £25, including a drink.

Receipts for all rail travel, hotel and food expenses will be required as proof of expenditure and will be reimbursed at cost. No profit or additional cost shall be applied by the contractor to such personal expenses.

# APPENDIX B - PRIOR RIGHTS SCHEDULE

Details of Prior Rights held by the Parties (To be updated as Rights are introduced during the period of the Contract)

Prior Rights owned or lawfully used by a Party, whether under licence or otherwise, which it introduces to the Project for the purposes of fulfilling its obligations under the Contract

Held by the Environment Agency

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| **Name and description of Prior Rights** | **Extent of proposed use in the Project**  | **Proprietary owner of the Prior Rights** |
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Held by the Contractor

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| **Name and description of Prior Rights** | **Extent of proposed use in the Project**  | **Proprietary owner of the Prior Rights** |
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**Explanation of Contractor's Prior Rights**
All Intellectual Property Rights owned by or lawfully used by the Contractor, whether under licence or otherwise before the date of this Contract. It can also mean any invention and know-how or other intellectual property (whether or not patentable) owned by one of the parties prior to the commencement of the Project or devised or discovered by one of them only in the course of other projects during the Project period and not arising directly from the Project.

# APPENDIX C – ACCEPTANCE OF TERMS AND CONDITIONS

I/We accept in full the terms and conditions ([Standard goods and services terms and conditions (£10,000 to £50,000) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/environment-agency-terms-and-conditions-for-goods-and-services/standard-goods-and-services-terms-and-conditions-10000-to-50000)) and the additional training-specific conditions stated in this Request for Quotation.

Company Name:

Signature:

Print Name:

Position:

Date:

**APPENDIX D - RESPONSES TO QUESTIONS FOR EVALUATION**

**If you wish to propose an alternative approach to course delivery, for example the amalgamation of courses, please make this clear in your answer under M4.**

Please complete these questions using the boxes below:

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| --- | --- | --- | --- |
| **Question** | **Methodology (including programme of works) - 60%** | **Weighting** | **Word Count** |
| M1 | Please explain how you will engage delegates of varied abilities/learning styles during the training and ensure an inclusive delivery style.  | 10 | 300 |
|   |
| M2 | Please provide a brief course outline describing how you will deliver this course in line with the proposed methodology covering the following elements, where relevant: Foundation concepts, Advanced Technical Methods and Case studies. Please include your proposed method(s) of delivery for each element. | 25 | 500 |
|   |
| M3 | Please provide a session plan covering one or more of the learning objectives This should show how learning objectives will be met and how learner’s progress will be assessed. | 15 | 400 |
|   |
| M4 | Please explain how you will capture feedback from delegates to help refine future course delivery. | 5 | 300 |
|  |
| M5 | Please provide a summary of any proposed amendment you may wish to make to the existing course(s) content, or suggestions to amend and why. | 5 | 300 |
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| **Question** | **Skill and Expertise - 30%** | **Weighting** | **Word Count** |
| S1 | Please provide us with evidence that your trainers / associates are experts in this field, and how they make sure that their knowledge remains up to date.(We will accept up to 3 CV’s) | 15 | 350 |
|  |
| S2 | Please give examples of recent experience you have had of similar contracts? | 15 | 500 |
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| --- | --- | --- | --- |
| **Question** | **Social Value - 10%** | **Weighting** | **Word Count** |
| S1 | **Social Value** - What social value measures are your company undertaking? | 5 | 350 |
|  |
| S2 | **Net Zero** - What net zero contributions are you making? | 5 | 300 |
|  |