

## CONTRACT ADVICE NOTE

**TITLE Ecology Advisory Services  
FRAMEWORK AGREEMENT**

**CONTRACT  
NOs 3781925/01/45767  
3781925/01/2030  
3781925/01/8460  
3781925/01/15255**

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## **1. INTRODUCTION & CONTRACT OVERVIEW**

- 1.1 The Framework for Ecology Advisory Services replaces the former Ecology Surveys Framework (LNW/11-12/037-9). The previous contract was put in place by the Routes; however RS Procurement have managed a tender process and implemented a new contract following route engagement.
- 1.2 The Ecology Advisory Services Framework is a zero value framework agreement. It has been implemented to provide quality assured ecological support throughout England, Scotland and Wales.
- 1.3 The new framework covers all ecological services including surveys and licence application. This framework is live from 4<sup>th</sup> November 2014 and runs for 5 years. There is no option to extend the agreement. The framework consists of 3 regions (England, Scotland and Wales) and each region consists of 3 suppliers. The total number of suppliers on the framework in its entirety is 4
- 1.4 The new Ecology Advisory Services framework provides the following benefits:-
  - Consistent contractual and commercial arrangements across Network Rail
  - Obtains better value by using tendered rates and volume discounts. The Framework also allows for “mini tender” since the rates provided under the framework are “Not to Be Exceeded Rates”.
  - It is compliant with EU procurement rules. It therefore avoids the risk of challenge and exceeding the EU limit for use of a particular firm without having gone through the OJEU process.
  - It avoids the need to separately tender to suppliers on a commission by commission basis.
  - Removes the time, effort and uncertainty of having to negotiate detailed contract terms and ensure compliance with financial, insurance and other requirements for every commission.
  - Speeds up procurement and appointment of consultants.
  - Provides assurance that each of the suppliers are technically competent and able to provide a high level of service
  - Includes central reviews of contractor performance against agreed SLAs and assessment of report quality
- 1.5 Each Supplier has agreed to an identical set of Terms and Conditions based on the NR03 (Version 3), Ecology Advisory Services Framework Agreement. Only the schedules can be changed (Scope, Personnel, H&S and Price) and the Specific Conditions and Payment terms should not be amended.

### **1.6 FRAMEWORK DURATION**

- 1.6.1 The Framework has a term of 5 years commencing 4<sup>th</sup> November 2014. There is no provision for extension.
- 1.6.2 The Framework will be monitored based on Supplier Performance and our ongoing demand both on a quarterly and annual basis, which will include feedback from the users of their services.
- 1.6.3 The trigger date for renewal is 3<sup>rd</sup> November 2018.

## 2. SERVICES COVERED

- 2.1 The Services covered are defined in Schedule 2 of each contract.
- 2.2 Details of individuals identified for services delivery by each Supplier can be obtained from your local procurement team or RS Business Service Support.



Contract Advice  
Note Schedule 2.pdf

### 3. SUPPLIERS

#### 3.1 England

Supplier	Contract Reference no.	Key Contact	Email	Phone
Ecus Ltd	3781925/01/45767	Chris John	<a href="mailto:Ecology.NR@ecusltd.co.uk">Ecology.NR@ecusltd.co.uk</a>	07975 951 256 / 0161 302 0281
Arcadis Consulting UK Ltd	3781925/01/2030	Sam Walters	<a href="mailto:Samantha.Walters@arcadis.com">Samantha.Walters@arcadis.com</a>	TBC
Thomson Ecology Ltd	3781925/01/15255	Verity Dickie	<a href="mailto:rail@thomsonecology.com">rail@thomsonecology.com</a>	07717 750380

#### 3.2 Scotland

Supplier	Contract Reference no.	Key Contact	Email	Phone
Ecus Ltd	3781925/01/45767	Chris John	<a href="mailto:Ecology.NR@ecusltd.co.uk">Ecology.NR@ecusltd.co.uk</a>	07975 951 256 / 0161 667 9191
Arcadis Consulting UK Ltd	3781925/01/2030	Sam Walters	<a href="mailto:Samantha.Walters@arcadis.com">Samantha.Walters@arcadis.com</a>	TBC
Parsons Brinckerhoff Ltd	3781925/01/8460	Lee Hing	<a href="mailto:hingkin.lee@wsp.com">hingkin.lee@wsp.com</a>	020 3057 2171 / 07775026211

#### 3.3 Wales

Supplier	Contract Reference no.	Key Contact	Email	Phone
Ecus Ltd	3781925/01/45767	Chris John	<a href="mailto:Ecology.NR@ecusltd.co.uk">Ecology.NR@ecusltd.co.uk</a>	07975 951 256 / 0161 667 9191
Arcadis Consulting UK Ltd	3781925/01/2030	Sam Walters	<a href="mailto:Samantha.Walters@arcadis.com">Samantha.Walters@arcadis.com</a>	TBC
Thomson Ecology Ltd	3781925/01/15255	Verity Dickie	<a href="mailto:rail@thomsonecology.com">rail@thomsonecology.com</a>	07717 750380

## 4. INTERNAL KEY CONTACTS

### 4.1 Network Operations

Route	Name	Base	Email	Phone
Scotland	Keira McLuskey	Glasgow	<a href="mailto:Keira.mcluskey@networkrail.co.uk">Keira.mcluskey@networkrail.co.uk</a>	07711601750
LNE EM	Holly Bradley	York	<a href="mailto:Holly.Bradley@networkrail.co.uk">Holly.Bradley@networkrail.co.uk</a>	07730353078
LNW	Katie Innes	Birmingham	<a href="mailto:Katie.Innes@networkrail.co.uk">Katie.Innes@networkrail.co.uk</a>	07808245590
South East & Sussex	Mike O'Connor	Stratford	<a href="mailto:Mike.O'Connor@networkrail.co.uk">Mike.O'Connor@networkrail.co.uk</a>	0751561 4363
Wales	Chris Whitehouse	Cardiff	<a href="mailto:Christopher.Whitehouse@networkrail.co.uk">Christopher.Whitehouse@networkrail.co.uk</a>	07710 961545
Western	Chris Gaylard	Bristol	<a href="mailto:Chris.Gaylard@networkrail.co.uk">Chris.Gaylard@networkrail.co.uk</a>	07730354492
SCO	Ian Russell	Milton Keynes	<a href="mailto:ian.russell@networkrail.co.uk">ian.russell@networkrail.co.uk</a>	07734 648023

### 4.2 Infrastructure Projects

Name	Base	Email	Phone
Lucie Anderton	Birmingham	<a href="mailto:Lucie.Anderton@networkrail.co.uk">Lucie.Anderton@networkrail.co.uk</a>	07920508349
Brian Beck	Glasgow	<a href="mailto:Brian.Beck@networkrail.co.uk">Brian.Beck@networkrail.co.uk</a>	07825258910
Hazel Holt	London	<a href="mailto:Hazel.Holt@networkrail.co.uk">Hazel.Holt@networkrail.co.uk</a>	07515627416
Emmanuel Deschamps	Swindon	<a href="mailto:Emmanuel.Deschamps@networkrail.co.uk">Emmanuel.Deschamps@networkrail.co.uk</a>	07711601208
Claire Sweeney	Swindon	<a href="mailto:Claire.Sweeney@networkrail.co.uk">Claire.Sweeney@networkrail.co.uk</a>	07762 369472
Chris Davis	York	<a href="mailto:Chris.Davis@networkrail.co.uk">Chris.Davis@networkrail.co.uk</a>	07795 508497
Adam Newsome	London	<a href="mailto:adam.newsome@networkrail.co.uk">adam.newsome@networkrail.co.uk</a>	07730355565
Amy Isted	London	<a href="mailto:Amy.isted@networkrail.co.uk">Amy.isted@networkrail.co.uk</a>	07515628759
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Maria Jarosz	Swindon	<a href="mailto:Maria.jarosz@networkrail.co.uk">Maria.jarosz@networkrail.co.uk</a>	07710958617
Michelle Boland	Cardiff	<a href="mailto:michelle.boland@networkrail.co.uk">michelle.boland@networkrail.co.uk</a>	07734648747
Mike Bradburn	Manchester	<a href="mailto:michael.bradburn@networkrail.co.uk">michael.bradburn@networkrail.co.uk</a>	07734648451
Phil Churchill	London	<a href="mailto:philip.churchill@networkrail.co.uk">philip.churchill@networkrail.co.uk</a>	07734650315

## 5. HOW TO USE THE FRAMEWORK

- 5.1 Instructions of how to use the Framework are defined in Schedule 1 of each contract.
- 5.2 Individual supplier rates can be obtained from your local procurement team, or by contacting RS Business Service Support.
- 5.3 Commissions are split into 2 categories: Below £50,000 and above £50,000. The process for each is defined in Schedule 1.
- 5.4 A Statement of Work (SoW) must be completed for each commission and signed by both parties with a unique quote reference number provided by the Supplier clearly stated.
- 5.5 If you have any issues or further queries please contact; RS Business Service Support, Network Operations Environment Manager Katy Beardsworth or IP Principal Environment Specialist Tertius Beneke.

Ecus Ltd



Ecus Ltd Schedule 1

Arcadis Consulting UK Ltd



Arcadis Schedule 1

Thomson Ecology



Thomson Schedule 1

Parsons Brinckerhoff Ltd



Parsons Brinckerhoff  
Schedule 1

SoW



SoW



## **6. HOW A COMMISSION IS AWARDED**

- 6.1 Instructions for how to award a commission are detailed in Schedule 1 of each agreement, as provided above.
- 6.2 A SoW must be completed for each commission and signed by both parties with a unique quote reference number provided by the Supplier clearly stated.
- 6.3 Following completion and signature of the Statement of Work, an order shall be placed using the Ecology Advisory Services Catalogue on Oracle iProcurement.
- 6.4 For guidance about how to place an order please contact RS Business Service Support.

## 7. PRICING

- 7.1 It is imperative that the most appropriate pricing basis for the remit should be used.
- 7.2 For transactions over £50,000 your Route Procurement team will be responsible for ascertaining the most appropriate pricing formula for each commission. This can vary from Firm Price (consultants submitted final/non changing offer), Fixed Cost (consultant prices to the best of their ability based on the information provided within the remit documentation), Emerging Cost (consultant price based on a number of man days/consultants to carry out task), or Margin Based Pricing, (based on consultants actual costs and agreed overhead and profit levels).
- 7.3 A schedule of Not to Be Exceeded Rates is included in the Framework for each supplier. These rates are the maximum payable.
- 7.4 Individual supplier rates can be obtained from your local procurement team.

<b>Supplier</b>	<b>Contract Reference no.</b>
Ecus Ltd	3781925/01/45767
Arcadis Consulting Ltd	3781925/01/2030
Parsons Brinckerhoff Ltd	3781925/01/8460
Thomson Ecology Ltd	3781925/01/15255

- 7.5 This information is commercially sensitive and for this reason, supplier rates are to be read only, not capable of printing, and authorised access should be carefully controlled so that for example contract staff, even if seconded to Network Rail, do not have access to the rates of their competitors.

## **8. PERFORMANCE OF SUPPLIERS**

- 8.1 The performance and monitoring of Supplier is defined in Schedule 1 of each contract.
- 8.2 The Network Rail contact of each Commission shall be responsible for monitoring the Supplier performance on their specific requirement. Where Suppliers fail to meet expectations, the Network Rail contact should:
  - Make concerns known to the Supplier's specific Commission Contact stated on the SoW, and the Supplier Key Contact (if different).
  - Submit issues to the Network Operations Environment Manager Katy Beardsworth or the IP Principal Environment Specialist Tertius Beneke.