



**Invitation to tender for REAL's Research Hub Project:**

*Risk assessments to inform the revision of End of Waste Frameworks for compost and digestate*

**Tender Invitation Document**

## **EXECUTIVE SUMMARY**

Renewable Energy Assurance Limited (REAL) invites contractors to tender for the work outlined below. Following a competitive tender process, REAL will appoint the successful contractor to deliver the project.

### **Purpose of the tender**

The purpose of the tender opportunity is to appoint a contractor to develop and deliver REAL's Research Hub project titled '*Risk assessments to inform the revision of End of Waste Frameworks for compost and digestate.*'

### **Tender timeframe**

Deadline for receipt of tender submissions: **6<sup>th</sup> December 2024**

Deadline for questions in relation to this tender: **8<sup>th</sup> November 2024**

Tenderers receive written notification of REAL's decision: **20<sup>th</sup> December 2024**

### **Work programme**

Contract start date: **13<sup>th</sup> January 2025**

Contract duration: **8 months**

*\*REAL reserve the right to change this timetable*

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## 1 INTRODUCTION

*This Section introduces Renewable Energy Assurance Ltd. and explains its work in administering the Organics Schemes and the Research Hub.*

Renewable Energy Assurance Ltd (REAL) is a wholly owned subsidiary of The Association for Renewable Energy and Clean Technology (The REA). REAL carries out a range of certification and consumer protection activities, all of which promote sustainable energy and circular resource use (organics recycling). REAL's activities fall under two headings; certification schemes and consumer codes.

Among other codes and schemes, REAL owns and administers the following quality certification schemes related to the organics recycling sector: the Compost Certification Scheme (CCS), the Biofertiliser Certification Scheme (BCS) and the Compostable Materials Certification Scheme (CMCS). The CCS and BCS enforce high quality standards for compost and biofertiliser (i.e., quality-certified anaerobic digestate), respectively. Together, these schemes provide assurance to consumers, farmers, food producers and retailers that quality-certified compost and digestate is safe for human, animal, and plant health.

In 2019, through collaboration with the CCS/BCS Technical Advisory Committee (TAC), REAL established the Research Hub. The Research Hub functions as a tool to source research funding from the composting and anaerobic digestion industries. With these funds, the Research Hub commissions projects aimed at developing the technical and regulatory aspects of certified compost and digestate production, improving testing and usage of certified compost and digestate, and reinforcing certified compost and digestate markets.

REAL wishes to appoint a contractor to develop and deliver a project commissioned by the Research Hub titled '*Risk assessments to inform the revision of End of Waste Frameworks for compost and digestate*'

The appointed contractor will be required to work with the REAL-appointed Steering Group, the Research Hub's Research Panel and REAL staff.

This document sets out the scope and parameters of the work which REAL wishes to commission and describes how contractors may tender to undertake this work for REAL.

## 2 PROJECT BACKGROUND AND SCOPE

*This Section explains project's relevance to REAL's work and the wider organics recycling industry and outlines the project's intended contributions.*

### 2.1 Project Background

The end of waste (EoW) positions are essential for the organics recycling industry and the Compost and Biofertiliser Certification Schemes (CCS/BCS) and require periodic revision. The Environment Agency has convened a Task and Finish Group to feed into the revision of the EoW positions for Compost and AD (formerly 'Quality Protocols', soon to be called 'Resource Frameworks'). Through this work, the EA decided that Risk Assessments for compost and digestate must be conducted to identify hazards that may not be adequately controlled.

To scope the Risk Assessment, the Research Hub procured a review of hazards that may be found in the compost and/or digestate value chain. Through discussions with representatives from the EA and industry, we then identified a number of hazards that require Risk Assessment and agreed 'next steps' for assessing each hazard. Parties interested in tendering will be supplied a document containing details about these 'Hazards of Interest' on request (please email [info@realschemes.org](mailto:info@realschemes.org)).

The completed Risk Assessment will be submitted to the EA as a matter of urgency to inform the final Compost and AD Resource Frameworks (RFs) to maintain an evidence-based EoW route for compost and digestate. In the meantime, the EA is in the process of implementing *Interim* RFs. In addition, individual operators certified under the CCS and BCS, will be able to use the Risk Assessment to consider and/or make a relevant, case-specific application to the EA's End of Waste Panel.

### 2.2 Project Scope

This project aims to assess the risk(s) for identified hazards associated with compost and digestate with a view to inform the development of the final Compost and AD Resource Frameworks.

To fulfil this aim, the project's key objectives are as follows:

1. To conduct a gap analysis, consulting the 'Hazards of Interest' document as well as available literature/data to elucidate the current understanding of hazards (and note any new hazards arising from the research).
2. To conduct a Risk Assessment for EoW composts and digestates. The scope should include the list of inputs permitted under the Interim RFs (i.e. '4. Waste you can use'; formerly QP Appendix B). In addition to the accepted inputs, the assessment should cover digestates from manure/slurry feedstocks as well as plastic contamination. The assessment should also address the use of digestate in amenity horticulture.

### **3 SERVICES REQUIRED**

*This Section describes the work which will be required of the contractor to deliver the project.*

- 3.1** The appointed contractor will develop and deliver REAL's Research Hub Project titled '*Risk Assessment for composts and digestates to inform the development of the final Compost and AD Resource Frameworks.*'

The appointed contractor will be responsible for fulfilling the project objectives outlined in Section 2.2 of this Tender Invitation Document. In addition to these objectives, the project should include the following key elements:

#### **3.1.1 Key Elements**

The Risk Assessment should be informed by guidance provided in the 'Hazards of Interest' document and any additional insights arising from the gap analysis. The assessment will likely involve a combination of quantitative, semi-quantitative, and qualitative exposure and risk assessment. It should be guided by the source, pathway, receptor paradigm and consider the following:

- Appropriate risk scenarios for these materials considering the various value chains and the range of potential environmental and human health hazards
- Appropriate exposure assumptions and parameter choices
- Valid assessment criteria, considering the permitted uses of compost and digestate
- Novel sampling and testing (*as a last resort, subject to discussion following the risk assessment*)

#### **3.1.2 Project Deliverables**

- Regular meetings with the Steering Group to provide project updates and agree project milestones.
- Fulfilment of the key objectives of the project, taking into account the key elements outlined in Section 3.1 of this document.
- A final meeting with REAL to discuss the project in its entirety, during which the appointed contractor shall present the findings enclosed in the final report.
- A final report '*Risk Assessment for composts and digestates to inform the development of the final Compost and AD Resource Frameworks.*'

### **3.2 Competence requirements**

REAL will appoint a contractor (an individual, organisation or consortium) with experience of and/or expertise in the following:

- Conducting gap analyses, literature and data reviews.
- Composting and AD processes and characteristics of waste-derived composts and digestates.
- 'End of waste' positions for compost and AD digestates (and PAS 100/PAS 110).
- Qualitative and quantitative methods of Risk Assessment.
- The broader landscape of risk assessment, particularly for emerging hazards.
- Producing reports to inform policy.

## **4 TENDER REQUIREMENTS**

*This Section provides instructions for preparing tenders.*

**4.1** Your tender should be submitted by email and should be limited to no more than 10 x A4 sides at minimum 10pt font (excluding appendices).

**4.2** Your tender must include the following information in the order indicated:

**I. An executive summary**

This should be no longer than one side of A4 paper, outlining the proposed work and including the total cost of the proposed work, inclusive of Value Added Tax (“VAT”) and anticipated expenses.

**II. Company/Organisation details**

Please include the following information:

- The name of the Company submitting the tender;
- The registered office name, address, VAT number (if applicable) and company or charity registration number;
- The name of the nominated contact person within the tenderer’s organisation;
- Contact details including address, telephone number and e-mail address

REAL will accept tenders from both individual companies and from consortia. Should you decide to tender as part of a consortium, you will need to identify one member of the consortium (the “Lead Contractor”) to act as the contracting party. All other consortium members will be sub-contractors to the Lead Contractor.

**III. A description of your working methods**

You will need to make clear how you intend to deliver the work and provide estimated timescales for delivery.

**IV. A description of the project team who will manage and deliver the work**

This should include a list of individuals, their respective roles within the organisation and, for the purposes of this work, their relevant skills and experience including any relevant professional qualifications.

**V. An identification of any sub-contractors to be used**

You should include a list of any sub-contractors you intend to use to deliver the work.

**VI. Evidence of a track record in undertaking work similar to that described in this document**

**VII. Breakdown costs (exclusive of VAT) including;**

- Individual day rates and number of days of each staff member involved in delivering work
- Expenses

**VIII. Identification of any conflicts of interest**

Please disclose any conflicts of interest which might arise if you were selected to undertake the work. Please also include a contingency plan for addressing any identified conflict(s) of interest, should conflict(s) arise. Where you tender as part of a consortium, all members of the consortium should be considered.

**IX. A copy of your Environmental Policy and evidence of any accredited Environmental Management System.**

**X. Written confirmation that you have the necessary permits, licences or exemptions required for the services.**

**XI. Appendices**

Tenderers should include the following documents as appendices:

- Audited or management accounts for the last 2 financial years;  
REAL reserves the right to reject bids from Contractors where the accounts show that the Contractor might be at risk of insolvency.
- A statement of any material litigation, pending or threatened, or other legal proceedings;  
REAL reserves the right to reject bids from Contractors subject to legal proceedings where in REAL's reasonable opinion such proceedings could impact upon the Contractor's ability to deliver the services required.
- Evidence of the level of professional indemnity, public liability and property damage insurance cover held.  
REAL will require minimum cover levels of:
  - £1 million professional indemnity;
  - £2 million public liability;
  - £2 million property damage.To be considered for evaluation, Contractors must have this cover in place at the time of bidding or must include (as part of the tender submission) a commitment to take out such cover in the event of being appointed.

**4.3** Should you have any questions in relation to the type of information required by REAL, please contact the person identified in Section 6 of this Tender Invitation Document to discuss.

**4.4** All tender submissions will be treated on a confidential basis by REAL and its advisers, subject to the provisions of the Freedom of Information Act 2000.



**5 EVALUATION CRITERIA**

*This Section specifies the criteria REAL will use to evaluate the tender submissions and appoint a contractor.*

- 5.1** REAL must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to REAL’s requirements and provide the necessary services.
- 5.2** REAL will select its Research Hub contractors through a competitive process. Your tender submission should be written to address the key requirements and scope of the work and demonstrate how it meets the evaluation criteria below:

<b>Evaluation criteria</b>	<b>Weighting</b>
Cost of work	20%
Methodology proposed to deliver required services	40%
Authority of allocated personnel, their skills and technical capability	20%
Corporate environmental commitment – submission of credible environmental policy and/or environmental management system details	5%
Relevant experience	15%

## 6 SUBMISSION INSTRUCTIONS

*This Section provides instructions for submitting tenders.*

Please send one electronic copy (via email) of your tender submission to Megan Muller-Girard, Research Hub Manager at Renewable Energy Assurance Limited at [megan@realschemes.org.uk](mailto:megan@realschemes.org.uk)

Emails containing Tender submissions should clearly state the following in the subject field: 'Risk assessments to inform the revision of End of Waste Frameworks for compost and digestate - Tender Submission Document'

The deadline to submit a tender for this project is: **6<sup>th</sup> December 2024**

If you wish to ask any questions relating to this tender, please contact the Research Hub Manager in writing only.\*

*\*NOTE: All questions submitted to REAL about this Tender Invitation Document will be anonymised and uploaded to the Research Hub website as a Q&A at least one week prior to the deadline for tender submissions.*

## 7 TENDER PROCESS & TIMETABLE

*This Section explains the tender process and outlines the expected timeline.*

- 7.1 All tender submissions must remain valid for a minimum period of 90 days following the deadline for receipt of tender submissions.
- 7.2 All tender submissions will be competitively assessed against the evaluation criteria, outlined in Section 5 of this document.
- 7.3 The target timetable for this process is as follows:
- Deadline for tender submissions: **6<sup>th</sup> December 2024**
  - Deadline for questions in relation to this tender: **8<sup>th</sup> November 2024**
  - Tenderers receive written notification of REAL's decision: **20<sup>th</sup> December 2024**
- 7.4 All tenderers will receive written notification of REAL's decision and will have the opportunity to discuss feedback on their tender submission.
- 7.5 This information is offered in good faith for the guidance of interested parties, but no warranty or representation is given as to the accuracy or completeness of any of it. REAL and its advisers shall not be liable for any error, misstatement, or omission. No aspect of this procedure shall constitute a contract or part of a contract. Tenderers participate in the process on the strict understanding that the procedure may be altered or that REAL may not proceed for any reason. REAL reserves the right not to follow up this Tender Invitation Document in any way and in particular not to enter into any contractual arrangement with any of the tenderers. REAL does not bind itself to enter into negotiations or proceed with or accept any tender. Any decision to tender is at the sole discretion of the tenderer and REAL excludes all liability in respect of any tendering costs incurred.
- 7.6 Any contract entered into as a result of this tender process shall be in accordance with REAL's terms and conditions of contract.
- 7.7 Tenderers taking part in this process acknowledge and accept that REAL may publish details about the winning bid (such as the contract value and the name of the winning bidder) on appropriate webpages under its control.