

Tendering fact sheet



The specialist team at APEM regularly complete tender and RFP (Request for Proposal) requests for clients across all industries and sectors. This fact sheet has been created to help and support you to write a tender specification for water and/or sediment quality surveys. When producing your scope of works consider the following questions.

By taking time to consider these points you will ensure your scope of works is clearly defined and ensure that you receive comparable bids. This promotes an efficient tendering process and reduces the need for your suppliers to ask clarification questions. However, if you can't answer any of the questions, one of APEM's experts would be happy to schedule an initial call to discuss your project before you distribute the scope of works.

● What is the purpose or driver for the work?

> What is the background and reasons for the work?

A brief description here on the work drivers helps our specialists understand what you need and ensures we deliver a project scope which will achieve the best results for you. It will also help to reduce the need to submit clarification questions and keep your tender process moving smoothly and to deadline.

> Is it legislation?

The reason why we ask this is so that we consider the environmental standards against which the data need to be compared to (e.g. WFD, EQSD, CSM). For sample analysis this also drives the limits of detection we need to ensure comparability of results against these standards.

If there is a Regulatory Driver for the work is it worth engaging with the regulators at the start of the project to agree the scope of works, report templates and delivery timescales. Our experience is that where project reports require sign off by regulatory bodies they like to be involved from the start. This we have found greatly reduces the delay in project sign off. We often engage them at the start of the project to agree the scope of works to ensure they agree it is fit for purpose. Forming good relationships with them has huge advantages for projects.

● Do you have any previous data of relevance?

This often helps our experts define and ensure a scope of works is fit for purpose. For example, water quality data would indicate if there were any parameters of concern which need to be included. If this isn't available our experts will always review any publicly available information e.g. EA monitoring data.



● Do you have an idea of the number and location of sites that need to be included in the project?

Having this information upfront allows accurate costings to be created and savings and efficiencies identified if locations are nearby etc. It also ensures the bids you obtain for the work are comparable and will limit the number of caveats your suppliers include in their bids. If you are unsure on this our team of experts will design a sampling programme which is fit for purpose, but we recommend that you ask suppliers to provide detail on what their fee is based on in terms of the number of samples collected and analysed.

Is access readily available to the sites? Are there any access issues we need to be aware of? Are you able to arrange access or would you like your supplier to manage this process?

● Do you have in-house resource (boots on the ground) that can help capture the data?

This is a good way to reduce costs and engage staff. In-house resource often has invaluable knowledge when it comes to a particular site, so their involvement is often beneficial to all parties concerned. It may also allow collection of more data to support the project if they are on site regularly. APEM regularly work with clients in this way and can provide training on data and sample collection as required.

● What are the monitoring parameters?

Having this information upfront allows accurate costings to be created and ensures the bids you obtain for the work are comparable. If you are unsure on this our team of experts will design a sampling programme which is fit for purpose based on the driver for the work and the project requirements.

● Frequency and duration of surveys / monitoring required



For instance, daily, weekly, monthly, quarterly etc or perhaps this is a one-off requirement. Again, our experts can advise on this if required.

● When do you require surveys to start and finish?

Is the project subject to any specific deadlines e.g. Regulatory Output dates?

● What level of reporting do you require?

Do you require raw data that your in-house team can analyse? If so, this can greatly reduce costs.

Or would a comprehensive interpretative report be more inline with your requirements?

We have the skills and capabilities to provide highly detailed reporting that meets the needs of the regulators and governing bodies.

APEM are independent experts and provide an impartial view based on scientific findings and analysis and are regularly called upon to provide expert witness opinion.

● What is your indicative budget?

<£1000
£1000 to £5000
£5000 to £10000
>£10000

This immediately will allow our specialists to pitch their proposal correctly and make further recommendations and what is and isn't achievable within the budget.

● Conclusion

We hope that these questions have helped you think about your next tender or RFP and given you invaluable insight to the variety of possibilities and variables that we consider when we design a project.

The experts at APEM can, and often do, provide a tender scope production service for clients, providing a comprehensive document that considers all outcomes and objectives for any project.



To find out more please contact:
heather.webb@apemltd.com

www.apemltd.com