

Project: WRSE document production

To: For Tender

Subject: For the production of final reports and documents

Created by: WRSE Programme Management Board (PMB) and Engagement and Communications Board (ECB)

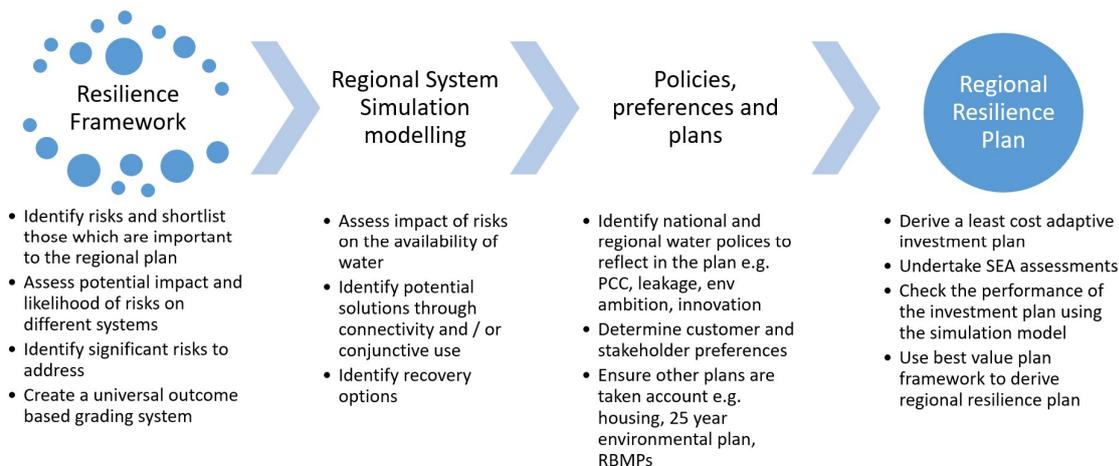
Purpose: Invitation for offers of services

Version, Date: Version 4, 9th June 2020

1. Summary

The purpose of this document is to **invite bids** to support Water Resources in the South East (WRSE) in the development of key documents through to publication ready. These key documents will be WRSE’s external facing reports and documents from August 2020 – September 2023. WRSE is an alliance of water companies in the South East and regulators working together to deliver the next regional resilience plan 2024 for water resources in the South East of England.

The approach for the development of the plan is set out in the diagram below. It includes identifying the key risks to water supply in the South East of England, modelling these impacts, deriving regional policies and implementing national policies and creating the next regional resilience plan 2024.



The document production workstream is key to delivering a plan that is collaborative, consultative, well communicated, methodologically transparent and robust to external challenge.

2. Introduction

The six companies in the South East of England are seeking to develop a resilient regional water resources plan. These companies currently supply water to approximately 19 million people across 37 Water Resource Zones (WRZs) which have some, but limited transfer capability, as shown in the figure below.



The next regional plan will seek to improve the resilience of the South East across multiple sectors by identifying a range of interventions that help the region meet projected water use demands whilst improving its overall resilience and delivering environmental improvements.

The regional resilience plan programme schedule must align with the water companies own Water Resource Management Plans (WRMPs); Drought Plans (DPs); Strategic Resource Options (SROs); board sign-off meetings; Annual returns and the National Framework timescales. The document production schedule must therefore remain flexible.

3. Scope of Work

This scope of work is to:

- 1) Support the development of the documents through to publication ready. Some documents, and parts of documents, may require drafting from notes and technical material whilst others will have draft narrative which requires refinement in order to become a public facing document. As a minimum the reviews must identify and resolve mistakes and inconsistencies in style, tone, flow, grammar, formatting, font and spelling and ensure the document is appropriate for informed stakeholders with a consistency of style and branding.
- 2) The scope should include some capacity to develop graphics and infographics to support the document narrative.
- 3) Publish external facing documents, reports and communications on the WRSE public facing website ([click here](#) for access). This includes the web publishing of documents.

See Table 1 for the schedule of external facing documents, reports and communication requirements.

Table 1: WRSE schedule of external facing documents, reports and communication requirements

	Document Name	Description	Estimated publication date	Format	Estimated pages	Consultation period
	Simulation Model	Film that shows current network connectivity and operation and potential new transfers	Aug-20	Digital / animation		N/A
	Method statement response document	Response to the consultation on WRSE's technical methodologies ¹	Sep-20	PDF	4-8 pages	N/A
	Resilience Assessment (RA) (baseline)	Setting out our assessment of current (baseline) resilience.	Feb-21	PDF	20	4 weeks
	Future Water Resource Requirements (FWRR)	Will set out resource position using 2019/2020 data	Feb-21	PDF	20	4 weeks
2021 /2022	Regional Policy Statement	Will set out policies and preferences which will be adopted in regional plan.	Apr-21	PDF	4-page summary + appendices	N/A
	Future Water Resource Requirements + Resilience Assessment response document	Response to feedback on the FWRR and RA	Apr-21	PDF	8	N/A
	Draft regional plan (internal)	Draft Regional Multi Sector Resilience Plan	Aug-21	PDF	20-page non-tech summary 60-page main document	Consultation with other regional groups and regulators
	Draft regional plan (external)	Updated Draft Regional Multi Sector Resilience Plan	Jan-22	PDF / Film	20-page non-tech summary 60-page main document	8 weeks

¹ Please note that the



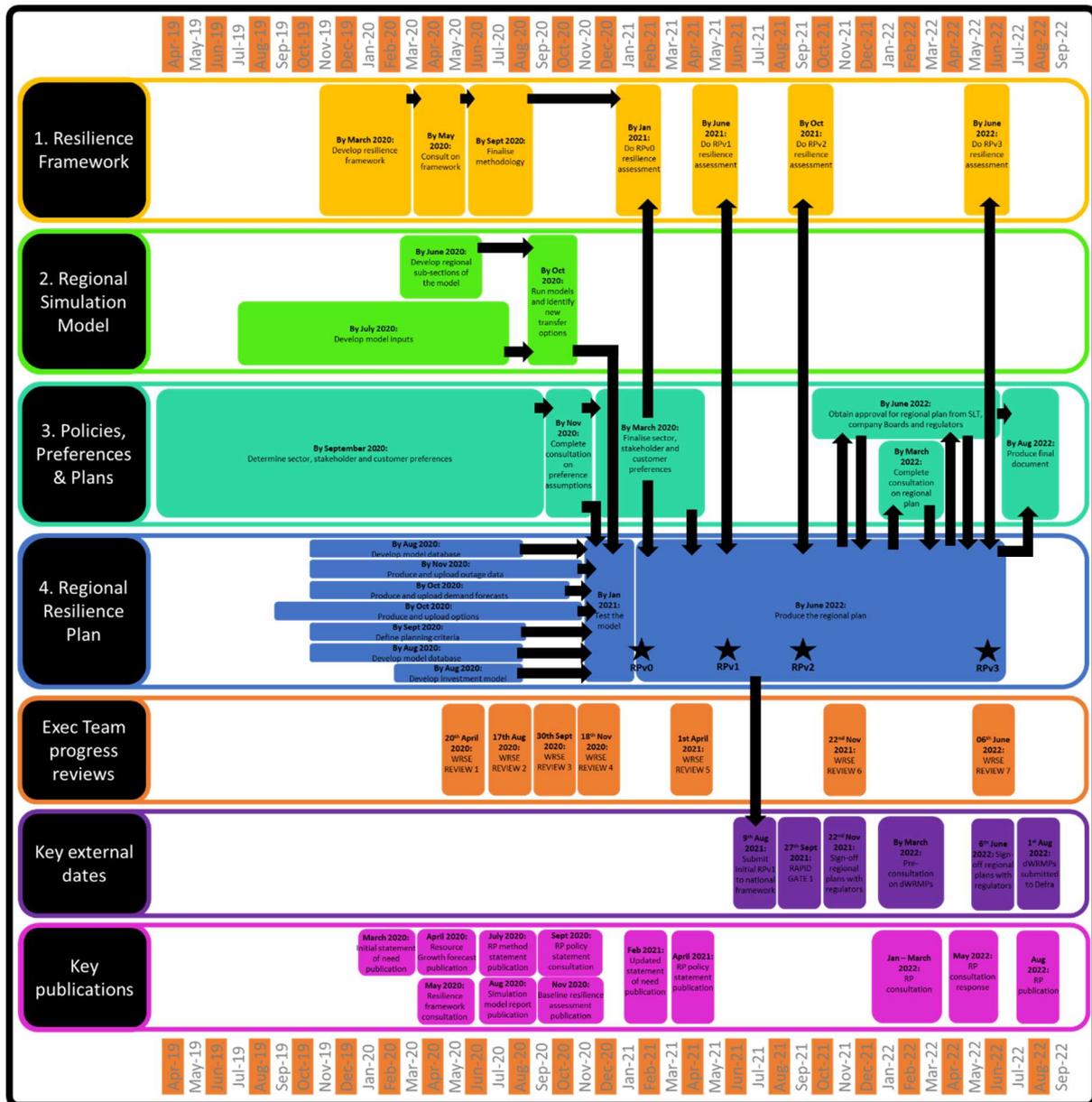
WRSE Regional Plan Document Production

2022 / 2023	Draft regional plan response document	Response document setting key themes.	May-22	PDF	16 - 20-page document	N/A
	Revised draft regional plan	Explain what has changed and why including stakeholder/public element	Aug-22	PDF	20-page non-tech summary 60-page main document	N/A
	WRMP Statement of Response - regional plan update	Setting out how we have taken views in to account	Mar-23	PDF	24-page document	N/A
	Final regional plan	Full and final regional resilience plan	Sep-23	PDF	20-page non-tech summary 60-page main document	N/A

4. Timescales

A high-level timeline for the development of the next regional resilience plan is included in Figure 2 (below). The approximate document production schedule is set out in Table 1 (above).

Figure 2: WRSE programme timeline



Please note that due to many external interdependencies the document production schedule is subject to change.



WRSE Regional Plan Document Production

5. Commercial

WRSE plans to procure the services through Southern Water, but may choose to procure through any of the six water company members.

The timescale for the procurement of these services is as follows:

- a) Window for supplier to submit bids: 1st – 16th June 2020
- b) Supplier interviews; 23th June 2020
- c) Award the services; 25th June 2020

WRSE will cap the cost of the overall programme of work, with a provision of compensation events at fixed day rates should additional scope be required. Each document commission will be reviewed before work commences and time/costs agreed.

6. Invitation

You are invited to send in your bid for this work by 11:59pm on 16th June 2020 to:

trevor.bishop@wrse.org.uk

WRSE is looking for offer letters to undertake the activities set out in Section 3 above. The offer letter should set out:

- 1) Who will fulfil roles set out in the “Scope of Work” Section 3, their experience (including CV’s) undertaking these roles and tasks;
- 2) Companies’ experience and examples in providing these services to support organisations and provide similar tasks as outlined in the “Scope of Work” Section 3.
- 3) A proposal to demonstrate the approach and tasks that will be adopted and how this will be used to translate the requirements set out in the “Scope of Work” Section 3 into a programme that will meet the requirements of the PMB.
- 4) An overall cost and breakdown of indicative cost for each task set out in the “Table 1” Section 3, and also, fixed daily rates for the staff proposed.

This tender will be evaluated on both quality and cost. A maximum of 70 marks will be awarded for quality and 30 marks for cost.

The quality aspect will be made up of 60 marks based on items 1) to 3) in the above list. A further 10 marks can be awarded for the presentation, if the bidder makes it through to this stage.

The cost aspect will be made up of 30 marks which will be awarded based on item 4) and value of the bid

