

ODP Grant Agreement – Template of Matters for Bidder Population

Revision Date: 09/11/2017

Instructions to Bidders:

1. The table below includes all the information required from Bidders to directly complete the ODP Grant Agreement (ODP GA) for the ITSFT response. It does not include matters which will be populated by the Authority from Bidder responses to requirements in Volumes 1-12 of the ITSFT and which therefore do not require Bidder completion in the ODP GA
2. Bidders are NOT required to make any entries directly into the ODP GA documents attached to Volume 14 of the ITSFT.
3. Bidders are to enter responses directly into the boxes marked “**Bidder response**” in the table below unless instructed otherwise. Some items are for completion in the Annexes to this document for reasons of length of format. This is clearly identified in the instructions for each item. No page limit applies to responses in the Annexes to this document.
4. This document, completed by the Bidder, should be included within the Bidder response to the ITSFT due for provision according to the instructions in Volume 1 of the ITSFT.
5. This instruction for Bidder completion of the ODP GA supersedes any instructions for completion within ODP GA documents attached to Volume 14 of the ITSFT.

No.	ODP Grant Agreement Reference			Information required	Bidder instructions and additional information
D1	Front end	3. Definitions	CCI Amount	CCI Amount £	
	Bidder response: Enter amount in words and numbers CCI Amount £[●]				
D2	Front end	3. Definitions	Minor Works Budget	Minor Works Budget £	
	Bidder response: Enter amount in words and numbers Minor Works Budget £[●]				
D3	Front end	3. Definitions	Parent	Details of the ultimate parent company of the ODP	This should be the ultimate parent of the ODP and if the parent of the ODP is a joint venture company the bidder should populate by specifying the names of the ultimate parent of each of shareholders in the joint venture company and not the name of the joint venture company
	Bidder response: Company name: [●], Company Number: [●], whose registered office is at: [●]				
D4	Front end	3. Definitions	Planned CVL Asset Transfer Date	Planned CVL Asset Transfer Date	Date which the CVL is intended to occur
	Bidder response: Bidders to populate date from IM Mobilisation and CVL Asset Transfer Plan Bidders to note that the latest date to be proposed by Bidders is 31 March 2020				

No.	ODP Grant Agreement Reference			Information required	Bidder instructions and additional information
<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/> (Day, Month, Year)					
D5	Schedule 1.1	Part 1	2.1 (c)	Any other additional routes proposed by the Bidder in accordance with the ITSFT and agreed by the Authority	Potential cross-border services are as set out in Appendix 3.B of volume 3 (Train Requirements) to the ITSFT
<p>Bidder response: Enter details below OR if Bidders have not agreed additional routes with the Authority this should be populated with the words "no additional routes proposed".</p> <p>Additional routes:</p> <p>(i) <input type="checkbox"/> to <input type="checkbox"/></p> <p>(ii) <input type="checkbox"/> to <input type="checkbox"/></p> <p>(iii) <input type="checkbox"/> to <input type="checkbox"/></p> <p>...</p>					
D6	Schedule 1.1	Part 1	7(e)	The ODP may carry out the following Ancillary Services: (e) any heavy maintenance of rolling stock vehicles which does not fall within the Light Maintenance Services, carried out on behalf of any other person <u>at the following Depot(s)</u> , subject to the number of persons engaged or employed in such activity not exceeding by more than ten per cent (10%) the number so engaged or employed on the Start Date:	
<p>Bidder response: Enter details below OR populate with the words "no Depots".</p> <p>(i) <input type="checkbox"/></p> <p>(ii) <input type="checkbox"/></p> <p>(iii) <input type="checkbox"/></p> <p>...</p>					



No.	ODP Grant Agreement Reference			Information required	Bidder instructions and additional information
D7	Schedule 1.1	Part 1	7(n)	The ODP may carry out the following additional Ancillary Services:	
	<p>Bidder response: Enter details below OR populate with the words "no Ancillary Services".</p> <p>(i) <input type="checkbox"/></p> <p>(ii) <input type="checkbox"/></p> <p>(iii) <input type="checkbox"/></p> <p>...</p>				
D8	Schedule 1.4	4.1(c)		MCS Backstop Date	If an earlier date for the fitment of the MCS Equipment is offered by the Bidders in the bid, provisions should be amended to include such earlier date. Any requirements over and above the minimum requirements may be contractualised by the Authority in Schedule 13.1 or in Schedule 6.2 (Committed Obligations).
	<p>Bidder response: <input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/> (Day, Month, Year)</p>				
D9	Schedule 1.4	4.6		Frequency and timing of the MCS Report	Bidders may only amend this provision to provide more frequent reporting than that specified in this provision. The current drafting is [one (1) month after the end of each ODP Year] To be provided by Bidder at ITFST if an earlier date for the fitment of the MCS equipment is offered.
	<p>Bidder response: Enter timing and frequency in words and numbers.</p> <p><input type="checkbox"/></p>				
D10	Schedule 1.4	Appendix 1		Draft Passenger's Charter	Note for Bidders: Draft Full Passenger Charter – This is now not for population by Bidders. The Authority will populate based upon the Bidder summary in response to ITSFT Volume 5 R5.1
	<p>Bidder response:</p>				

No.	ODP Grant Agreement Reference			Information required	Bidder instructions and additional information
	<i>Not required</i>				
D11	Schedule 1.4	Appendix 3		Template Format for Customer Report	Note for Bidders: Template Format for Customer Report - This is now not for population by Bidders. The Authority will populate based upon the Bidder response to ITSFT Volume 5 R5.2
	Bidder response: <i>Not Required</i>				
D12	Schedule 1.5	3.1		The technology to be used for the purpose of paragraph 1.2 shall be []	
	Bidder response: <i>Enter details below OR populate with the word "none".</i> [●], [●], [●], ...				
D13	Schedule 1.7	Appendix 1	1	Details of planned stations for secure stations accreditation	
	Bidder response: <i>Complete table in Annex 3</i>				
D14	Schedule 1.7	Appendix 1	2	Details of planned car parks for secure car parks accreditation	
	Bidder response: <i>Complete table in Annex 4</i>				
D15	Schedule 3A	Annex 3		Initial Safety Plan	Bidders to note response to Clarification Question reference 410: "Item D15 Initial Safety Plan is to be amended in the document "ODP Grant Agreement - Template of Matters for Bidder Population" to be "not required". The Initial Safety Plan is required to be provided as a Document Deliverable six weeks after the date of the ODP Grant Agreement. The drafting in Schedule 3A will be amended to reflect this."



No.	ODP Grant Agreement Reference		Information required	Bidder instructions and additional information	
Bidder response: <i>Not Required</i>					
D16	Schedule 3B	Appendix 16		Process for Best Value	Bidder to note Authority Clarification AC1-11 "The Authority requires only an outline of Bidders' processes at this stage. Bidders may make reasonable assumptions about selection criteria and the procurement process so long as these comply with the requirements set out in the ITSFT and do not dilute the Authority's commercial rights."
Bidder response: <i>Bidder to insert in Annex 6 - "Appendix 16 to Schedule 3B - Process for Best Value"</i>					
D17	Schedule 7.2	5.1		Bidder to propose CSSM for Authority review	Note for Bidders: CSSM – This is now not for population by Bidders. The Authority will populate the Outline Methodology based upon the Bidder response to ITSFT Volume 4 R4.10 c)
Bidder response: <i>Not required</i>					
D18	Schedule 7.2	8.1		Bidder to propose MSSM for Authority review	Note for Bidders: MSSM – This is now not for population by Bidders. The Authority will populate the Outline Methodology based upon the Bidder response to ITSFT Volume 4 R4.10 c)
Bidder response: <i>Not required</i>					
D19	Schedule 7.3	3.6 (a)		The form and content of the Service Quality Register.	Service Quality Register - This is now not for population by Bidders. The Authority will populate the system used to record and report service quality monitoring results based upon the Bidder response to ITSFT Volume 4 R4.8 c)
Bidder response: <i>Not required</i>					
D20	Schedule 7.3	Appendix 1		Bidder to provide SQIM	Note to Bidders:

No.	ODP Grant Agreement Reference			Information required	Bidder instructions and additional information
					Service Quality Inspection Methodology- This is now not for population by Bidders. The Authority will populate the Outline Methodology based upon the Bidder response to ITSFT Volume 4 R4.8 a) and b)
	Bidder response: <i>Not Required</i>				
D21	Schedule 13.1	3.8		CRP Amount £	Shall be a minimum of £275,000. The CRP Amount may be a set amount within the CCIF described in Schedule 7.
	Bidder response: <i>Enter amount in words and numbers</i> CRP Amount £[●]				
D22	Schedule 13.1	4.3		£ value of free travel available to individual adopters of the local community involved in the station adoption scheme	£100 minimum
	Bidder response: <i>Enter amount in words and numbers</i> £[●]				
D23	Schedule 13.1	4.3		£ value of free travel available to local community group adopters of the local community involved in the station adoption scheme	£300 minimum
	Bidder response: <i>Enter amount in words and numbers</i> £[●]				
D24	Schedule 13.1	Annex B		Details of proposed Community Rail Partnerships	
	Bidder response: <i>Complete table in Annex 11</i>				



No.	ODP Grant Agreement Reference			Information required	Bidder instructions and additional information
D25	Schedule 13.3	Part 3	10.2	Minimum Number of Full Time Equivalent Jobs at Pontypridd HQ	Bidders should note the assumptions concerning the Pontypridd HQ made in ITSFT Volume 1 paragraph 17.
	Bidder response: Enter number in words and numbers [●] persons				
D26	Schedule 13.3	Part 3	Annex A	Minimum Number of Full Time Equivalent Jobs (including Apprentices and Graduate Schemes)	Table 1
	Bidder response: Complete table in Annex 12				
D27	Schedule 13.3	Part 3	Annex A	Minimum Number of Full Time Equivalent Jobs (Apprenticeships and Graduate Schemes)	Table 2
	Bidder response: Complete table in Annex 13				
D28	Schedule 13.3	Part 3	Annex A	Minimum Number of Full Time Equivalent Jobs (person weeks for work experience or work placements)	Table 3
	Bidder response: Complete table in Annex 14				
D29	Schedule 13.3	Part 4	7.1	Percentage of electricity procured from Renewable Sources	
	Bidder response: Complete table in Annex 15				
D30	Schedule 13.3	Part 4	Annex B	Carbon (CO2e) Scope 1 emissions (direct emissions) - CVL Traction (diesel) Target	Bidder to propose Target at or above minimum of 60%
	Bidder response: Enter target in words and numbers				

No.	ODP Grant Agreement Reference			Information required	Bidder instructions and additional information
	Minimum [●]% reduction by the end of ODP Year 5 sustained to the end of the Term of the ODP Grant Agreement.				
D31	Schedule 13.3	Part 4	Annex B	Carbon (CO2e) Scope 1 emissions (direct emissions) - WCB Traction (diesel) Target	Bidder to propose Target at or above minimum of 25%
	Bidder response: <i>Enter target in words and numbers</i> Minimum [●]% reduction by the end of ODP Year 5 sustained to the end of the Term of the ODP Grant Agreement.				
D32	Schedule 13.3	Part 4	Annex B	Energy and fuel from Energy and fuel from renewable resources from Wales and other areas served by the Rail Services	Bidders to note that “Welsh renewable sources” is amended to “renewable resources from Wales and other areas served by the Rail Services” in the ODP Grant Agreement.
	Bidder response: <i>Enter target in words and numbers</i> Minimum [●]				
D33	Schedule 13.3	Part 4	Annex B	Waste diverted from landfill for re-use, recycling or other recovery applications including waste to heat / energy Target	Bidder to propose Target at or above minimum of 95%
	Bidder response: <i>Enter target in words and numbers</i> Minimum [●]% by the end of year 2 sustained to the end of the Term of the ODP Grant Agreement.				
D34	Schedule 13.3	Part 4	Annex B	Waste to landfill Target	Bidder to propose Target at or below maximum of 5%
	Bidder response: <i>Enter target in words and numbers</i> Maximum [●]% by the end of year 2 and sustained to the end of the Term of the ODP Grant Agreement				
D35	Schedule 13.3	Part 4	Annex B	Air pollution	Bidder to propose Target at or above minimum of 50%



No.	ODP Grant Agreement Reference			Information required	Bidder instructions and additional information
				Target – NOx emissions	
	<p>Bidder response: Enter target in words and numbers</p> <p>Minimum [●]% reduction by the end of ODP Year 5 sustained to the end of the Term of the ODP Grant Agreement.</p>				
D36	Schedule 13.3	Part 5	5.2	% of customer facing OPD Services Employees to be trained in the Welsh language within 3 years of the Start Date and maintained through the ODP Grant Agreement Term	
	<p>Bidder response: Enter target in words and numbers</p> <p>[●]%</p>				
D37	Schedule 13.3	Part 5	Annex A	Welsh Language Implementation Plan	Bidders to note response to Clarification Question reference 452: “The Authority confirms that there is no provided form of Welsh Language Implementation Plan. The words "Form of" will be removed from the drafting prior to the date of the ODP Grant Agreement.”
	<p>Bidder response: Bidder to insert in Annex 16 – “Annex A to Part 5 to Schedule 13.3 - Welsh Language Implementation Plan”</p>				
D38	Schedule 13.3	Part 6		Bidder to enter Additional Sustainability, Ethical Procurement and Community Benefits	
	<p>Bidder response: Bidder to insert in Annex 17 – “Part 6 to Schedule 13.3 - Additional Sustainability, Ethical Procurement and Community Benefits”</p>				
D39	Schedule 18.1	Appendix 1		Initial Implementation Plan	Note Milestone table in Appendix 3 to Schedule 18.2
	<p>Bidder response: Bidder to insert in Annex 18 - “Appendix 1 to Schedule 18.1 - Initial Implementation Plan”</p>				



Annex 1 – Not Used

Annex 2 – Not used



Annex 3

[update or mark "Not Used"]

Station Name	Planned Date	Status
[Bidder Population of proposed]	[For Bidder population.]	[Proposed]



Annex 4

[update or mark "Not Used"]

Station Car Park	Planned Date	Status
[Bidder Population of proposed]	[For Bidder population.]	[Proposed]



Annex 5 – Not Used



Annex 6 - "Appendix 16 to Schedule 3B - Process for Best Value"

[insert]



Annex 7 – Not used

Annex 8 – Not used

Annex 9 – Not used

Annex 10 – Not used



Annex 11

[update]

	Community Rail Partnership	Rail Line/Services forming Community Rail Partnership	Status at Start Date
1.	Core Valley Lines	Core Valley Lines	Proposed
2.	[Proposed CRPs for bidder population]	[Proposed CRPs for bidder population]	[Proposed]
3.			
4.			



Annex 12

[update]

Table 1 – Minimum Number of Full Time Equivalent Jobs (including Apprentices and Graduate Schemes):

ODP Year	Number of Full Time Equivalent Jobs
1	["Bidder Completion"]
2	["Bidder Completion"]
3	["Bidder Completion"]
4	["Bidder Completion"]
5	["Bidder Completion"]
6	["Bidder Completion"]
7	["Bidder Completion"]
8	["Bidder Completion"]
9	["Bidder Completion"]
10	["Bidder Completion"]
11	["Bidder Completion"]
12	["Bidder Completion"]
13	["Bidder Completion"]
14	["Bidder Completion"]
15	["Bidder Completion"]



16	["Bidder Completion"]
17	["Bidder Completion"]



Annex 13

[update]

Table 2 – Minimum Number of Full Time Equivalent Jobs (Apprenticeships and Graduate Schemes): [DN: The Minimum Number includes new starters within the ODP Year and Apprenticeships or Graduate Schemes that are continuing in the second or subsequent ODP for as long as the Apprenticeship or Graduate Scheme lasts for the relevant individual.]

ODP Year	Number of Full Time Equivalent Jobs (Apprenticeships and *Graduate Schemes)
1	["Bidder Completion" DN: Minimum 25]
2	["Bidder Completion" DN: Minimum 50]
3	["Bidder Completion" DN: Minimum 75]
4	["Bidder Completion" DN: Minimum 75]
5	["Bidder Completion" DN: Minimum 75]
6	["Bidder Completion" DN: Minimum 75]
7	["Bidder Completion" DN: Minimum 75]
8	["Bidder Completion" DN: Minimum 75]
9	["Bidder Completion" DN: Minimum 75]
10	["Bidder Completion" DN: Minimum 75]
11	["Bidder Completion" DN: Minimum 75]
12	["Bidder Completion" DN: Minimum 75]



13	["Bidder Completion" DN: Minimum 75]
14	["Bidder Completion" DN: Minimum 75]
15	["Bidder Completion" DN: Minimum 75]
16	["Bidder Completion" DN: Minimum 75]
17	["Bidder Completion" DN: Minimum 75]



Annex 14

[update]

Table 3 – Person-weeks of employment for work experience or work placements:

ODP Year	Number of Person-weeks
1	["Bidder Completion"]
2	["Bidder Completion"]
3	["Bidder Completion"]
4	["Bidder Completion"]
5	["Bidder Completion"]
6	["Bidder Completion"]
7	["Bidder Completion"]
8	["Bidder Completion"]
9	["Bidder Completion"]
10	["Bidder Completion"]
11	["Bidder Completion"]
12	["Bidder Completion"]
13	["Bidder Completion"]
14	["Bidder Completion"]
15	["Bidder Completion"]



16	["Bidder Completion"]
17	["Bidder Completion"]



Table 15

[update]

ODP Year	Percentage of electricity procured from Renewable Sources
1	["Bidder Completion"]
2	["Bidder Completion"]
3	["Bidder Completion"]
4	["Bidder Completion"]
5	100
6	100
7	100
8	100
9	100
10	100
11	100
12	100
13	100
14	100
15	100



16	100
17	100



Annex 16 – "Annex A to Part 5 to Schedule 13.3 - Welsh Language Implementation Plan"

[insert]



Annex 17 – “Part 6 to Schedule 13.3 - Additional Sustainability, Ethical Procurement and Community Benefits”

[insert]



Annex 18 - "Appendix 1 to Schedule 18.1 - Initial Implementation Plan"

[insert]

