Local Authorities (England)

Expression of Interest Form

Joint Procurement & Food Waste Collection Implementation Accelerator Programme

Free support for local authorities based in England for the implementation of weekly food waste collections

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| EOI: V2  Publication Date: August 2024 | Project code: PSE300-032 |

About WRAP

WRAP is a climate action NGO working around the globe to tackle the causes of the climate crisis and give the planet a sustainable future.

Our vision is a thriving world in which climate change is no longer a problem.

Our core purpose is to help you tackle climate change and protect our planet by changing the way things are produced, consumed, and disposed of.

Joint Procurement & Food Waste Implementation Accelerator Programme

Local authorities in England are required to provide weekly food waste collections to all their households by April 2026. DEFRA has been working to distribute funding to local authorities. The first tranche of funding was distributed in February 2024 for the capital purchase of vehicles and containers to eligible local authorities.

WRAP and DEFRA have been working with the major manufacturers and Public Buying Organisations over the past few years to work through the capacity constraints given the imminent volume of procurement requests.

Designed with and endorsed by manufacturers a series of key interventions are considered essential to:

* Avoid high or additional costs to local authorities
* Supply products in the required time frame
* Provide additional benefits and incentives

WRAP has engaged with manufacturers to determine potential benefits to local authorities of jointly procuring vehicles and containers and the placement of larger orders. We have identified potential financial and social value benefits with larger volume orders.

WRAP’s Joint Procurement and Food Waste Implementation Accelerator Programme provides free of charge support and is available to local authorities in England on a limited basis to progress the interventions developed with Industry. We are offering a range of technical and project support to help navigate challenges you face prior to procurement. It aims to increase collaboration, using clusters and supportive networks to solve the common challenges in the roll-out of food waste collections. The programme has been designed to increase joint working and collaboration which should enable local authorities to obtain economies of scale and competitive prices.

The support is available to local authorities applying individually or as partnerships. However, there is an expectancy that the support will be delivered in clusters or groupings as there are clear minimum numbers of orders to realise the benefits. WRAP will cluster local authorities together dependant on the types of the support they require.

We have devised this programme specifically aimed in the first instance at local authorities who would like to jointly procure containers and/or vehicles and feel they need support to do so. Please fill out this Expression of Interest form if this is of interest.

We are also seeking expressions of interest in other areas that WRAP could support you with as you implement weekly food waste collections. Please fill out this Expression of Interest form to help us plan for support needs.

Reach out today

Are you involved in a project that could benefit from our support?

You can get in touch directly by emailing [policysupportevidence@wrap.org.uk](mailto:policysupportevidence@wrap.org.uk)

This programme is funded and supported by Defra

# Programme information

Expression Of Interest

The provision of complete and accurate information will ensure your Expression of Interest (EOI) is processed in a timely manner. To complete this form, you will need some current details of your local authority collections to hand.

To engage with this process please return this form fully completed and ensure it is signed in Section 2. This is to ensure WRAP understands your Local Authority has support to participate in this Programme from senior members of your Authority.

How to submit your application

Your Local Authority must fill out this Expression of Interest. Early submissions are welcomed and encouraged due to the delivery timeframe. The completed form must be emailed to [policysupportevidence@wrap.org.uk](mailto:policysupportevidence@wrap.org.uk) with EOI in the email subject. You will receive an email informing you that your EOI has been received.

Please note **all questions are mandatory**.

Closing Dates

1. The first call for Expressions of Interest closes on 06 September 2024 at 5pm.
2. The second call for Expressions of Interest closes on 18 October 2024 at 5pm.

Evaluation

Your Expression of Interest will be reviewed based on the support requested and your proposed implementation timeframe to roll out weekly food waste collections to all households in your Local Authority.

A member of our team will be in contact with you to discuss the opportunities with you further. Applications are welcome from both Local Authorities with already partially rolled out food waste collections and from those with no food waste collections.

Delivery Timeframe

Support will be provided during the financial year 2024-25.

# Applicant details & sign-off

The support is available to local authorities applying individually or as partnerships. If you are applying as a group of local authorities or partnership, please make this clear in Table 1 below.

Please fill out Table 1 below.

Applicant Details

|  |  |
| --- | --- |
| Expression of Interest Application Details | |
| Local Authority/Waste Partnership: |  |
| Name: |  |
| Position: |  |
| Email address: |  |
| Phone number: |  |
| Signature: |  |
| Date: |  |

Your application must be supported by someone at Head of Service / Waste Manager level or equivalent within your local authority or waste partnership. Please complete Table 2 with their details and signature.

Appropriate sign-off for your application

|  |  |
| --- | --- |
| This EOI has the support of | |
| Local Authority: |  |
| Position: |  |
| Signature: |  |
| Date: |  |

Please be aware that WRAP envisages that the support will be delivered in clusters dependant on local authority requirements as filled out in Table 3.

# Joint procurement support

Are you interested in joint procurement support in relation to vehicles Yes No

*Please tick appropriate box*

If you answered No to the above question, please provide details on when you plan to procure vehicles along with your anticipated timeframe for delivery and collection implementation.

Are you interested in joint procurement support in relation to containers Yes No

*Please tick appropriate box*

If you answered No to the above question, please provide details on when you plan to procure containers and your anticipated timeframe for delivery and collection implementation.

Joint procurement support available.

| Support Available | Typical Support | Tick as Required | | | |
| --- | --- | --- | --- | --- | --- |
| *Essential* | *Possible* | | *Not Required* |
| 1. Assistance to develop a suitable legal agreement to joint procure containers and/or vehicles (Memorandum of Understanding or Inter Authority Agreement etc) | Specialist procurement support and specialist technical support to develop a legal agreement that would govern the relationship and obligations in respect of the procurement. |  |  | |  |
| 1. Facilitation support to help group of LAs decide on a lead authority to joint procure | Specialist technical support and facilitated workshop to decide lead authority. |  |  | |  |
| 1. Project management support to drive forward joint procurement and collaboration on common areas of technical support | Project management support to develop individual or joint implementation plans. Could possibly be extended to communication plans. |  | |  |  |
| 1. Contract management support to ensure service provider will implement by 31 March 2026 | Specialist technical / procurement support which could be specific to an outsourced collections provider or could be related to treatment contract support, i.e. support to include a variation to existing contract. |  | |  |  |
| 1. Procurement support with treatment contracts | Specialist procurement support which could review options if moving from mixed organics to separate food treatment, or a new contract, or if seeking to increase tonnages to AD. Note that WRAP cannot get involved in determining suppliers. |  | |  |  |
| 1. Assistance to develop procurement strategy and route to procurement, agreement of Professional Buying Organisations (PBOs) being utilised | Specialist technical and procurement support to create develop a procurement strategy |  | |  |  |
| 1. Assistance to agree delivery dates and delivery storage points for each participating joint procurement partner/LA | Specialist technical and support to develop delivery and implement plan specific to containers and vehicles. |  | |  |  |
| 1. Possible support to prepare for committee / elected members meetings | Specialist technical support to prepare meeting documentation. |  | |  |  |

# Your joint procurement support requirements

Please provide some details in relation to the joint procurement support you require in Table 4.

Outline details of the support you require

| Your support requirements to be completed by applicant) |
| --- |
| How you think WRAP can best support you in terms joint procurement? |
| Your anticipated support time requirements (estimated number of days) |
| Number of households involved and type of properties (kerbside/ communal collections) |
| Collection scheme type – current and proposed (separate food waste or mixed food and garden waste) |
| Nature and length of treatment contracts for your organics streams (if yet operational) |
| What are the main Implementation challenges you foresee? |
| What are your specific local risks to mobilising food waste collection (include financial, technical and legal) |
| Anticipated scheme roll-out date |
| Impacts of not receiving joint procurement support from WRAP |

# Your interest in other technical support

Please select from the list below in Table 5, **no more than 3 key support elements** where your Local Authority needs support to implement weekly food waste collection.

Please note the focus of this Food Waste Implementation Accelerator Programme support is on **joint procurement**, rather than technical support. We will be working with our colleagues in the Local Authority Support Team to ensure work is joined-up. Please fill out Table 5 to allow WRAP to assess future needs.

Possible technical support

| Support Element | Support Available | Typical Support | Tick as Required | | |
| --- | --- | --- | --- | --- | --- |
| *Essential* | *Possible* | *Not Required* |
| 1. Collections modelling support | Support to undertake options modelling for food waste collections. Provision of excel document summarising outputs. | Analyst and technical support time to model options (high-level) |  |  |  |
| Support to understand the cost of food waste collection as part of a co-collected food and garden collection | Analyst and technical support time to model options (high-level) |  |  |  |
| 1. Route optimisation support | Support to assist data cleansing of LLPG data | Analyst support time |  |  |  |
| Data review for readiness check for route optimisation software provider | Analyst support time |  |  |  |
| Support to ensure route optimisation contract is fit for purpose, work with LA to develop draft output specification for procurement | Specialist technical support |  |  |  |
| 1. Depot reconfiguration and upgrade support | Support to assist LA officers in determining what works would likely be required to existing depot and WTS assets to support the collection of food waste from households in their local authority area. | Specialist technical support via WRAP framework consultants |  |  |  |
| 1. Bulking and haulage support | Support to assist LA officers in determining bulking and haulage requirements to support the collection of food waste. | Specialist technical support via WRAP framework consultants |  |  |  |
| Support to LA officers in procuring bulk haulage containers, plant and haulage services | Specialist technical support via WRAP framework consultants |  |  |  |
| 1. Licensing and permitting support | Supports to assist LA officers in initiating the changes required to be made to existing planning and permitting licences. | Specialist technical support via WRAP framework consultants |  |  |  |
| 1. Container delivery support | Support with establishing container storage requirements | Analyst and technical support time to space requirements (high-level) |  |  |  |
| General guidance on container storage | Specialist technical support delivered via guidance document / webinar |  |  |  |
| Guidance and support to implement in-house container delivery consisting of training delivered online, training pack and materials to enable cascade training to container delivery crews | Specialist technical support delivered via guidance document / webinar |  |  |  |
| 1. Crew training support | Online group training, guidance and support to support services changes to collect food waste. To include training session, training pack and materials to enable cascade training to collection operatives, supervisors, customer services call centre staff and Members. | Specialist technical support delivered online |  |  |  |
| In-person group training, guidance and support to support services changes to collect food waste. To include training session, training pack and materials to enable cascade training to collection operatives, supervisors, customer services call centre staff and Members. | Specialist technical support delivered face-to-face |  |  |  |
| Support on working with an external collection6 contractor | Specialist technical support |  |  |  |
| 1. Communication support | Resident engagement and communications, including the use and distribution of caddy liners | Support with planning and production of communications materials |  |  |  |
| 1. Other general support | Please specify | Specify anticipated support required |  | | |

# Disclaimers

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| Please read carefully |
| By submitting the expression of interest to WRAP in respect of Food Waste Accelerator Programme, you declare that the information provided is true and complete to the best of your knowledge and belief.  The LA acknowledges that by submission of this expression of interest that no commitment is created between the LA and WRAP.  The LA accepts that submission does not constitute an application for WRAP funded support but that subject to the EOI WRAP may enter discussions with you to provide support and establish an agreement to provide you with support.  The LA understand that WRAP may make enquiries with Defra in respect of any information provided in this application. |
| Data Protection Declaration |
| WRAP is committed to being transparent about how it collects and uses your data and to meeting its data protection obligations.  WRAP is directly accountable to you for its holding and processing of your information, including any personal data and confidential information. Data is held in accordance with our own policies. Accordingly, WRAP will be data controllers for personal data submitted during the application.  WRAP complies with the requirements of UK GDPR and the Data Protection Act 2018, and is committed to upholding data protection legislation, and protecting your information in accordance with data protection principles.  WRAP’s Privacy Policy - https://www.wrap.ngo/privacy-policy  In completing this form, you understand that WRAP has a requirement to process your personal data. WRAP will only ever process your personal data where it has a clear lawful basis for doing so in full compliance with data protection legislation - UK GDPR and The Data Protection Act (2018).  For further information, questions or queries, please email data.protection@wrap.org.uk |
| Disclaimer |
| It will be a condition of any expression of interest to WRAP in respect of this Programme that:   1. WRAP nor Defra shall not be liable to the body submitting the expression of interest or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from: 2. the subject matter of the expression of interest 3. the rejection for any reason of any of the expression of interest.   WRAP and their servants or agents shall not, at any time, in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with this Expression of Interest application for technical support services. |

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| WRAP |
| wrap.org.uk  @WRAP\_UK |
| Charity No: 1159512 |

**WRAP’s vision is a thriving world in which climate change is no longer a problem.**

Our mission is to make the world a more sustainable place. We bring people together, we act on the facts, and we drive change.

Find out more at   
**www.wrap.org.uk**