

Request for Quotation

Development of a Standard Evaluation Framework for Measuring the Impact of Outdoor Interventions on Health

13 November 2023

Request for Quotation

Development of a standard evaluation framework for measuring the impact of outdoor interventions on health

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Your response should be returned to the following email address by:

Email: Dave.Bell@Naturalengland.org.uk

Date: 04/12/2023

Time: 23:59

Ensure you include the name of the quotation and ‘Final Submission’ in the subject field to make it clear that it is your response.

Contact Details and Timetable

Dave Bell will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

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| Action | Date |
| Date of issue of RFQ | 13/11/2023 at 10:00 GMT |
| Deadline for clarifications questions | 27/11/2023 at 23:59 GMT |
| Deadline for receipt of Quotation | 04/12/2023 at 23:59 |
| Intended date of Contract Award | 11/12/2023 |
| Intended Contract Start Date | 08/01/2024 |
| Intended Delivery Date / Contract Duration | 31/03/2024 |

Section 1: General Information

Glossary

Unless the context otherwise requires, the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

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| “Authority” | means Natural England who is the Contracting Authority. |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

Conditions applying to the RFQ

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

Self-Declaration and Mandatory Requirements

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

Clarifications

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

Conditions of Contract

The Authority’s Standard Good and Services Terms & Conditions (used for purchases under £50k) can be located on the [Natural England Website](https://www.gov.uk/government/organisations/natural-england/about/procurement) and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

Prices

Prices must be submitted in £ sterling, exclusive of VAT.

Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

Further to the Government’s transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

* Central Contracting Authority’s: £12,000
* Sub Central Contracting Authority’s and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Central Contracting Authority with a publication threshold of £12,000 inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, you consent to these terms as part of the procurement.

Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

* make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
* accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
* accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018 the supplier must agree to the following:

You must only process any personal data in strict accordance with instructions from the Authority.

* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

General Data Protection Regulations 2018

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

Equality, Diversity & Inclusion (EDI)

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

Sustainable Procurement

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf

Conflicts of Interest

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

Section 2: The Invitation

Specification of Requirements

Background to Natural England

Natural England's vision is of Thriving nature for people and planet. Our ambition is not just to improve nature, but to see it thriving everywhere. This is because we recognise that a healthy natural environment is fundamental to everyone’s wealth, health and happiness.

Our mission is Building partnerships for nature’s recovery. This reflects the need for us to work with and through a wide range of people and also the need for rapid action to re-build sustainable ecosystems and thereby protect and restore habitats, species and landscapes.

A key part of our work is on Health and the Environment. Nature provides us with clean air, food, water and shelter. It regulates our climate and controls disease. Beyond this, it is fundamental to our health and well-being through provision of recreational, cultural, social and spiritual benefits. By aligning nature recovery and health priorities we are opening up more diverse avenues to increase the quality and quantity of nature across England whilst also improving the physical and mental health of people and communities, and reducing pressures across health and social care services.

Background to: Development of a standard evaluation framework for measuring the impact of outdoor interventions on health

Major health ([WHO, 2022](https://iris.who.int/bitstream/handle/10665/357652/9789289058131-eng.pdf?sequence=1); [PHE, 2020](https://assets.publishing.service.gov.uk/media/5f202e0de90e071a5a924316/Improving_access_to_greenspace_2020_review.pdf)) and natural environment ([Defra, 2023](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1168372/environmental-improvement-plan-2023.pdf)) strategies now recognise the importance of outdoor environments and engaging people with their local green and blue spaces, for physical and mental health and well-being. This is based on growing evidence for the positive association between nature and health, but also greater focus on the wider determinants of health that may contribute to reducing the burden of major health conditions as well as reducing health disparities.

This piece of work focuses specifically on how ‘Outdoor Interventions’ can improve health and reduce health disparities. ‘Outdoor Interventions’ covers any planned activity taking place outdoors as well as activity to increase the quality or quantity of accessible green and blue spaces. This could include (but is not limited to) nature-based interventions, outside sports, conservation activity, arts and cultural activities taking place outdoors, active travel, and Green Infrastructure planning and delivery.

Despite recognition of the associations, understanding the impact of investing in outdoor interventions for improving health and well-being could be better supported through developing the evidence base. At present, evidence is limited by the variability in how the outcomes of interventions are assessed, particularly in relation to health and disparities outcomes. As a result, there is limited clear evidence on what interventions work to improve health and reduce disparities, in which populations and in which circumstances.

To address this, the 2023 ‘[Environment Improvement Plan](https://www.gov.uk/government/publications/environmental-improvement-plan)’ commits to ‘develop a Standard Evaluation Framework for examining the health impacts of outdoor interventions, so we can consistently measure the public health impacts from our work to increase access to the outdoors’. Natural England is leading a cross-government working group to deliver this Standard Evaluation Framework, alongside the Office for Health Improvement and Disparities (Department of Health and Social Care), the Department for Environment, Food and Rural Affairs, Sport England and Active Travel England, as well as a wider stakeholder steering group.

The Project Aims are to develop the first Standard Evaluation Framework (SEF) to encourage more consistent measurement of health and well-being, and disparities outcomes for those evaluating outdoor interventions.

The ‘Outdoor Interventions and Health SEF’ is targeted at:

* Those evaluating outdoor interventions aiming to improve health/well-being, this may be national or local government, third sector or private organisations, and could include those working in public health and healthcare
* Those funding outdoor interventions and placing evaluation expectations on delivery partners

In early 2023, partners completed some scoping activity to gain insight from partners across the natural environment and health sectors. This found broad support for a framework to help improve evaluation practice. It warned against making the framework too prescriptive. Participants highlighted there are existing tools and models that we do not want to duplicate but focus on supporting more consistency across the full breadth of ‘Outdoor Interventions’. A PowerPoint presentation summarising this work is included in the supporting documentation.

Requirement

The Scope of the work required to deliver the Project Aims, and the necessary expertise for contractors is detailed below.

Scope of the work

We encourage applications that draw upon contractor insights and experience while meeting the Project Aims.

The broad Scope of the work is to build on existing identified evaluation guidance (see ‘existing resources’, in particular '[Demystifying Health Metrics](https://valuing-nature.net/demystifying-health-metrics-1))') to:

1. **Decide on key health outcomes** that are most aligned with evidence/theory as to the benefits of outdoor interventions. This is likely to include a range of health outcomes fitting within the following over-arching categories (but not limited to):
   1. General health
   2. Mental health and well-being
   3. Physical activity and health
   4. Birth and reproductive outcomes
   5. Mortality
2. **Decide on key demographic variables** that enable evaluators to look at the impact of outdoor interventions on health inequalities. This will include variables at an individual (e.g., gender, age and ethnicity) and area level (e.g., area-level deprivation).
3. **Decide on the most appropriate measure/s** (validated and open-access where possible) for the measurement of health outcomes and demographic variables, which will involve:
   1. Identifying measures for consideration
   2. Specifying the desired end-point e.g., number of outcomes and measures for each; the need for a ‘long’ and ‘short’ list; whether to provide alternative short-forms or group-specific measures where available/relevant.
   3. Outlining a systematic approach to deciding which measure/s are the most appropriate for recommendation e.g., a criteria for quality rating
   4. Completing the decision-making process to produce a final list of outcomes and recommended measures
4. **Bring insights (from Scope 1-3) together to form a ‘Outdoor Interventions and Health SEF’** which guides evaluations and funders in the measurement of health and well-being outcomes for those evaluating outdoor interventions. This should include:
   1. Introductory content on who and what the ‘Outdoor Interventions and Health SEF’ is for
   2. A quick look-up list of key health and demographic outcomes and the most appropriate measurement of these
   3. A guide on how evaluators can use the ‘Outdoor Interventions and Health SEF’ as part of evaluation, including (but not limited to):
      1. Using existing theory/evidence to develop research questions and theory of change
      2. Using the ‘Outdoor Interventions and Health SEF’ to choose appropriate metrics for measurement
      3. Designing a robust evaluation and following core ethical principals
      4. Best practice data collection
      5. Appropriate data analysis/interpretation/communication
   4. Supplementary information on:
      1. Using/accessing each recommended measure e.g., where possible providing full measures ready for use or information on ‘how to access’ if not publishable
      2. A section/document that details the methods and decision-making process that went into the framework construction, providing transparency and reassurance to users

Within the Scope of this contract, the content produced for the ‘Outdoor Interventions and Health SEF’ will remain document-based and should be presented in a user-friendly format, for example with a flow chart and links to different document sections for ease. This is done with a view to transferring content online (or in a format informed by stakeholder discussions) through a later design contract.

Throughout, the contractor should draw upon existing resources/knowledge (see ‘Existing resources’ subheading for some key examples) and the SEF Working Group and wider stakeholders to ensure the outcome is applicable for different sectors and evaluation types. 

Key deliverables for this project

Within the Scope, the contractor will deliver the following:

1. An inception meeting to establish the Project Plan, including objectives, outcomes and timescale.
2. Identify and engage key stakeholders - two levels – core steering group and consultees including national and local authority public health and those delivering interventions.
3. Production (using existing models) of an overarching theory of change and a database of key health outcomes and demographics stemming from this.
4. A functional review of the literature to compile key measures relating to each health outcome/demographic.
5. Workshop/s with stakeholders to refine health outcomes/demographics and measures.
6. Completion of a first draft of the ‘Outdoor Interventions and Health SEF’ (as detailed in Scope).
7. User testing of the draft version of the ‘Outdoor Interventions and Health SEF’ through workshops and feedback from stakeholders (not formal piloting on outdoor interventions).
8. Finalised ‘Outdoor Interventions and Health SEF’ for distribution.
9. A remote (Zoom/Teams) presentation of the research to the Working Group. This will be c.90-120 minutes and include time for questions.
10. A remote (Zoom/Teams) presentation of the research to wider stakeholders. This will be c.90-120 minutes and include time for questions.

Expertise of contractor

The Working Group is looking to work with experts or a consortia of experts with a track record of the following:

* Experience of evaluating public health interventions
* Knowledge and experience of health metrics
* Working across sectors/stakeholders to deliver cross-cutting outputs
* Desirable: experience in the delivery of accessible research guidance/tools

Existing resources

The contractor will draw upon the following to inform their work and complement existing resources:

1. Demystifying Health Metrics (2019) [report](https://valuing-nature.net/demystifying-health-metrics-1) which outlines why greater consistency in the use of health metrics is needed and how this might be done.
2. Demystifying Health Metrics (2019) [metric extraction tables](https://valuing-nature.net/demystifying-health-metrics-1) which provides a list of existing health metrics
3. Findings from the SEF Insights report included as a PowerPoint attachment to this Request for Quotation
4. Other relevant evaluation frameworks and tools: Some of these may complement the current project (through sign-posting) but none fulfils the need of the current tender:
   1. Public Health England’s [SEF for Weight Management](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/685545/SEF_weight_management_interventions.pdf)
   2. [Sport England Evaluation Framework,](https://evaluationframework.sportengland.org/) [question bank](https://evaluationframework.sportengland.org/media/1351/sport-england-adult-question-bank.pdf) and [decision tree](https://evaluationframework.sportengland.org/media/1247/level-of-measurement-decision-tree.pdf)
   3. [Office for Health Improvement and Disparities, Planning an Evaluation in health and well-being](https://www.gov.uk/guidance/evaluation-in-health-and-wellbeing-planning)

Outputs and Contract Management

The Contract will be managed by Natural England. Dave Bell, Principal Adviser for Health and the Environment, will be the Contractor's main point of contact but the Contractor will also engage regularly with the SEF Steering Group. This includes officials from Natural England, the Office for Health Improvement and Disparities (Department of Health and Social Care), the Department for Environment, Food and Rural Affairs, Sport England and Active Travel England.

An initial, start-up meeting (using MS Teams) with the full SEF steering group will be held w/c8 January.

There will be weekly MS Teams calls with Dave Bell to discuss progress. Other members of the steering group may join these calls as necessary.

In addition there will be monthly MS Teams calls with the full SEF Steering group

A suggested timeline of key deliverables is included below:

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| Reference | Deliverable | Responsible Party | Date of completion |
| 01 | An inception meeting to establish the Project Plan, including objectives, outcomes and timescale | Contractor | January 2024 |
| 02 | Identify and engage key stakeholders - two levels – core steering group and consultees including national and local authority public health and those delivering interventions | Contractor - with input from SEF steering group | February 2024 |
| 03 | Production (using existing models) of an overarching theory of change and a database of key health outcomes and demographics stemming from this. | Contractor | February 2024 |
| 04 | A functional review of the literature to compile key measures relating to each health outcome/demographic | Contractor | February 2024 |
| 05 | Workshop/s with stakeholders to refine health outcomes/demographics and measures. | Contractor | March 2024 |
| 06 | Completion of a first draft of the ‘Outdoor Interventions and Health SEF’ (as detailed in Scope). | Contractor | March 2024 |
| 07 | User testing of the draft version of the ‘Outdoor Interventions and Health SEF’ completed through workshops and feedback from stakeholders (not formal piloting on outdoor interventions) | Contractor | March 2024 |
| 08 | Finalised ‘Outdoor Interventions and Health SEF’ for distribution in electronic form | Contractor | 31 March 2024 |
| 09 | A remote (Zoom/Teams) presentation of the research to the Working Group. This will be c.90-120 minutes and include time for questions | Contractor | 31 March 2024 |
| 10 | A remote (Zoom/Teams) presentation of the research to wider stakeholders. This will be c.90-120 minutes and include time for questions | Contractor | 31 March 2024 |

Payment

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. Invoices should be provided at the end of February and upon completion of the project (subject to milestones being completed for these periods as outlined above).

It is anticipated that this contract will be awarded for a period of 3 months to end no later than 31/03/2024. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

Evaluation Methodology

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

Technical – 65%

Commercial – 35%

Evaluation criteria

Evaluation weightings are 65% technical and 35% commercial, the winning tenderer will be the highest scoring combined score.

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| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 65% | Service / Product Proposal | Methodology | 2 Questions  Q1.1 (40% of technical score available)  Q1.2 (20% of technical score available) |
| Key personnel | 1 Question  Q2 (20% of technical score available) |
| Quality Assurance measures | 1 Question  Q3.1 (10% of technical score available) |
| Management of sustainability and social value | 1 Question  Q4 (10% of technical score available) |
| Health and Safety | To confirm you have a suitable Health and Safety policy for your staff, copy to be supplied - Y/N pass/fail rating |
| Commercial | 35% | Whole life cost of the proposed Contract | Commercial Model | The value for money of the listed costs and fees. 100% of commercial score available |

Technical (65%)

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

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| Description | Score | Definition |
| Very good | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met. |

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

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| Methodology | Detailed Evaluation Criteria |
| Q1.1 Provide details of the methodology and approaches proposed to deliver the requirements of this project.  Responses should not exceed four sides of A4, and use Arial font, size 11. | Your response should:  1) Demonstrate a clear understanding of the nature of the requirements.  2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.  3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.  4) A project delivery timeline if different from the timeline suggested within this specification (maintaining end date of 31 March 2024). |
| Q1.2 Provide an assessment of risks and dependencies that will affect delivery of the project and measures that will be taken to mitigate these. | Your response should outline the key risks and dependencies in table format. Please include any specific Health and Safety Risks associated with project as part of this analysis |

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| Key Personnel | Detailed Evaluation Criteria |
| Q2.1 Provide details of the project team and the key personnel, with their seniority, who will be involved in delivering the project. | You should demonstrate the team’s skills and experience in:  1. Evaluating public health interventions  2. Health metrics  3. Working across sectors/stakeholders  4. Desirable: delivery of accessible research guidance/tools  Please provide examples of two (2) projects which meet some or all of these criteria that have been delivered in the last three (3) years. |

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| Quality Assurance measures | Detailed Evaluation Criteria |
| Q3.1 Provide details of how the project will be Quality Assured | Your response should include how you plan to quality assure key deliverables from within your organisation as well as the role you envisage the SEF steering group playing. |

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| Management of sustainability and social value | Detailed Evaluation Criteria |
| Q4.1 Evidence of delivery of, or intent to deliver, social value benefits because of commercial activity. | Provide a brief outline of committed social value activity linked to one or more of the 5 key themes identified (this can include research activity):  1) Tackling Economic Inequality - Create new businesses, new jobs and new skills  2) Increase supply chain resilience and capacity  3) Fighting Climate Change - Effective stewardship of the environment  4) Equal Opportunities - Reduce the disability employment gap Tackle workforce inequality  5) Wellbeing - Improve health and wellbeing |

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| Health and Safety | Detailed Evaluation Criteria |
| Q5.1 Evidence you have a suitable Health and Safety policy for your staff, copy to be supplied - Y/N pass/fail rating |  |

Commercial (35%)

The Contract is to be awarded as a fixed price which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against objective/key personnel used in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

* Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x 35% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 65% (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

Information to be returned

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

* completed Commercial Response template
* separate response submission for each technical question (in accordance with the response instructions)
* completed Mandatory Requirements (Annex 1)
* completed Acceptance of Terms and Conditions (Annex 2)

Award

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.

The successful supplier will be issued the contract, incorporating their Response, for signature. The Authority will then counter sign.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

Part 1.1 Potential Supplier Information:

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. | |
|  | Participation in a criminal organisation. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Corruption. | ((Yes / No)  If yes please provide details at 2.1 (b) |
|  | Fraud. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)  If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Part 2.2 Grounds for discretionary exclusion

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

Annex 2 Acceptance of Terms and Conditions

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_