

www.gov.uk/naturalengland

Request for Quotation

***Priority Habitat Inventory (PHI) Spatial Data Management.***

***Natural Capital and Ecosystem Assessment (NCEA): Project 1.3 Priority Habitat Inventory***

You are invited to submit a quotation for the requirement described in the specification below.

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

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

Email: *michael.knight@naturalengland.org.uk*

Date: *09 Sept 2021*

Time:*11pm*

Ensure you state the reference number and ‘Final Submission’ in the subject field to make it clear that it is your response.

#### Contact Details and Timeline

*Michael Knight* will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 02 Aug 2022 |
| Deadline for clarifications questions | 02 Sept 2022 |
| Deadline for receipt of Quotation | 09 Sept 2022 |
| Intended date of Contract Award | 16 Sept 2022 |
| Intended Contract Start Date | 23 Sept 2022 |
| Intended Delivery Date / Contract Duration  | 17 March 2023 |

#### 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):

|  |  |
| --- | --- |
| “Authority” | Means the Department for Environment, Food and Rural Affairs acting as part of Natural England |
| “RFQ” | Means this Request for Quotation and all related documents published by the Authority and made available to suppliers |
| “Contract” | Means the contract to be entered into by the Authority and the successful supplier. |

#### Conditions applying to the RFQ

You should examine your response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

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

The supplier by submitting a quotation is deemed to accept the terms and conditions in the RFQ. Failure to comply with the instructions set out in the RTQ may result in the supplier’s exclusion from this procurement.

#### 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.

#### Mandatory Requirements

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation will not be evaluated. All mandatory requirements are set out in Bravo.

#### Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your quotation with you prior to any award of Contract to clarify matters.

#### 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 in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

#### Conditions of Contract

The terms and conditions can be found on www.gov.uk [Standard Terms and Conditions](https://www.gov.uk/government/organisations/natural-england/about/procurement) will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

#### Specification

***Priority Habitat Inventory (PHI) Spatial Data Management***

***(Natural Capital and Ecosystem Assessment (NCEA): Project 1.3 Priority Habitat Inventory)***

**Project background**

**The NCEA (Natural Capital & Ecosystem Assessment) Programme**

UK Government has set world-leading ambition on protecting our natural assets, internationally through the Convention of Biodiversity and domestically via the ground-breaking 25 Year Environment Plan. Intrinsically linked to the successful delivery of Net Zero, protecting our environmental services has never been more vital.

Achieving these goals is underpinned by the provision of systematic and robust evidence. For the first-time, Defra are developing a programme to deliver up-to-date, UK-wide environmental data to allow for agile policy making grounded in the best available evidence – to truly understand where we are and where we need to get to.

NCEA is a transformative programme to understand the extent, condition and change over time of environmental assets across England's land and water environments, supporting the government’s ambition to improve the environment within a generation.

**The Priority Habitat Inventory**

Natural England’s Priority Habitats’ Inventory (PHI) is a spatial dataset that describes the geographic extent and location of priority habitats in England. The PHI has been developed to replace twenty-four separate Biodiversity Action Plan (BAP) priority habitat inventories. For further information see - *User Guide for Natural England’s Priority Habitats’ Inventory version 2.1* (annex 1).

**The Priority Habitat Inventory (PHI) Improvement Project** aims to develop the existing PHI product to enable short-term and long-term improvements to our habitat data.  The work proposed will support improvements to the currency and quality of data and the frequency with which it is updated. The short-term priority will be to develop an improved, streamlined process to create updates to the current PHI during 2021/22 and to contribute to the National Habitat Map to be provided to Responsible Authorities under Clause 100 of the Environment Bill.

A recent review of the PHI concluded that although the current PHI product was ground-breaking in its time, the platforms and processes that are used to manage and update the dataset are no longer fit for purpose.

This project has two key aims:

1. To enhance the PHI’s data coverage and quality by ensuring new and updated habitat data can be added more regularly and with greater efficiency.  This will involve the development of a streamlined updating process to enable regular updates.
2. To explore opportunities to put the management of the data on a more sustainable footing.  This will involve reviewing (i) current approaches to data handling and management (ii) exploring options for use of spatial database functionality to manage the data in different spatial frameworks (iii) defining key use cases. (iv) Exploring options for integration with other datasets including: agri-environment options for habitat, creation restoration and management, Living England (remote sensed habitat product), the Ancient Woodland Inventory and Ordnance Survey MasterMap. These activities will enable the development and testing of options for the future management of these data.

Achieving these aims will future proof the PHI and create a new framework that will allow it to align and integrate with emerging NCEA projects like National Habitat Map and Living England.

**Work Completed so far**

Work completed in the first year of the project includes:

* A new automated update process was developed which uses a series of FME workspaces to align the PHI and candidate update datasets to a common spatial framework and apply a set of decision rules to update the PHI.
* A prototype database developed in PostGIS to demonstrate potential for managing the suite of datasets used to structure, update and validate the PHI as associated tables within a common data framework.

**Aims and Objectives**

The work proposed in this contract aims to build on the new update process and prototype PostGIS database developed in the first year and seeks to integrate these into a data management system for the PHI.

The contractor will work with Natural England's PHI Project Team to develop the existing prototype PostGIS database into a full working version and run an update of the PHI within the new database environment.

Important elements of this will include:

* A common spatial framework to which all the spatial datasets are referenced. Ordnance Survey MasterMap (OSMM) provides the spatial framework currently used for the PHI but the database would need to be able to accommodate potential alternatives (eg a grid).
* Agri-environment scheme options for habitat restoration, creation and management. Management options serve as a validation layer for the PHI, whilst options for creation and restoration are to form part of a pipeline for new candidate habitat entering the PHI.
* SSSI/N2k/Ramsar designation data. This serves as a validation data layer and also as a proxy for favourable management.
* Living England. This serves as a validation data layer for the PHI and has the potential to provide remote sensed data to help target future survey of priority habitats.
* Candidate update datasets. These feed into the update process and need to be archived to retain a history of data that has contributed to the current PHI.
* Independent habitat inventories: the Ancient Woodland Inventory, Wood Pasture and Parkland Inventory and Traditional Orchards Inventory.
* An automated process for running updates. This will use the decision matrices and FME workspaces developed over the past year to update the PHI. This is likely to work by feeding datasets from the database, through the FME process and back into the database. However, some processes currently handled by FME may be better handled using functionality within PostGIS.
* Metadata including version control update history and data licence management.

**Outputs/deliverables**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 1 | An agreed specification of database functionality required to manage the PHI and related datasets in the proposed spatial database. | By 01 Nov 2022 |
|  |  |  |
| 2 | Three half day online workshop sessions to demonstrate and discuss progress with the design and functionality of the database  | Between 01 Nov & 01 Feb 2023 |
| 3 | A PostGIS spatial database which can demonstrate the functionality agreed in Output 1, including all scripts/SQL queries etc. in a format that can be used by the PHI Project Team on NE systems. | By 01 Feb 2023 |
| 4 | An update of the PHI using the new system run and QA’d in collaboration with the PHI Project team. | By 01 March 2023 |
|  |  |  |
| 5 | A short report providing recommendations for further developments of the PHI database | By 17 March 2023 |

It is anticipated that this contract will be awarded for a period of *6 months* to end no later than *17/03/23.* 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 advance of any work commencing and may be subject to further competition.

**Prices**

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

**Natural England – Priority Habitat Inventory (PHI) Spatial Data Management Phase 2**

Please ensure that you complete the sections below or attach the relevant documents and confirm that they have been provided within the final tender.

The deliverables set out below should be costed separately

|  |  |  |
| --- | --- | --- |
| *Deliverable* | *Days* | *Price* |
| Outline specification of database functionality required to manage the PHI and related datasets in the proposed spatial database. |  |  |
| Three half day online workshop sessions to demonstrate and discuss Progress with the design and functionality of the database  |  |  |
| A PostGIS spatial database which can demonstrate the functionality agreed in Output 1, including all scripts/SQL queries etc. in a format that can be used by the PHI Project Team on NE systems. |  |  |
| An update of the PHI using the new system run and QA’d in collaboration with the PHI Project team. |  |  |
| A short report providing recommendations for further developments of the PHI database |  |  |

**Contract Management**

This contract shall be managed on behalf of the Authority by Michael Knight Michael.knight@naturalengland.org.uk

An initial meeting will be arranged to discuss the work and agree time, frequency and method for communication throughout the contract term.

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

An invoice schedule will be agreed when the contract is let.

**Tender Evaluation**

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

Price – 50%

Quality – 50%

**Quality Evaluation**

|  |  |  |
| --- | --- | --- |
| Criteria | Weighting | To Include |
| Knowledge of the Priority Habitats Inventory relevant experience of using FME to handle complex spatial data processes on habitat data, and experience in handling/ managing habitat data in spatial database environments (PostGIS or similar)  | 60% | Details of projects which demonstrate relevant experience |
| Methodology and approach to developing solutions and collaboration with the PHI Team | 40% | Outline of proposed methodology and approach to working with PHI in developing the prototype spatial database |

Scoring criteria

|  |  |
| --- | --- |
| **Score** | **Justification** |
| For a score of hundred (100):   | Excellent - Response is completely relevant and excellent overall.  The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |
| For a score of seventy (70):   | Good - Response is relevant and good.  The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.  |
| For a score of fifty (50):   | Acceptable - Response is relevant and acceptable.  The response provides sufficient evidence to fulfil basic requirements. |
| For a score of twenty (20):   | Poor - Response is partially relevant and/or poor.  The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| For a score of zero (0):   | Unacceptable - Nil or inadequate response.  Fails to demonstrate an ability to meet the requirement. |

### 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.

By submitting a quotation 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 contractor 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.