

www.gov.uk/naturalengland

Request for Quotation

## 

## Request for Quotation

**Humberhead Peatland NNR Website**

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: Paul.Schofield@naturalengland.org.uk

Date: 23 February 2023

Time: 16:00

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**

Paul Schofield 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.

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| --- | --- |
| Action | Date |
| Date of issue of RFQ | 6 February 2023 at 16:00 |
| Deadline for clarifications questions | 23 February 2023 at 12:00 |
| Deadline for receipt of Quotation | 24 February 2023 at 16:00 |
| Intended date of Contract Award | 28 February 2023 |
| Intended Contract Start Date | 1 March 2023 |
| Intended Delivery Date / Contract Duration | Website 3 months  Webhosting 4 Years |

### 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 attached Condensed Terms and Conditions 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.

#### Background

The Humberhead Peatlands National Nature Reserve (NNR) have an existing website [Humberhead Peatlands National Nature Reserve - Home](https://www.humberheadpeatlands.org.uk/). This website does not currently meet requirements. There are issues around security, accessibility, content and design. Funding has also been received from LIFE funding, which needs to be suitably acknowledged on a website.

To remedy the issues above Natural England are seeking to procure the creation of a new website to replace the existing Humberhead Peatlands NNR Website.

#### Specification

The new website should replace the existing website and continue to use the existing website url.

The new website will be a central communication tool for the LIFE Moor Space project and the Humberhead Peatlands NNR.

The website will provide

* Information about the current LIFE Moor Space project; this will include text, images, videos, newsletters (and sign up to the newsletter) and scientific reports.
* Information about a completed project called That’s LIFE; this will include text, images, videos and scientific reports.
* Information about the Humberhead Peatlands NNR; this will include text, images, maps, volunteering opportunities, upcoming events, facility information, contact details.
* A blog
* Feed from Humberhead NNR social media channels

The project and its partners will need the website to:

* Acknowledge the project partnership and funders, including logos and funder statement
* Meet accessibility requirements including providing an accessibility statement– see further details below
* Include a privacy statement to show how we are adhering to GDPR
* Meet the requirements on cookies and similar technologies (<https://ico.org.uk/for-organisations/guide-to-pecr/cookies-and-similar-technologies/>)
* Be thoroughly tested across commonly used browsers and device types before launch.
* Be flexible so that it is easy to expand the site and add pages or new types of content.
* Follow best practice guidance on site structure, layout and keywords for Search Engine Optimisation (SEO).

**Functionality**

Functionality will include:

* Responsive website
* An easy to use open source CMS – so that the project team can easily update the site
* Clear signposting to opportunities to get involved e.g. training, volunteering, events
* Display feeds from the project’s social media channels, including embedded videos from YouTube
* Newsletter sign up

**Maintenance**

* We require the chosen supplier to provide us with ongoing maintenance and support.
* After the website is live, we would require documentation and training for key individuals responsible for uploading content to the website.
* We would like the chosen supplier to host our new website.
* The website will need to be backed up at regular intervals.
* The website will be actively updated and managed by the LIFE Moor Space project team and NNR Staff

**Monitoring**

The site should be linked to Google Analytics so that we are able to monitor the success of the website by:

* Using analytics to track the number of visits to each page
* Tracking the number of people arriving from social media channels
* Track the number of downloads of resources

**Audiences**

We will work with recreational users within the five SACs - including the boating community and harbour authorities, walkers and bait diggers – as well as schools, local groups, volunteers and visitors. Our project vision is that:

1. Recreational users understand and care about underwater habitats - such as seagrass and maerl beds - and feel motivated to protect them e.g. recreational boat users by adapting how they moor and anchor their boats.

2. Harbour authorities within the project areas support and promote the use of advanced mooring systems that are less damaging to underwater habitats.

3. Local audiences (residents, schoolchildren, families, holidaymakers) understand, appreciate and feel connected to the marine environment, with a desire to protect it now and in the future.

4. Marine conservation organisations across Europe learn from the LIFE Recreation ReMEDIES project.

**Digital Accessibility Standards**

Services procured, commissioned or designed by the Supplier shall comply with:

A. The World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI) Web Content Accessibility Guidelines (WCAG) 2.1 Conformance Level AA;

B. EN 301 549 Functional Accessibility Requirements applicable to ICT products and services

C. ISO/IEC 13066-1: 2011 Information Technology – Interoperability with assistive technology (AT) – Part 1: Requirements and recommendations for interoperability;

D. the Equality Act 2010;

E. The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018;

**Accessibility Testing**

We require that all digital products/services procured, commissioned / designed by the Supplier must be subject to a MANUAL Accessibility test prior to live deployment.

The Manual Test must be carried out using the WebAIM WCAG 2.1 Checklist and the Supplier must share the testing results with the responsible officer for sign off prior to live deployment.

All digital products should be tested against the predominant O/S platforms and web browsers (both desktop and mobile) in use by both us internally and our customers at the point of testing including (but not limited to):

● Microsoft Windows based browsers (Edge, Internet Explorer)

● Google Chrome (desktop version)

● Apple devices utilising Safari (iPhones, iPads)

● Android based phones & tablets.

Screen Readers

For the screen reader element of Manual Accessibility testing, NVDA screen reader MUST be used.

Hardware devices

We require that all hardware-based IT products/services procured, commissioned or designed by the Supplier have been fully tested against the standards listed above and if applicable also tested against ISO 9241-210:2019 Ergonomics of Human-system interaction.

The Supplier will provide a system (and the tools to create accessible content on their system) that complies with the Web Content Accessibility Guidelines (WCAG) 2.1 AA standard in line with our requirements under the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 and the Equality Act 2010.

**Pricing schedule**

Prices must be submitted in £ sterling.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Activity*** | | ***Daily rate incl. VAT*** | ***Number of days*** | ***Total incl. VAT*** |
| ***1.*** | Initial meeting and regular progress meetings throughout the build |  |  |  |
| ***2.*** | Design and build |  |  |  |
| ***3.*** | Testing phase |  |  |  |
| ***4.*** | Monthly maintenance and support |  |  |  |
| ***5.*** | Other (please specify) |  |  |  |
| ***6.*** | **Total including VAT** |  |  |  |

The Authority is Natural England. The Authority’s priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: [Natural England](http://www.naturalengland.org.uk/)

It is anticipated that this contract will be awarded tor a period of 4 years 1 month to end no later than December 2026 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.

**Quotation Submission**

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%

|  |  |  |
| --- | --- | --- |
| Criteria | weighting | To include: |
| **Previous experience and methodology** | 50 | Describe how you have successfully delivered similar projects, giving specific examples.  Describe how you will meet the criteria in the specification regarding functionality, security and accessibility. |
| **Contract management** | **30** | Please include a detailed programme which shows how you will meet timelines described in your methodology and the resources involved in each stage of the project.  Describe how you will apportion the work between each stage of the project and what your overall time frame would be to complete.  Describe how will you engage with and update us on your progress during the project.  Risks:  Describe all the risks you have identified that would impact your ability to complete the project to your fullest capability, including how you intend to manage these risks to mitigate impact on the project.  Please describe your quality assurance process for the project. |
| **Staff and continued support** | **20** | Please provide an overview of the staff who will be working on this project, their specific experience and how much time they will spend on each aspect of it.  Please provide information about the ongoing support you will offer us as a client. |

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| **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. |

**Contract Management**

This contract shall be managed on behalf of the Authority by:

Paul Schofield

LIFE Moor Space Project Manager

[Paul.Schofield@naturalengland.org.uk](mailto:Paul.Schofield@naturalengland.org.uk)

07990 594121

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

Payments:

Initial payment for website on the completion of the site

Yearly payment for webhosting services.

### 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.