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Request for Quotation

Condition Assessment of Semerwater SSSI, Yorkshire Dales National Park

**Request for Quotation**

**Condition Assessment of Semerwater SSSI**

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:

**Email:** Anne.Readshaw@naturalengland.org.uk

**Contact Details and Timeline**

Anne Readshaw will be your contact for any questions linked to the content of the specification.

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| **Action** | **Date** |
| **Date of issue of specification**  | **15/05/2023** |
| **Deadline for receipt of Quotation** | **17:00 10/06/2023** |
| **Intended Contract Start Date** | **15/06/2023** |
| **Intended Delivery Date / Contract Duration**  | **Field work completed by 31st August 2023****(NB meadow habitats to be surveyed by 1st July 2023).****Draft Written Report 31st October 2023****Final Report 30th November 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):

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| --- | --- |
| “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 for 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. 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 RFQ 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.

#### 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.

#### 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 – [Condensed Terms and Conditions](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419955/standard-condensed-terms.doc) (Annex 6) 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

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/)

1. **Introduction**

Natural England is the government’s advisor for the natural environment in England, helping to protect England’s nature and landscapes for people to enjoy and for the services they provide. Natural England assesses the condition of Sites of Special Scientific Interest (SSSIs) for their notified features as part of its Common Standards Monitoring programme. In order to do this effectively, sufficient baseline information for each feature must be available (documented).

Natural England is re-establishing a programme of SSSI (Site of Special Scientific Interest) monitoring and evaluation. This will bring together new and ongoing funding into one coordinated programme. The aims are to deliver a programme of SSSI monitoring and evaluation that provides a robust and sound evidence base on the environmental condition of SSSIs, to support site management, local nature recovery plans and projects, and national policy delivery and reporting. Getting SSSIs into favourable condition is a target in the 25 Year Environment Plan and will be essential for building the Nature Recovery Network. This is a long-term multi-year programme.

The SSSI Monitoring and Evaluation (SSSI M&E) team are leading on how Natural England reforms the monitoring and reporting on condition of SSSIs. Part of this work involves the change in scale that we collect data, and the scale that we report condition. This change shifts the data collection and condition reporting from being solely done at the scale of the SSSI unit, to also including data collection and reporting at the scale of the features of interest. For example, Natural England will report a single condition for each feature across entire SSSIs, while continuing the ability to report the condition of individual units. Monitoring and reporting at both scales will maximise the utility of data gathered.

This tender is for the data collection of 8 designated features at a site in North Yorkshire, which will then be used to inform the condition assessment, produced by Natural England.

1. **Requirement**

The requirements of the contract are for the data collection for the features of interest at the site listed in the table below:

|  |  |  |
| --- | --- | --- |
| **SSSI Name** | **Area (ha)** | **Features** |
| Semerwater SSSI | 101.3247 | Mesotrophic lake; Wet woodland; Lowland fens\*, including basin, flood-plain, open water transition and valley fens; Lowland neutral grassland (MG8 and MG5); Lowland wetland\* including basin fen, valley fen, floodplain fen, waterfringe fen, spring/flush fen and raised bog lagg; Upland neutral grassland; Lowland wet neutral grassland (MG11, MG13)\*There may be overlap between these habitats. |

Natural England retains the role in deciding and publishing all condition assessments of SSSIs. However, Natural England require the collection of the data by contract, to help inform this decision.

For this site, the Authority requires data to be collected on all eight features of interest, across all units of the SSSI, so as to inform an overall feature condition. Alongside this, it is required that the data gathered will also inform the condition assessments per unit. These data will give Natural England an understanding of the condition of the features across the entire SSSI, as well as an understanding of variation in condition within the SSSI.

The Authority will supply the successful contractor with a monitoring specification for the site. These specifications add site specific detail to complement that provided in the generic attributes and targets listed on the JNCC Common Standard Monitoring (CSM) Guidance pages.

The contractor will use the Natural England Site Survey (NESS) app as the primary means of recording information collected in the field, which syncs directly with our protected sites database. Training for this is available.

The number of stops undertaken and their location, is to be stipulated by the Authority and agreed by the contractor, and will be informed by JNCC CSM Guidance for the respective features. It is expected that the sampling strategy will be based on undertaking a structured walk, with pre-defined stop locations (as per CSM Guidance). The Authority will require a minimum of 15 stops across each feature’s entire extent, spread out so that data are gathered from all units to help inform unit specific feature conditions. This will be weighted by area and by heterogeneity of each feature’s condition in the units. The sampling strategy must be included in the final report, as an output.

Further items to include in the summary report are listed in the accompanying Project Specification.

**Historical Data**

Where applicable, the contractor should use historical satellite imagery to determine broad changes to the feature, most notably feature extent, within the last 20-years. The contractor should present a summary of trends in change identified from these satellite images.

**Pressures**

The contractor must record any pressures found on the site, either affecting the features or the site in general, in order to inform management. These pressures and their locations must be recorded on CMSi (Conservation Management System - see Project Specification).

1. **Outputs**
2. Data collected and entered into NESS.
3. Quality Assurance check of data and upload onto CMSi.
4. Identification of any observed Pressures.
5. Short report, including the methodology used in determining the sampling points, and a map showing their locations (monitoring transect) and feature boundaries. Other items expected in the report are listed in the detailed Project Spec.

All intellectual property created under this contract will be under the full ownership of Natural England unless otherwise agreed.

1. **Datasets**

Datasets to inform the work (free to use) are found here:

Priority Habitat Inventory: <https://data.gov.uk/dataset/4b6ddab7-6c0f-4407-946e-d6499f19fcde/priority-habitat-inventory-england>

And for SSSIs: <https://naturalengland-defra.opendata.arcgis.com/datasets/sites-of-special-scientific-interest-england/explore?location=52.837148%2C-2.496337%2C7.07>

1. **Access**

Natural England will contact all necessary landowners, occupiers, and managers within the SSSIs. When a quote has been accepted and if permission is given, NE will provide the contractor with the necessary contact details of landowners/occupiers/managers for each site.

**Prices**

Prices must be submitted in £ sterling, inclusive of VAT (if applicable).

Please provide a breakdown of the costs for undertaking the work, and a total cost overall.

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.

An extension to the final deadline may be negotiated if requested by the contractor.

**Quotation Submission**

Please submit a quote for the outlined work to Anne.Readshaw@naturalengland.org.uk by **17:00 on the 10/06/2023.**

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% (experience and methodology)

The following quality criteria are weighted in accordance with the importance and relevance

attached to each one:

|  |  |  |
| --- | --- | --- |
| Criterion | Weighting | To include: |
| Experience, technical expertise and reliability/ reputation | 30 | To include:

|  |
| --- |
| Details of staff experience in the relevant survey and assessment techniques including examples of working in the relevant habitats (see Section 2).CVs of key staff to be provided. Any occasions where you have worked on contracts for Natural England or English Nature.  |

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| Methodology |  20 |

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| Explanation provided of the methodology and demonstration of understanding of the specific challenges associated in surveying the relevant habitats. Please detail how you will manage any Health and Safety risks (see below). |

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| Cost | 50 |  |
| Please note that managing Health and Safety risks will be assessed as Pass or Fail, please provide an example of your Risk Assessment |

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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. |

Quotation Timeline

|  |  |  |
| --- | --- | --- |
| Activity | By Whom | Deadline |
| Quotes Received | Project Officer | 10/06/2023 |
| Evaluation | Project Team | 10/06/2023- 15/06/2023 |
| Contract Awarded | Project Officer | 15/06/2023 |
| Completion of Fieldwork | Contractor | 31/08/2023 (NB meadow surveys by 01/07/2023) |
| Draft report &copies of survey documentation | Contractor | 31/10/2023 |
| Comments on draft report | NE Project Team | 15/11/2023 |
| Final report and all supporting documentation | Contractor | 30/11/2023 |

**Contract Management**

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

Name: Anne Readshaw

Email: Anne.Readshaw@naturalengland.org.uk

Mobile: +44 7920 576674

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

Updates are to be provided by the contractor to the authority on a weekly basis, as described in the Project Spec.

**Timescales**

The work is required to be completed and submitted to the authority, no later than the **30/11/2023**.

The supplier will be required to invoice after the final reports have been received and signed off by Natural England.

### 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 as 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.