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**Request for Quotation**

**Enabling positive landscape change to deliver LANDSCAPE resilience**

**23rd October 2023**

**Request for Quotation**

**Enabling positive landscape change to deliver LANDSCAPE resilience**

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

Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

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

Email: rob.meetham@naturalengland.org.uk

Date: 17th November 2023

Time: 17:00 GMT

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**

Rob Meetham 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 | 23 October 2023 at 17:00 GMT |
| Deadline for clarifications questions | 03 November 2023 at 17:00 GMT |
| **Deadline for receipt of Quotation** | **17 November 2023 at 17:00 GMT** |
| Intended date of Contract Award | 24 November 2023 |
| Intended Contract Start Date | 01 December 2023 |
| Intended Delivery Date / Contract Duration | 31 March 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 Condensed Terms and Conditionsprovided as part of the RFQ will be included in 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, inclusive of VAT.

We are seeking to deliver the specification within a financial budget range of £25,000 to £30,000 (inclusive of VAT).

IMPORTANT: Please note the estimated budget range is between £20,000 - £24,000 excluding VAT, the estimated contract value including VAT is £25,000 - £30,000. Tenders should be submitted including 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, service 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**

**Enabling positive landscape change to deliver LANDSCAPE resilience**

**Background to Natural England**

Natural England are the government’s adviser for the natural environment in England. We help to protect and restore our natural world. Natural England is an executive non-departmental public body, sponsored by the Department for Environment, Food & Rural Affairs.

Our vision is ‘Thriving Nature for people and planet’. We aim to achieve this through our mission ‘Building partnerships for Nature’s recovery’. Our priorities for 2020 to 2025 support our mission and the ambitions of the government’s 25 Year Environment Plan. We aim for:

* A well-managed Nature Recovery Network across land, water, and sea, which creates and protects resilient ecosystems rich in wildlife and natural beauty, enjoyed by people and widely benefiting society.
* People connected to the natural environment for their own and society’s wellbeing, enjoyment, and prosperity.
* Nature-based solutions contributing fully to tackling the climate change challenge and wider environmental hazards and threats.
* Improvements in the natural capital that drives sustainable economic growth, healthy food systems and prospering communities.
* Evidence and expertise being used by a broad range of partnerships, organisations, and communities to achieve Nature recovery and enable effective regulation and accreditation.
* Being a values-led organisation that delivers excellent service standards to all partners, organisations and communities engaged in achieving Nature’s recovery.

For more information about our procurement policies please see Procurement at Natural England - Natural England - GOV.UK ([www.gov.uk](http://www.gov.uk)).

We lead on setting standards, and in the delivery of Natural England’s statutory role as the Government’s landscape adviser providing advice across government and responsible authorities to maximise the role and contribution of our landscapes and seascapes.

We require up-to-date evidence about our landscapes and we monitor landscape character change over time. This information is used to inform future policies and strategies around climate change and the impact on landscape character.

**Background relevant to the ‘*Enabling positive landscape change to deliver landscape resilience’* project**

The recent felling of the iconic ‘Sycamore gap’ tree has highlighted the issue of landscape change (and the conflicting ideologies surrounding the environment) and how landscape change – and people’s perception of it – is seen and understood by wider society.

The landscapes network within NE is currently engaged in a process of strategy development to reinvigorate Natural England’s role as national adviser in order to ensure landscape delivers for nature, climate and people.

Our landscapes are incredibly complex – in terms of cultural, ecology, land use, history, land ownership and political factors – with significant landscape changes likely as a result of climate change, climate change adaption, housing, infrastructure and agricultural change.

The public / landowners may find this challenging as the changes (and responses to change pressures) may conflict with their current view of cultural or ‘traditional’ valued landscapes.

An understanding of landscape change (by the public, land managers and decision-makers) is essential to understanding how our landscapes will continue to evolve, and how NE can work to enable positive planning and management that helps to deliver resilience and provides a foundation for sustainable growth.

This evidenced-based understanding of positive landscape change needs to occur on different levels within NE (from farm advisors to those involved in advising Defra) and also be communicated to the wider public, land managers, stakeholder partnerships and policy makers in a collaborative approach. This can then be used to enable positive landscape change.

There is considerable existing research on public perceptions of landscape informed by different theoretical approaches and methodologies – we don’t need to re-invent this (although an audit of what research has been undertaken to date and its key findings - does form part of this project).

I think any future exploration of perceptions of landscape change needs to be focussed in specific landscape types / character areas (e.g. the potential to resolve conflicts around land use in the uplands), and bring together a range of groups involved in delivering land management to inform local decision-making, based around the potential of landscape planning and management to achieve multiple goals and priorities?

The concept of ‘***Landscape governance’*** in the evidence base may be relevant here: how does (could) NE contribute to improving landscape governance to enable better links between landscape functions/values and local people, and facilitate/enable adaptive landscape approaches and support strategic partnerships and broad public engagement?

Linked to this are ideas around ‘***landscape justice’***. Landscape justice is concerned with issues of access and exclusion, ownership and dispossession, connection and disconnection within and across society. It concerns decision-making power and disenfranchisement, and fairness in the distribution of the potential benefits deriving from landscape.

Is too much of our current work ‘top down’ when it should be more ‘bottom up’?

As a suggestion, based on analysis of these approaches and evidence of their successful use in practice, a potential future direction of travel for NE might mean that we need to:

* Identify the most effective methods of positively engaging the public with landscape (around meaning, cultural values, identity and involvement/activism?)
* Share lessons about adaption and change across landscapes with similar characteristics (likely to be groupings of NCAs identified through a different contract);
* Feed learning (and evidence) from a local level into policy at national level;
* Support existing and new partnership working at national, regional and project specific levels. This support could be focused on understanding how mechanisms such as NbS, BNG, LNRS, ELM, Green Finance etc have been successfully used, and how they can link people with their local landscapes and shape it in ways that are distinctive and multifunctional;
* Focus on understanding and acting on enablers/barriers to adaption, multi-functionality and positive landscape change;
* Monitor the changes that are happening and facilitating discussions about them to inform decision-making processes.

A key aim for this project is for the contractor to give us initial evidence / thoughts to start (and ideas to further develop) this process.

The aim is to start the process of collating and developing the evidence base to support the development of this advice and develop a language to positively ‘frame’ greater understanding of, and commitment to the landscape changes that will be needed in coming years.

**It is important to stress (given the time and project budget) we are not looking for all the answers – we are looking for initial thoughts and ideas for a direction of travel and to identify a future project for the next financial year - your ideas for a ‘vision we can sell’ internally and use drive innovation.**

**Project requirements**

**Overall research question / project aim:** *given the rapid pace of change, issues around the understanding of landscape change and potential ‘gaps’ in thinking around landscape justice and governance, how do we position NE at the ‘cutting edge’ of landscape thinking and identify a strong, clear and positive narrative that places landscape transformation at the heart of NEs strategic thinking, using landscape change as a driver?*

* **Task 1** is to undertake an audit and ‘sense check’ of existing landscape change perception, governance and justice research, methodologies and approaches.
* **Task 2** is to analyse, categorise and prioritise existing approaches / methodologies and identify any practical examples.
* **Task 3** will identify conclusions from Task 2 and develop initial suggestions which inform our strategic thinking and direction for future research. It will put forward options for future research to support NEs future landscape strategy development & implementation.
* **Task 4** will be the effective communication and promotion of those initial conclusions and ideas.

This project will include the following tasks and outputs. These tasks are an indicative guide – if you think this project could be approached in a different way (which still achieves the overall objectives of the commission), then please include your thinking / comments as part of your submission – your interpretation of the brief and your expertise is important and will form part of the qualitative evaluation.

**Task 1 - Rapid evidence review of change perception, governance and justice and practical examples**

This task is to undertake a rapid review of the available evidence base around change perception, landscape governance and landscape justice and identify any ‘exemplar’ projects, either in the UK or worldwide.

This literature review will help inform the later tasks.

An initial list of some relevant literature is included at **Annex 3** – this is not exhaustive and should form a starting point for the successful contractor.

The purpose of this literature review is to gain an overview of the research already conducted on methods to enable positive landscape change, and any potential ‘exemplar’ projects to help us enable/frame positive landscape change through effective engagement and partnership working, based on principles of governance and justice.

**Task 2 – Review, categorisation and analysis of the key findings of the literature review**

This task is to analyse and critically review the identified existing research findings, methodologies and ‘exemplar projects’:

* What are the ‘pros and cons’ of the different approaches?
* Are there any commonalities between the approaches? Are any in conflict?
* Are there any examples of achieving positive public engagement (an ‘action-oriented’ engagement process where there is multi-directional dialogue between different stakeholders which has led to good decision-making)in the research? What makes a project an exemplar?
* How have methodologies been used in practice to engage the public/policy makers/landowners and if so, where, how effective were they, what were the key lessons etc?
* Can you identify existing policy / engagement ‘drivers’? How well do these ‘drivers’ work?
* Can you identify any ‘brakes’ such as ‘negative’ relationships or synergies?
* Are there any research / evidence gaps?

**Task 3 – Recommendations for a ‘direction of travel’ and a future ‘Phase 2’ project**

Given the fee / timescales, we are not requiring that you ‘*give us all the answers’* in this task – what we are looking for is for you to suggest areas of synergy and initial ideas to put NE more ‘*at the cutting edge’* of landscape thinking as a statutory, enabling and advisory organisation.

Based on your review and analysis, what ideas do you have for what our ‘Landscape future’ might look like? How can NE look to enable adaption as positive landscape transformation and promote the idea that sustainable growth can only be built on ‘resilient landscape foundations’, incorporating ideas around landscape justice and governance?

The purpose of this task is to identify any key areas of potential interest / future development for policy-advisors within Natural England (from the ‘farm advisor’ to ‘Advice to Defra’ levels) and how a follow-on project might look to develop these initial ideas in more detail.

This section should outline your initial thoughts (based on Tasks 1 & 2) – Task 3 will effectively form a ‘vision’ and develop a brief for a future Phase 2 Landscape Change project (which will look to develop the audit, review, analysis and initial thinking generated by this Phase 1 project).

How could the theories, methodologies or approaches (identified in Tasks 1 and 2) be developed into one overall coherent approach that NE takes going forward?

For example:

* Task 2 may have identified (from the research / analysis of the research) the existing ‘drivers and brakes’ which enable/block landscape change. What are your initial thoughts about how we might go about looking to maximise the effectiveness of the identified drivers and what are the pathways for turning negative synergies to positive ones? What drivers/mechanisms might we be missing?
* ‘Visioning’ - how do we positively frame and communicate the need for and start to drive landscape change? How can we help integrate positive landscape change thinking (in terms of adaption measures as positive landscape transformation) into LNRS, BNG etc?
* What methods of engagement around landscape change could we use to facilitate more local decision making? How do we engage / resolve conflict with those who are perhaps ‘suspicious’ of the ‘environment agenda’ – is ‘landscape’ a way of engaging with the more ‘cautious members of society (who are enraged by the sycamore gap felling but may be ‘suspicious’ of ‘rewilding’)?
* Identify how a series of objectives around enabling landscape change policy (and actions required to achieve those objectives) could be developed (in a future phase)?

The purpose of Task 3 is to develop a firm foundation to develop the next phase of our approach to facilitate positive the landscape change and identify a series of future actions and likely time requirements (as part of a future commission in next financial years NE business planning process).

**Task 4 – Communication**

**4.1** Produce a simple project report which includes your analysis, initial thoughts and conclusions and recommendations for future research (with the outcome of the development of an evidenced, clear landscape change enabling policy position for NE).

**4.2** Contractors should also provide a ‘vision statement’ (for example, a visual DTP document which we can use as a simple, effective communication method for others in NE and externally).

**4.3** In addition to the Report and ‘vision statement’, we would like you to allow for an additional presentation method – this could be a webinar presentation of the study findings to Natural England staff (say a 20 – 30 min presentation, with 20 – 30 mins for questions?) or a short YouTube video, or some other engaging way of presenting conclusions? We would like you to suggest (and include as a cost within your tender) what communication method you think would have high potential impact (balanced with cost / time) in terms of communicating the research / proposed next steps to others (others in this context means other specialists / senior managers within NE in the first instance).

**Project Meetings**

In addition to the meetings outlined in the Tasks above, other meetings and key contact points should be built into the tender process and should include:

* An initial inception meeting with Natural England’s Steering Group to confirm the scope of the work and the steps the contractor intends to take to meet the project requirements.
* Fortnightly updates with the Project Manager via MS Teams calls, emails and/or telephone calls.
* Virtual meetings with the project manager and other Natural England staff at key points in the project.
* Allowance of one in person meeting as part of a potential smaller stakeholder group.
* A final virtual meeting with the internal Steering Group to present the draft report.

**Payment**

The Authority will raise purchase orders to cover the cost of the services which will be issued 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. Supplier to submit invoices in two instalments, with the first invoice to be submitted mid-January and the final invoice to be submitted after completion of all the work outputs and no later than mid-March 2024. Invoices will be paid following a review by the project manager that the required outputs have been satisfactorily completed.

It is anticipated that this contract will be awarded for a period of four months, to end no later than March 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.

**Supporting Documents**

Contractors submitting a tender for this project will be asked to provide Natural England with:

● details of research methodologies to be used

● CVs of the staff and subcontractors contributing to the project

● examples of past work

● Timetable (Gantt Chart or similar)

● Risk assessment and contingencies for ensuring successful completion of the contract.

● Quality assurance measures

**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 – 60%

Commercial – 40%

Evaluation criteria

Evaluation weightings are 60% technical and 40% 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 | 60% | Service / Product Proposal | Methodology | 6 Questions  Q1.1 Rapid Evidence Review Task  10% of technical score  Q1.2 Review, categorisation and analysis Task  20% of technical score  Q1.3 Analysis and Recommendations Task  20% of technical score  Q1.4 Task 4: Communication  10% of technical score |
| Key personnel | Q2 – Staff CVs  10% of technical score |
| Quality Assurance measures | Q3.1 - Materials  10% of technical score  Q3.2 - Previous Projects  10% of technical score |
| Risks & Constraints | Q4 – Risk Assessment  10% of technical score |
| Commercial | 40% | Whole life cost of the proposed Contract. | Commercial Model | 100% of commercial score |

**Technical 60%**

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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| Criteria | Detailed Evaluation Criteria |
| Q1.1  Provide details of your understanding of the key aims of the **Rapid Evidence Review task** and how you will approach this task. | 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. |
| Q1.2  Provide details of your understanding of the **review, categorisation and analysis task** and how you will approach this task. | 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. |
| Q1.3  Provide details of your understanding of the **Recommendations task** and how you will approach this task. | 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. |
| Q1.4  Provide details of your understanding of the key aims of the **Communication task** and how you will approach this task. | 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. |

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| **Personnel** | Detailed Evaluation Criteria |
| Q2  Provide evidence of experienced and qualified staff to deliver the project to the required specification, timelines and project budget. | CVs of key staff involved. |

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| **Quality Assurance** | Detailed Evaluation Criteria |
| Q3  Provide evidence of previous relevant projects. | Provide copies of other projects of similar scope and complexity completed in the past 5 years. |

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| **Risk Assessment** | Detailed Evaluation Criteria |
| Q4  Provide details of your understanding of the risk and constraints of this project. | Provide a risk assessment for this project and contingency measures to ensure successful completion of the contract. |

**Commercial (40%)**

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 each deliverable (Task 1 – 4) 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 40% (Maximum available marks)

Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 60% (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.

* 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)
* Project programme (Gannt chart or similar)

**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.

Note that completion of the terms and conditions themselves are not necessary at this stage. A copy is included with this RFQ for reference only.

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

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

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

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

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

**ANNEX 3 – Initial list of research / links and suggestions for projects?**

Maggie Roe, Clive Davies, Jeremy Lake and Jonathan Porter (Newcastle University,

September 2021) Alternative landscape approaches/new style designations – Future Options A Report to Natural England.

Maggie Roe, Paul Selman & Carys Swanwick (Newcastle University, March 2010) The Development of Approaches to Facilitate Judgement on Landscape Change Options A Study for Natural England

[SelmanPH\_1213\_sbe.pdf;jsessionid=44593FA2BEFF9F352D63B0022BB7C64B (hw.ac.uk)](https://www.ros.hw.ac.uk/bitstream/handle/10399/2838/SelmanPH_1213_sbe.pdf;jsessionid=44593FA2BEFF9F352D63B0022BB7C64B?sequence=1)

[Learning to Love the Landscapes of Carbon-Neutrality (whiterose.ac.uk)](https://eprints.whiterose.ac.uk/11118/2/)

[Microsoft Word - Dalglish\_CLS Blog\_170909\_final (communitylandscotland.org.uk)](https://www.communitylandscotland.org.uk/wp-content/uploads/2022/08/Landscape-justice.pdf)

[Landscape decisions: towards a new framework for using land assets – UKRI](https://www.ukri.org/what-we-do/our-main-funds-and-areas-of-support/browse-our-areas-of-investment-and-support/landscape-decisions-towards-a-new-framework-for-using-land-assets/)

Görg, C., 2007. Landscape governance: The “politics of scale” and the “natural” conditions of places. *Geoforum*, *38*(5), pp.954-966.

Primdahl, J., Van Eetvelde, V. and Pinto-Correia, T., 2020. Rural landscapes—Challenges and solutions to landscape governance. *Land*, *9*(12), p.521

Scott, A., 2011. Beyond the conventional: Meeting the challenges of landscape governance within the European Landscape Convention?. *Journal of environmental management*, *92*(10), pp.2754-2762.

van Oosten, C., Runhaar, H. and Arts, B., 2021. Capable to govern landscape restoration? Exploring landscape governance capabilities, based on literature and stakeholder perceptions. *Land Use Policy*, *104*, p.104020.

Graaf, M.D., Buck, L., Shames, S. and Zagt, R., 2017. Assessing landscape governance: a participatory approach. *Assessing landscape governance: a participatory approach.*

Williams, D.R., 2018. Spacing conservation practice: place-making, social learning, and adaptive landscape governance in natural resource management. *The Sage handbook of nature*, pp.285-303.

**Projects**

[Home | Weald To Waves](https://www.wealdtowaves.co.uk/) project (aims to establish a 100 mile nature recovery corridor across Sussex) Contact: Libby Drew (Director, KWF) [libby@knepp.co.uk](mailto:libby@knepp.co.uk)

Land pledges by members of the public? [Call for Nature Sites Guide and FAQs - South Downs National Park Authority](https://www.southdowns.gov.uk/nature-recovery-information-for-delivery-partners/call-for-nature-sites/call-for-nature-sites-faqs/) and [Council launches Call for Nature Sites | Newsroom | Bath & North East Somerset Council (bathnes.gov.uk)](https://newsroom.bathnes.gov.uk/news/council-launches-call-nature-sites)

Local Landscape Partnerships?

Tools? E.g., Land app [Home - Land App (thelandapp.com)](https://thelandapp.com/)