

www.gov.uk/naturalengland

Request for Quotation

##

## Request for Quotation

**Rapid Evidence Review – Density of use of greenspaces and routes in and close to urban areas**

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: 23:59 on Sunday 4th December.

Email: pippa.langford@naturalengland.org.uk

Date: 04-Dec-2022

Time: 23:59 GMT

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**

Pippa Langford 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 | 14-Nov-2022 at 11:00 GMT |
| Deadline for clarifications questions | 23-Nov-2022 at 17:00 GMT |
| Deadline for receipt of Quotation | 04-Dec-2022 at 23:59 GMT |
| Intended date of Contract Award | 09-Dec-2022 |
| Intended Contract Start Date | 12-Dec-2022 |
| Intended Delivery Date / Contract Duration  | 12-Dec-2022 to 31-Mar-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 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.

#### 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/)

**Rapid Evidence Review – Density of use of greenspaces and routes in and close to urban areas**

# Background to Natural England

Natural England is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone.

Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy.

Natural England was formally established on 01 October 2006 following the successful passage of the [Natural Environment and Rural Communities (NERC) Act 2006](http://www.opsi.gov.uk/acts/acts2006/ukpga_20060016_en_1) through Parliament. We are an independent statutory Non-Departmental Public Body.

The NERC Act sets out Natural England's purpose: to ensure that the natural environment is conserved, enhanced and managed for the benefit of present and future generations, thereby contributing to sustainable development. The Act states that this purpose includes:

* promoting nature conservation and protecting biodiversity
* conserving and enhancing the landscape
* securing the provision and improvement of facilities for the study, understanding and enjoyment of the natural environment
* promoting access to the countryside, open spaces and encouraging open air recreation
* contributing in other ways to social and economic wellbeing through management of the natural environment

# Background to the specific Natural England work area relevant to this purchase

Natural England has two programmes that are relevant to this project: Connecting People with Nature and Sustainable Development.

The Connecting People with Nature Programme includes themes on local communities, sense of place and enjoyment of nature, and social inclusion and health. Achieving these outcomes will probably require there to be more places where people can be active outdoors in green places, social interventions to support those who have not previously participated in these activities, and would result in more people being active in the natural environment more often

Sustainable Development focusses on the impacts of growth and housing development on the natural environment as well as opportunities for enhancement including the need for development to deliver green infrastructure for the benefit of people and the natural environment. We are keen to adopt proactive approaches to meet these ongoing demands, whilst simultaneously increasing the opportunities for people to be active and connected to nature. Currently we also address potential impacts from recreation on sites designated for nature conservation by requiring local authorities to have Strategic Solutions to mitigate recreational impacts from development. This can include the provision of Suitable Alternative Natural Greenspace (SANG) and Strategic Access Management and Monitoring (SAMM) measures.

Natural England is seeking to improve our understanding of people’s use of greenspaces and routes within and close to urban areas, and this study seeks to understand how many people can use greenspaces and still get benefits.

This is a first enquiry into this topic and needs to be completed by the end of the financial year 22/23. We may commission further work in future years should this be required but that is not part of this contract.

# Requirement

This project is a Rapid Evidence Review relating to people’s use of greenspaces in and close to urban areas. (The review does not need to consider the density of people in green places further from urban areas but evidence relating to such places may be useful and included) The review should aim to collate and assess the evidence relevant to the following questions:

* Does (high) density (number of people per hectare or greenspace or per km of green route) and/or type of use (activities such as dog walking, BBQs, motorbikes etc) of greenspaces in urban areas or close to urban areas, lead to displacement of users to other locations, and which users/activities are most likely to be displaced to other locations.
* Is there an optimum density (do too few users deter others)?

**Sources and searches:** A comprehensive search, should aim to be transparent, thorough and repeatable including evidence from relevant global literature.  Include grey literature. The contractor should agree search terms with the NE project manager/steering group

**Selection:** The contractor should develop and agree selection (inclusion/exclusion) criteria with the project manager/ steering group Sources should then be selected based on inclusion/exclusion criteria, if the process yields very few returns, then the process may be iterative.

**Appraisal:**Includes a quality assessment of study bias/validity.

**Synthesis:**This is likely to be in the form of anarrative, plus infographics

# Scope of the specification

This is a short project that is expected to be completed by the end of March 2023. Depending on the findings Natural England may consider further assessment of relevant evidence but that is not part of this contract.

**Outputs and Contract Management**

The contractor should set out how the project will be managed.

The contractor should set up regular (possibly bi-weekly) calls with the Natural England project manager, and up to 3 meetings with the Natural England steering group.

Monthly progress reports should be provided

Final Outputs will be:

* A final report – the rapid evidence review, including bibliographies of material included. Report to be presented in the format for publication as an Evidence Note see [here](http://publications.naturalengland.org.uk/publication/4973580642418688) for an example
* A presentation – webinar not longer than 60 minutes (including Questions and Answers) to Natural England staff that is also recorded and available for internal NE use
* Infographics as suitable, but not less than one A4
	+ Tender awarded by 9th December
	+ W/C 12th December – Inception meeting between project officer and supplier
	+ Bi-weekly teleconferences thereafter
	+ W/C 27th February 2023 – Draft report due to project officer in digital format via e-mail, comments from NE returned by 6th March
	+ 21st March 2023 – Final report and infographic due to project officer
	+ W/c 27th March 2023 - Webinar

# Supporting Documentation

Tenders should submit the following documents/policies:

* + Health & safety Policies/certificates
	+ Environment Policies
	+ VAT registration number
	+ Public Liability Insurance
	+ Professional Indemnity Insurance
	+ Risk Assessments
	+ The contractor should set out how the project will be managed.
	+ Review Methodology – the tender should set out in principle how evidence will be located, reviewed and assessed.
	+ CV’s of relevant staff
	+ The number of hours from each that will be dedicated to the project and their hourly rates.

# Sustainability

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring Natural England is not contracting with a supplier whose operational outputs run contrary to Natural England’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

# Evaluation Criteria

Bids will be evaluated on the following criteria:

* + Outline Review Methodology and project plan 40%
	+ CV’s of relevant staff and the number of hours from each that will be dedicated to the project 50%
	+ Cost 10% - Quotes above £24,999 (inc. VAT) will not be accepted.

# Bid Format

Please set out an outline review methodology, including a project plan (1000 words max)

Include CV’s (not included in word count) and publication list of relevant staff. CVs not to exceed 2 sides of A4.

Pricing Schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Staff name** | **Daily rate****(exc VAT)** | **Number of days** | **Total****(exc VAT)** |
| **1.** | **Project inception** |  |  |  |  |
| **2.** | **Derivation of search terms** |  |  |  |  |
| **3.** | **Identification of relevant research/evidence**  |  |  |  |  |
| **4.** | **Assessment of evidence** |  |  |  |  |
| **5.** | **Preparation of final report, summary, infographic and webinar** |  |  |  |  |
| **6.** | **Delivery of webinar** |  |  |  |  |
|  | **Total excluding vat** |  |  |  |  |
|  | **Total including VAT** |  |  |  |  |

# Quote/Tender & Contract Timescales

* + Tender awarded by 9th December
	+ W/C 12th December – Inception meeting between project officer and supplier
	+ Bi-weekly teleconferences thereafter
	+ W/C 27th February 2023 – Draft report due to project officer in digital format via e-mail, comments from NE returned by 6th March
	+ 21st March 2023 – Final report and infographic due to project officer
	+ W/c 27th March 2023 - Webinar

# Key Contacts

Pippa Langford pippa.langford@naturalengland.org.uk

### 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.