**Clarification responses**

1. Pages 5 and 6 of "EA\_IWM toolkit\_Buying Specification" appear to conflict.  10x10 page summaries suggests 10 pages whilst 10 DPS PDFs suggests 10, double page spreads which is 20pages.

***10 PDF summaries consisting of  10 pages each (5 double page spreads) see our previous PDF examples below***

2. Does the budget of £50-60k include VAT

***Budget includes VAT***

3. Please could you provide examples of other PDF layouts and digital toolkits which are exemplars of what you are looking for both in terms of layout design and functionality.

***Our PDF examples:***

[***OxCam FRIS***](https://assets-global.website-files.com/62de70239e21734fcc1d5873/63984852c619446147f443f9_8331_EA_FRIS_Summary_AW_reduced.pdf)

[***IWMF summary***](https://assets-global.website-files.com/62de70239e21734fcc1d5873/6398998c26a8122ba89cccc8_OxCam-IWMF-Phase-1-High-Level-Summary.pdf)

[***Natural Capital approach***](https://assets-global.website-files.com/62de70239e21734fcc1d5873/63457f0692ca437609709115_Natural%20Capital%20Story%20interactive.pdf)

[***LNCP***](https://assets-global.website-files.com/62de70239e21734fcc1d5873/634595f322e8152565c08691_OxCam%20Arc%20LNCP%20The%20value%20of%20nature%20snapshot.pdf)

***A couple of toolkit examples but open to other design ideas:***

[***Investment readiness toolkit***](https://www.greenfinanceinstitute.com/gfihive/toolkit/)

[***A Trees and Woodland Strategy Toolkit for Local Authorities***](https://treecouncil.org.uk/science-and-research/trees-and-woodland-strategy-toolkit/)

4. Within "EA\_IWM toolkit\_Request for Quotation" (page 25) there is no question 3.1 but two question 4.1s (the 2nd one is on page 26). Should one of these be re-numbered.

***Methodology creating content material Q1.1***

***Methodology Design and build of toolkit Q2.1***

***Key personnel Q3.1***

***Project management Q4.1; Q4.2***

***Management of sustainability and social value Q5.1***

***Health and safety Q6.1***

5. Should we answer the tender questions within a version of "EA\_IWM toolkit\_Request for Quotation" or using a separate tender document in \**company*\* livery / layout but keeping to the questions and word limits? We would prefer the 2nd approach to ease formatting.

***2nd approach is fine, please keep to the layout and font size. Please keep technical and commercial responses separate.***

1. To find out more about relevant past work that will inform the tool (these will inform our decision to bid for the work or not)

* Are you able to provide more information on the preceding and concurrent work, the outputs of which will be used to inform the tool

***The focus of the toolkit will be on our integrated water management programme. There is some information about it*** [***here***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.oxcamlncp.org%2Fprojects%2Fintegrated-water-management%2Fhome&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7C7675e0eeaffb4bcb047b08dbeb36a907%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638362392604658881%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=s5E1LXx%2BGM5lGit0ffryzD2p4B8nofcEzijZbodMjoY%3D&reserved=0)***. The work previously done (phase 1) is*** [***here***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.oxcamlncp.org%2Fprojects%2Fintegrated-water-management%2Fphase-1&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7C7675e0eeaffb4bcb047b08dbeb36a907%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638362392604658881%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Q8VuhGbmqhYFnhSzwxThDRNAridvKZ1a4eKu72y0luU%3D&reserved=0) ***and the current programme (Phase 2) of the work is outlined*** [***here***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.oxcamlncp.org%2Fprojects%2Fintegrated-water-management%2Fphase-2&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7C7675e0eeaffb4bcb047b08dbeb36a907%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638362392604815108%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=1VD9bxLOBm13rQZHUqm%2Bo2QVbRY6XEYtiaOiDngOkWQ%3D&reserved=0)***. I have also attached the latest project update which gives the current position (as of September) of the ongoing projects, within there you will find additional links to project descriptions.***

* Are you able to confirm which, if any, suppliers supported you in developing the work done to date.

***Technical work (I have broken this down by project):***

***Phase 1 – Mott McDonald***

***Rethinking Water Planning – Mott MacDonald***

***LNRS – TBC***

***Spheres of Influence  - Eunomia & LUC***

***Rainwater Harvesting – Cranfield University, via WSP (Our contact in WSP is Daren Luscombe)***

***Design work:***

***BWA Design***

1. Do you have an existing style guide (i.e. colour palette, font, layout, etc) for documents, or is there a need to develop one for the toolkit package?

***We do have a small amount of existing work, which can be found*** [***here***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.oxcamlncp.org%2Fresources%3Fprojects%3DIWM&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7Cb9b5e61b2e6348fa0ac608dbeb386c2f%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638362399789408215%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=yb54o9rfih1gj3uEkBJFL39L09bdLCs5nOB%2BFOCiVg8%3D&reserved=0)***. However we are open to the supplier proposing a style guide, although it will need to conform to*** [***WCAG2.1 standards***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Faccessibility-requirements-for-public-sector-websites-and-apps&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7Cb9b5e61b2e6348fa0ac608dbeb386c2f%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638362399789408215%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=KligyXFPXZqn1t%2B5%2F0lcObSHZdlDr1ulMv%2Fk3xHpwuU%3D&reserved=0)***.***

1. Is it your expectation that the toolkit will be built in a website, software application or document? Or is this something you expect the supplier to propose?

***We would like the supplier to propose.***

1. If the proposed solution is a website or application, is it assumed that the supplier will host the solution?

***There is no hosing requirement with the scope of this work – if a website is to be designed we would like it to take the form of a micro site so that it could be picked up and hosted in a site of our choice.***

A question regarding page length for each question. You have asked for 'examples' of previous work. Graphical examples may repeat across different questions (whilst answering different requirements) but they do also take up a lot of page space.

Could some such graphical examples be provided as additional documents and referred to within the written question responses? This would allow for up to 3 pages of text when answering your detailed evaluation criteria. Or, do you require the images within the page-limited responses?

***Graphical examples can be sent in as additional documents***

We are in the process of completing a submission for the Integrated Water Management approaches toolkit and the document you have uploaded on ‘Contract finder’ has clarified all of our questions apart from one.

In Annex 1/Part2.1, question 2.1(e) refers to question 2.3(a) which dements exist, should it refer to 2.3 (a)?

**It should read: *If you have answered yes to question 2.1(d)*.**

Our team has a range of questions with regards to the IWM Toolkit.

* Does this website have to follow Gov.uk branding? Or Environment Agency branding? Or a new brand?

***New branding will be fine.***

* Do you have any existing user personas?

***Not yet, but we will be working them up.***

* Can you confirm who the stakeholders are?

***Defra Group organisations, Water companies, Local authorities, PAS, Government departments, local nature partnerships, Pan regional partnerships***

* Do you have people we can engage with for user research / testing?

***Yes, we will be able to facilitate this***

* Is there a preference for agile development or waterfall?

***No preference. But we would like the frame to be designed early, but the materials wont all be available until late next year.***

* Is there any preference on technologies or frameworks used?

***No***

* Is there a preference for open-source software?

***Probably slightly, but happy to hear your thoughts on that.***

* With regards to *"if a website is to be designed we would like it to take the form of a micro site so that it could be picked up and hosted in a site of our choice."* Do you have any hosting environments currently in mind?

***We currently have this*** [***website***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.oxcamlncp.org%2F&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7Ca0a7cf3bfe874795dfe908dbf1ac9235%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638369495722402657%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=8DAACEmXZxGZEQqT193HJ3iBQOfC%2F4okimwOdtzaxPY%3D&reserved=0)

* Are there any technical integrations required?

***Not that I am aware of.***

* Will the toolkit reside on its own domain?

***Not sure***

* Do you have any in-house technical or development skills?

***No***

* Who will support the toolkit beyond 31/03/2025?

***We will look to procure that closer to that time when we have the budget, or we can transfer to a partner organisation***

* Is an authentication system required?

***I don’t think so.***

* Are there any preferred authentication systems (e.g. [gov.uk](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fgov.uk%2F&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7Ca0a7cf3bfe874795dfe908dbf1ac9235%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638369495722402657%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ZjF6VoWc9p4RobE%2BD6Ft6Y0FlmfOqWk8c01i3OTQmU8%3D&reserved=0), Auth0, Google) ?

***No.***

I've discussed with our team and we were also wondering if there was a reason for the proposed time scale? As in, was there any reason for the deadline being in 2025 as opposed to sometime beforehand?

***The deadline is March 2025, because that is when our programme of work finishes, so there might be additional information to be added into the toolkit, or some of the content creation to be done, closer to that date than now.***

I've seen your Integrated water management approaches tender opp, just wondering what's the best way to submit for this? Do we just send everything over to you?

***Yes please, just email it over to me (Ceri Lewis).***

A couple of other questions from the team, in the Risk Checklist - in the Untitled tab, should there be anything in there or are you looking for us to populate that page?

***No need to populate***

Also are there any clarification sheets that we can look at from questions others have had?

[***https://www.contractsfinder.service.gov.uk/Notice/Attachment/4a1642cc-68b4-4a8b-a977-ec6ca4eff909***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.contractsfinder.service.gov.uk%2FNotice%2FAttachment%2F4a1642cc-68b4-4a8b-a977-ec6ca4eff909&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7Ceac7dabc02834696eeac08dbf1b060c5%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638369512063582873%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=k1sT4%2BcOQ7y42DjXfiKQQn1Pue%2BK%2FQ%2BHql7Z1e4HrEQ%3D&reserved=0)

We've got a couple of other questions, on page 15 of the EA\_IWM toolkit\_Request for Quotation there's a reference to an example of the sort of size and details "given here" but we can't see a reference.

***I think this should have linked to a series of documents.*** [***This***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fassets-global.website-files.com%2F62de70239e21734fcc1d5873%2F63457f0692ca437609709115_Natural%2520Capital%2520Story%2520interactive.pdf&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7Ceac7dabc02834696eeac08dbf1b060c5%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638369512063582873%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Fmie6mENwMWnM0TpGA2AkhmVI%2BQC%2FwUHBhpuKMAiBuI%3D&reserved=0)***,*** [***this***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fassets-global.website-files.com%2F62de70239e21734fcc1d5873%2F63984852c619446147f443f9_8331_EA_FRIS_Summary_AW_reduced.pdf&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7Ceac7dabc02834696eeac08dbf1b060c5%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638369512063582873%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=t2DPMxfPM6pSprvFT13BeVtNyA%2Fo2u4FaoECoQZKE14%3D&reserved=0) ***and*** [***this***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fassets-global.website-files.com%2F62de70239e21734fcc1d5873%2F6398998c26a8122ba89cccc8_OxCam-IWMF-Phase-1-High-Level-Summary.pdf&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7Ceac7dabc02834696eeac08dbf1b060c5%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638369512063582873%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=7FJB%2F8BS5LAV%2FRjkJvwTjTJ8ypxL7IpzeDRVybMyFG0%3D&reserved=0)***.***

Also are you looking for us to put answers to the questions in this document or can we attach new documents?

***I don’t mind how you want to provide it, as long as it is within the page count provided. It might be easier for you to put the answers in a separate document.***