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Request for Quotation

## 

## Request for Quotation

**Scope**

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 Ruth Brearley at [NatureRecoveryYorksNLincs@naturalengland.org.uk](mailto:NatureRecoveryYorksNLincs@naturalengland.org.uk) by noon on Tuesday 11th January 2023

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**

Ruth Brearley 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 | 29th November 2022 at 12.00 GMT |
| Deadline for clarifications questions | 21st Dec 2022 at 12:00 GMT |
| Deadline for receipt of Quotation | 11th January 2023 12:00 GMT |
| Intended date of Contract Award | w/c 9th Jan 2023 |
| Intended Contract Start Date | w/c 16th Jan 2023 |
| Intended Delivery Date | 20th March 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 at Appendix 1 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/)

**Background to NE**

Natural England is the government’s adviser for the natural environment in England. It is an executive non-departmental public body, sponsored by the Department for Environment, Food and Rural Affairs.

Our purpose is to help conserve, enhance and manage the natural environment for the benefit of present and future generations, thereby contributing to sustainable development.

Our vision is ‘Thriving Nature for people and planet’ which we aim to achieve through our mission ‘Building partnerships for Nature’s recovery’.

Our priorities support our mission and the ambitions of the Government’s [25 Year Environment Plan](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/693158/25-year-environment-plan.pdf). NE aims that are relevant to this contract include:

* A well-managed Nature Recovery Network (NRN) across land, water and sea, which creates and protects resilient ecosystems rich on 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 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

**Background to the specific NE work area relevant to this purchase**

The 25 Year Environment plan sets out an ambition to create a national Nature Recovery Network (NRN) and requires the creation of Local Nature Recovery Strategies (LNRS) across England to help drive the future priority areas of the NRN.

LNRSs are a new, England-wide system of spatial strategies identifying areas of importance for biodiversity across our towns, cities and countryside and provide wider environmental benefits. The strategies are to be locally led, transparent and collaborative. This will provide a locally owned foundation. The area covered by each LNRS will be set by the Defra Secretary of State, who has appointed a provisional “responsible authority” (RA) for each to lead its preparation. This is usually a Local Planning Authority or Combined Authority.

Defra are currently in the process of drafting LNRS regulations and statutory guidance. It is expected that the regulations will include a requirement for RAs to engage with and consult local stakeholders and communities in the development of their LNRS. It is widely known that engaging local people draws on their diverse knowledge, lived experience and other information which can help make better quality decisions. Decisions and plans where the wider public have been engaged in the decision-making process are generally viewed as more legitimate and trustworthy.

We would expect the most suitable point for public engagement within LNRSs would be within step 3 – *The identification of outcomes, achieved through creation or improvement of habitats, and categorisation of those outcomes into priority or other* (Creating a LNRS - a step by step process). However, planning for this engagement is expected to start early in the overall LNRS development process.

Putting people at the heart of the environment has been a core Natural England objective for many years. Bringing new and diverse voices into environmental decision-making forms part of our [Conservation 21](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/562046/conservation-21.pdf#:~:text=Conservation%2021%20seeks%20to%20drive%20a%20fundamental%20change,a%20central%20part%20of%20health%2C%20wealth%20and%20prosperity.) strategy. In its response to the LNRS consultation, Natural England identified the development stage of the LNRS as an early opportunity for local communities and interest groups to be brought together to help shape the future of local nature recovery

**Participatory democracy**

Generally, there is widespread understanding that Local Authorities have much to gain from democratic engagement and public participation when used to identify priorities and work through challenges. Research has shown that participatory democracy can be;

* key to more effective decision making that better meets the needs of local communities
* can bring disengaged citizens back into the democratic process
* empower residents
* help increase legitimacy of decisions.

There are different methods available for enabling participatory democracy depending on the purpose, the context, the level of participation, how many people you wish to involve, how deeply you want to delve into issues, who you want to involve and the availability of resources (including budget). Methods can be seen to fall into two distinct categories:

* **Breadth** – methods which involve a large number of people but receive limited information e.g. pop-ups, crowdsourcing, focus groups, written consultations, world café, community appraisal, conservation café, user panels.
* **Depth** – methods which involve a smaller number of people but can go into more detail e.g. Citizen’s assemblies, co-production, action planning, deliberative workshops, citizens panels, participatory budgeting, appreciative inquiry, future search.

**Outline work of team within NE seeking the goods or services**

This piece of work is being commissioned with the oversight and input of NE’s Evidence Services team, the Resilient Landscapes and Seas team, and the local delivery teams. It will also link to existing and planned LNRS and wider public engagement activities being developed through the NE Connecting People with Nature Programme.

Evidence Services provides scientific and evidence leadership, so that Natural England operates as an evidence-based organisation. We lead on the Evidence Strategy and the Evidence standard underpinning the delivery and use of evidence in Natural England. NE aspires to be an evidence-based and science-led organisation. We need the best available evidence to understand the impact of our interventions on the natural environment and to be able to report on and describe the state of and trends in the natural environment.

Across the organisation, our role is to mobilise evidence from our own sources and from others, present it in a compelling and accessible ways, and make it available to shape our own decisions and those of partners, communities, businesses and individuals across the country.

The Resilient Landscapes and Seas team leads Natural England’s NRN, and the development of tools and partnerships to improve the conservation status of habitats and species.

Locally, the Nature Recovery Network Local Delivery Project sits within the overall NRN mission to provide a focus for local delivery of the NRN. It operates on the basis of shared information, learning and collective problem solving. Locally based senior advisers are the chief conduit between the national NRN team and the area teams. They support their areas to drive delivery of the NRN, support LNRS roll out, develop partnerships and offer support and advice.

**Project purpose**

The purpose of this project is to identify and develop an appropriate and replicable methodology to enable the effective and efficient participation of the public in Local Nature Recovery Strategies across the Yorkshire region. It will be delivered in two consecutive stages:

1. A desk-based study to investigate and evaluate different methods of participatory democracy (both breadth and depth) to identify which are most relevant and appropriate for use at the scale of LNRS across the different geographies of Yorkshire.
2. Collect and assess each provisional RA’s attitudes towards such approaches and which types of engagement would be most appropriate within their geography, demography and within their ways of working. It would start in South Yorkshire to create a repeatable methodology to be applied to the other geographies of Yorkshire.

Collaborative working with provisional RAs across Yorkshire will be a core part of this project.

**Project description**

The geographic area to be covered by this commission consists of North Yorkshire and City of York, South Yorkshire Combined Mayoral Authority, East Riding of Yorkshire and Kingston upon Hull, and West Yorkshire Combined Authority. The provisional RAs for these areas are East Riding of Yorkshire Council, North Yorkshire Council, South Yorkshire Combined Mayoral Authority, and West Yorkshire Combined Authority.

This project will investigate how public engagement and participation can be used in relation to LNRS, looking at who and what level of engagement would be meaningful and appropriate. It will determine the opportunities, benefits, costs and risks of different types of meaningful public engagement for use at the scale of LNRS.

Having considered the listed provisional RAs attitudes towards such approaches and the types of engagement most appropriate within their geography (rural and urban), demography and their ways of working, the project will create a replicable and adaptable methodology which can be used to inform NE and RAs as to the best methods for public engagement in a range of scenarios.

Ultimately the methodology will be developed for use by members of the LNRS partnerships, as well as a broad suite of stakeholders. It will enable a wider group of local stakeholders to engage with RAs in influencing priorities for nature recovery in their local area.

Examples of the approaches that are already being developed locally will be shared with the successful contractor.

**Project Governance**

This is a collaborative project with the Project Steering Group made up from the four provisional RAs in Yorkshire and NE team representatives. This group will meet every four weeks and will provide the successful contractor with an opportunity to give updates and gain steer on progress.

**Project Output:**

The output of this project will be a report which scopes and describes a model participatory democracy which could be used to help inform the creation of LNRSs.

The successful contractor will provide a final written report which includes:

* Scoping and analysing (breadth vs depth) of the different methods of participatory democracy and whether they can be applied to LNRS particularly looking at which types of engagement would be most appropriate within the different geography and demography of the counties of Yorkshire
* A cost benefit analysis of the different approaches that are within scope. This should also include the anticipated number of days that would be needed to deliver the proposed participatory approach.
* A replicable methodology to analyse the different methods of conducting participatory democracy which could be replicated in other RAs to produce the best method for public engagement within a range of scenarios.
* Exploration of the attitudes of the different provisional RAs to participatory democracy when applied to LNRSs. This would begin with a discussion with South Yorkshire Mayoral Combined Authority and then be applied to the other three provisional RAs (East Riding of Yorkshire Council, North Yorkshire County Council and West Yorkshire Combined Authority).
* A discussion of how participatory democracy fits within the ways of working for each provisional RA.

The successful contractor will also be required to present their findings in two online presentations to the project steering group and other interested parties.

* A 2-hour online presentation including Q&A and discussion to relevant Yorkshire-based stakeholders to present the key findings
* A shorter presentation including Q&A and discussion to NE interested parties.

This project will be delivered as collaborative project, working across different Natural England teams and with external stakeholders.

Successful quotes will be expected to be in the region of £24,999k (including any taxes) or less.

The contract will start the week beginning 16th Jan 2023 and will end week beginning 27th March 2022.

This project will build on current thinking, more information on relevant projects will be shared with the successful contractor.

**Outputs and contract management**

**Supporting documentation**

Please supply:

* An outline methodology for how you propose to undergo this piece of work, to include any issues and risks you foresee of being able to provide the project requirements.
* H&S policy
* Environmental policy
* Public liability insurance
* Professional indemnity insurance
* CV’s for the project team
* Evidence of relevant experience within the project team

**Sustainability**

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring Natural England is not contracting to a supplier whose operational outputs run contrary to Natural England’s objectives. The successful contractor is likely to be able to provide a copy of their environmental policy and any environmental accreditation schemes such as ISO 14001 or EMAS which they have been awarded or are working towards.

Please therefore, provide details of your policies/procedures with regard to the delivery of this project.

**Pricing schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | | Daily rate exc VAT | Number of days | Total Exc VAT |
| 1 | Scoping and analysing (breadth vs depth) of the different methods of participatory democracy and whether they can be applied to LNRS particularly looking at which types of engagement would be most appropriate within the different geography and demography of the counties of Yorkshire |  |  |  |
| 2 | A cost benefit analysis of the different approaches that are within scope. This should also include the anticipated number of days that would be needed to deliver the proposed participatory approach. |  |  |  |
| 3 | A replicable methodology to analyse the different methods of conducting participatory democracy which could be replicated in other RAs to produce the best method for public engagement within a range of scenarios. |  |  |  |
| 4 | Exploration of the attitudes of the different provisional RAs to participatory democracy when applied to LNRSs. This would begin with a discussion with South Yorkshire Mayoral Combined Authority and then be applied to the other three provisional RAs (East Riding of Yorkshire Council, North Yorkshire County Council and West Yorkshire Combined Authority). |  |  |  |
| 5 | A discussion of how participatory democracy fits within the ways of working for each RA. |  |  |  |
| 6 | A 2-hour online presentation including Q&A and discussion to relevant Yorkshire-based stakeholders to present the key findings |  |  |  |
| 7 | A shorter presentation including Q&A and discussion to NE interested parties. |  |  |  |
| 8 Total excl VAT |  |  |  |  |

**Quote/Tender and contract timescales**

|  |  |
| --- | --- |
| Invitation to tender issue | 29th November 2022 |
| ITT’s return deadline | 11th January 2023 12:00 GMT |
| Evaluation | w/c 9th January 2023 |
| Contract award & decline | w/c 9th January 2023 |
| Contract start | w/c 16th January 2023 |
| Inception meeting | W/C 16th January 2023 |
| Draft report due to project officer in digital format via email | W/C 6th March 2023 |
| Final report due to project officer | W/C 13th March 2022 |
| Wash up meeting | W/C 20th March |
| Contract completion | w/c 27th March |

Regular teleconferences, frequency to be agreed likely to be approximately four weekly to the Project Steering group.

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

The final report should be delivered in standard word format.

The invoice for the work will be submitted after all the work has been completed.

**Key contacts:**

Project officer: Ruth Brearley

Support officers: Liam O’Reilly

It is anticipated that this contract will end no later than 27/03/23. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

**Prices**

Prices must be submitted in £ sterling, inclusive of VAT.

**Quotation Submission**

The bid will be evaluated based on price, and against the following criteria:

* A demonstration, in your own words, that you have clearly understood the requirements of this piece of work
* A demonstration of relevant experience of the project team personnel which demonstrates recent experience of carrying out similar pieces of work; and
* An outline of the method of how you propose to deliver this piece of work, including a description of the approach you plan to use and why you think that approach is most relevant given the scale of the task at hand for the methods proposed.
* A provisional project plan, and a short assessment of risks and dependencies affecting the project, and your proposals for how these will be managed and mitigated. You should include an indication of the input required from Natural England.

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%

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

attached to each one, as shown in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | Maximum available score | Weighting | **Maximum length** |
| **Project team experience** | 100 | 30% | 800 words excluding CVs |
| **Methodology** | 100 | 45% | 800 words |
| **Understanding of NEs requirements** | 100 | 15% | 500 words |
| **Provisional Project plan and how any risks are to be managed or mitigated** | 100 | 10% | 500 words |

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| --- | --- |
| **Score** | **Justification** |
| For a score of hundred (100): | Excellent - Response is completely relevant and excellent overall.  The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |
| For a score of seventy (70): | Good - Response is relevant and good.  The response demonstrates a good understanding and provides details on how the requirements will be fulfilled. |
| For a score of fifty (50): | Acceptable - Response is relevant and acceptable.  The response provides sufficient evidence to fulfil basic requirements. |
| For a score of twenty (20): | Poor - Response is partially relevant and/or poor.  The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| For a score of zero (0): | Unacceptable - Nil or inadequate response.  Fails to demonstrate an ability to meet the requirement. |

**Contract Management**

This contract shall be managed on behalf of the Authority by Ruth Brearley [NatureRecoveryYorksNLincs@naturalengland.org.uk](mailto:NatureRecoveryYorksNLincs@naturalengland.org.uk) 07391 862041

### 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.

**Annex 1 Standard terms and conditions**

