

www.gov.uk/naturalengland

Request for Quotation

## 

## Request for Quotation

**Standard Evaluation Framework Health and Wellbeing interventions in the natural environment**

To complete research on how the health benefits/outcomes of nature-based projects are evaluated. Nature-based projects may include the creation of new greenspaces or programmes to engage people with nature.  This piece of research will help us to consider the merits of creating a Standard Evaluation Framework that supports strong planning and evaluation practices aligning nature recovery with healthcare planning and delivery

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:

Email: [dave.bell@naturalengland.org.uk](mailto:dave.bell@naturalengland.org.uk)

Date: 26/09/2022

Time: 19:00

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**

dave.bell@naturalengland.org.uk 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 | 12-09-2022 at 09:00 GMT |
| Deadline for clarifications questions | 28-09-2022 at 19:00 GMT |
| Deadline for receipt of Quotation | 03-10-2022 at 15:00 GMT |
| Intended date of Contract Award | 17-10-2022 |
| Intended Contract Start Date | 17-10-2022 |
| Intended Delivery Date / Contract Duration | 12-12-2022 |

### 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: [Defra](http://www.defra.gov.uk/). [Natural England](http://www.naturalengland.org.uk/) [MMO](http://www.marinemanagement.org.uk/)

**Standard Evaluation Framework Natural Environment**

# 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.

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

We need to deliver a shift in how our society harnesses green and blue spaces as part of our efforts to improve public health and reduce health disparities. To do this we want to engage in radical, joined up thinking across departmental boundaries. We are developing approaches designed to encourage more targeted access and use of outdoor spaces in both rural and urban areas, to support better outcomes for physical and mental health. We also envisage that the link between the natural environment and health outcomes will be addressed within this scoping phase to better understand how benefits are linked to the natural environment.

There are many outdoor interventions that may impact health and wellbeing outcomes and reduce health disparities. However, current evaluation of outdoor interventions does not routinely assess the health and wellbeing impact, understand the effectiveness, and take into account the effect on different population groups e.g. age, gender, ethnicity, IMD. There is also a need to understand to what extent the type and quality of the outdoor space impacts on health and wellbeing and how effective these interventions are on improving nature connectedness.

# Requirement

We plan to develop a clear, robust, evidence based cross-government standard evaluation framework to guide the evaluation of health and wellbeing and the impact on health disparity from outdoor interventions. Developing a Standard Evaluation Framework (SEF) would describe and explain information that should be collected in any evaluation of an outdoor intervention such as physical and mental health data, nature connectedness, context and demographics at individual and population level.

Aims of the Contract

Natural England wishes to appoint suitably experienced consultants/practitioners to work with Natural England and other Government Departments and Arm’s Length Bodies to scope out the development of a Standard Evaluation Framework for Access to Nature and Health Interventions. Health and Wellbeing Outcomes.

A Working Group with representatives from Natural England, Office for Health Improvement and Disparities, Sport England and Defra will help to steer this work. Direct responsibility for the contract will rest with Natural England.

The purpose of the Standard Evaluation Framework is to describe and explain the information that should be collected in any evaluation of interventions in the outdoors that aim to improve health and wellbeing. The SEF provides suitable data collection methods, and supporting guidance for collecting high quality information that supports the evaluation of interventions that work at individual or population level. This is needed to help understand whether interventions need to be changed, and to support future decision making. It will also help make the best use of resources.

Scoping exercise

The overall purpose of the scoping exercise is to understand the needs of stakeholders undertaking evaluation of health and wellbeing interventions in nature/outdoors and the evidence requirements of stakeholders who will use this for decision making or to influence planning, policy development and design/implementation of interventions.

The scoping will use primary research to:

• Review a summary of key stakeholders that has been produced by the Working Group. Agree with the Working Group the priority stakeholders to engage.

• Engage with and capture evidence of evaluation requirements of stakeholders who are delivering wellbeing interventions in the nature/outdoors. Along with the purpose of these evaluations and how the data collected is currently used and shared.

• Gather information on existing health and wellbeing outcomes and health disparity measures which could be used in a Standard Evaluation Framework.

• Gather current levels of experience and self-assessed competency in evaluation and identify the areas where guidance is needed and in what form.

• Identify the type of evidence around nature/outdoors and wellbeing that is needed by stakeholders to inform and influence their areas of work and the format this is needed in.

This will involve talking to a wide range of stakeholders (virtually). We envisage that the successful contractor will deliver the project within the 8 week timeframe set within the deadline.

The research will be focused on a range of stakeholders from across government departments and delivery organisations supplied by the Working Group. A methodology using both quantitative and qualitative approaches is favoured to allow for the analysis of the data to lead to some clear recommendations for development of the Standard Evaluation Framework and ensure it is fit for purpose.

Research Questions

The final research questions will be agreed with the successful contractor on project inception. However, we broadly require research/consultancy which will help us to address the following questions and sub-questions:

1. What are the requirements of stakeholders evaluating the health and wellbeing outcomes of interventions to engage more people with nature/ the outdoors?

• What types of activities are they currently delivering?

• What type of evaluation is currently being undertaken?

• What evaluation guidance/approaches do they find helpful?

How do they analyse and store their data?

• How are evaluation findings used and shared?

• What would the barriers to using a Standard Evaluation Framework be?

2. What are stakeholders’ current levels of experience and self-assessed competency in evaluation of health and wellbeing outcomes?

• How confident are they in undertaking evaluation of health and wellbeing outcomes?

• How much resource (staff time, funding) do they have to support evaluation?

• What support and guidance for evaluation do they currently access?

• What type of guidance would enable them to do evaluation better?

• What are the barriers to evaluating their interventions and what would help?

3. What health and wellbeing data is required by those in decision making, policy development, planning and designing interventions.

• What type of data on health and wellbeing do they need to inform their decision making?

• How readily available is this data (e.g. from existing sources)?

• How confident are they in the health and wellbeing data that is currently available? If not very confident, what would give them more confidence?

• Are they aware of good evaluation practices in relation to other policy areas that we should seek to emulate here?

It is critical that these consultants/practitioners are constructive and collaborative, and that contractors work closely with the Working Group.

**Recommendations**

The consultants are required to draw conclusions from the research around content, usability, format and implementation of the Standard Evaluation Framework. Recommended options for the future direction of the Standard Evaluation Framework would be welcome.

Methods

We anticipate that the following activities will be needed to deliver the contract:

• An inception meeting - to agree objectives and scope of the project with members of the working group.

• A research methodology and schedule.

• Surveys, Interviews, or other suitable method to engage with stakeholders identified by working group.

• A Report of findings, recommendations for the development of the Standard Evaluation Framework and options for future direction.

In addition to the methods above, we welcome contractors proposing additional/alternative methods of meeting the objectives of the contract.

Deliverables

The working Group requires the following deliverables to be produced during the course of this contract:

• An inception note produced within two weeks of the contract commencing.

• Regular updates to the project manager related to progress either by telephone or email.

• Produce a draft report summarising the findings and recommendations.

• Participate in a presentation to discuss and present research findings and recommendations.

• Provide a final report taking into account feedback from the working group.

# Scope of the specification

This contract is the first of two parts. The second will be designing a training package and delivering the SEF among the project partners. This is likely to be implemented in April 2023.

# Outputs and Contract Management

The project will be managed by Dave Bell ([dave.bell@naturalengland.org.uk](mailto:dave.bell@naturalengland.org.uk))

Frequency and method of contact between the supplier and the contractor:

* W/C 05.09.22 Publish for Competitive Quote
* W/C 26.09.22 Deadline for quote Submissions (3 weeks)
  + W/C 10.10.2022 – Award Contract
  + W/C 10.10.2022 – Meeting with contractors and partners to discuss project – most likely remote
  + W/C 10.10.2022 – Meeting with individual partners and contractor to discuss evaluation needs
  + W/C 10.10.2022 – weekly meetings with project lead
  + W/C 05.12.2022  final project deliverables received
  + 12.12.2022 wash up meeting and next steps all partners and contractor

# Supporting Documentation

Supporting documentation required:

* + Risk Assessments
  + Research Methodologies
  + Environment Policies
  + VAT registration number
  + Public Liability Insurance \*
  + Professional Indemnity Insurance \*
  + CV’s
  + Past Work
  + Sustainable Procurement Practices

# 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. 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.

1. **Operational Sustainability -** Explain to Natural England what your organisation is doing to incorporate sustainability within its operations. This may include any details you are able to provide in relation to steps you may be taking to reduce your carbon footprint.
2. **Environmental Management -** Detail what you will do to assess the environmental impact of completing this project and provide mitigations. Examples may include operational measures to reduce emissions and noise impacts, efficient energy use, efficient use of raw materials and minimisation of waste where possible.

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1. **Transport –** Please explain how your organisation goes about minimising the environmental impact of transport in delivery, particularly emphasising any aspects that could be relevant to the delivery of this contract. This could include the transport distances of materials, promoting green travel plans to site for employees, car sharing, use of minibuses, use of cleaner fuels for transport etc.
2. **Raw Materials -** How will you manage the potential environmental impacts of any raw materials you intend to utilise. Examples may include:
   * Selecting chemicals with less environmentally harmful properties such as organic and natural varieties.
   * Ensuring all products purchased have comprehensive labelling detailing information for safe storage, use and disposal.
3. **Packaging/waste -** What steps will you take to reduce waste throughout the projects life and how and where will site waste be disposed of?
4. **References -** Provide references from previous works where sustainability was integrated throughout delivery
5. **Local communities** – Encourage suppliers to provide information concerning the community impacts associated with the delivery of the contract, so we can assess the socio-economic impact.
6. Please provide details of any **carbon reporting** currently being undertaken

**Budget**

A suggested budget range for this is £ 10,000 to £24,995 inc. VAT

# Evaluation Criteria

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

* Quality/Technical – 70%
* Price/Commercial – 30%

The quality criterion is split into sub-criteria, which are weighted to reflect their relative importance and/or risk. These sub-criteria are listed below, along with the information we require you to return as part of your tender submission.

The evaluation criteria and weighting for this requirement is set out in the table below

# Quality Criteria (70% of overall score)

|  |  |
| --- | --- |
| **Question** | **Weighting %** |
| **Project Plan**  Please outline your understanding of Natural England’s requirements, and the context in which the Standard Evaluation Framework is being developed.  Outline the **approaches and methodologies** you anticipate using to deliver this contract to meet the requirements listed above. Please give details of how the project will meet the key milestones detailed above. | 10% |
| **Timescales**  Please include a provisional project plan and Gantt chart, including the number of days allocated to each task | 10% |
| Knowledge and experience - TEAM, CV’S  Provide details of the project team and the key personnel, with their seniority, who will be involved in delivering the project. Include a CV for each senior member of the team and indicate the number of days each member of the team has allocated on this project.  You should demonstrate the team’s skills and experience in:   * Working with organisations to scope the development of evaluation frameworks/tools. * Knowledge and experience of health sector * Experience of stakeholder engagement   Please provide examples of two (2) projects which meet some or all of these criteria that have been delivered in the last three (3) years. | 10% |
| Deliverables | 25% |
| Programme and client management  Please provide:   * Details of how the project will be managed; * Details of how the project will be Quality Assured; * An assessment of risks and dependencies that will affect delivery of the project and measures that will be taken to mitigate these. | 10% |
| Added value (sustainability and social value) | 5% |
| Data protection | Pass or fail |
| Health and Safety Policy | Pass or Fail |

# Bid Format

|  |  |  |
| --- | --- | --- |
| **Activity** | | **Total** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **Total cost**  **Total excluding vat** | |  |

**Prices**

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

# Key Contacts

Dave Bell [dave.bell@naturalengland.org.uk](mailto:dave.bell@naturalengland.org.uk)

It is anticipated that this contract will be awarded tor a period of 8 weeks to end no later than 05/12/22 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.

|  |  |
| --- | --- |
| **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 Dave Bell dave.bell@naturalengland.org.uk

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award. We require an invoice for the full amount.

### 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.