Clarifications to Bidder’s Questions:

Design engaging and effective templates for the processes of notifying Special Sites of Scientific Interest (SSSIs) and the making of Protected Site Strategies (PSS)

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| 1a | With the exception of the initial desk study research, we would like some clarification on the likely scope and volume of the other deliverables.• Protected Site Strategies Advisory Guidance – While we appreciate you are currently still in the process of developing the PSS mechanisms. Can you please provide some indication of the likely volume and size of this (page and/or word count)? | Please see attached our key components document which indicates what we would like to cover. We do not want large volumes of information as we would like this to be a piece that people can easily engage with. |
| 1b | Revised guidance for SSSI notification – We understand that the supplied SSSI PDF document “a brief guide for land owners and occupiers” will be greatly updated. Can you please provide some indication of the likely volume and size of this (page and/or word count)? | The updated document should be the same length or shorter than the original SSSI notification document. |
| 1c | • In numerous places in the RFQ it mentions “templates”. We assume that the word “templates” means the design of the documents which contains the guidance. i.e. not that there are separate templates which are required in addition to the guidance documents. Is this correct? | The templates will be an integral part of the guidance. |
| 2 | The RFQ mentions “digital and hard copy”. Are printed copies therefore required? If so, can we please have a specification for the printing of the hard copies? Or, are these hard copies printed internally by Natural England? | We would like to be provided with some printed test copies, but we will be responsible for making the rest of the hard copies. |
| 3 | On page 10 of the RFQ it references “A visual toolkit or toolkits on how Protected Site Strategies can help enhance stakeholders’ own plans…”. These toolkits are not referenced under the “Main task” section on page 13. We are therefore assuming that the scope does not include the creation of these “toolkits”. If they are in scope, then please can you provide some more detail? | The scope only includes the creation of the templates. |
| 4 | The RFQ mentions SPOL. It says how the current SSSI guidance is already on SPOL. For this existing SSSI online content, can you please give us an indication as to its size and volume in terms of the number of webpages? Is it a webpage replication of the PDF content or is it more in-depth? Is there any specific functionality included in that SPOL site or is it just static web content? Additionally, since the new PSS guidance will also need to be available on SPOL, can you please give some indication as to its size and volume in terms of number of web pages? | This is just a landing page- we can provide more information to the successful contractor. We would like minimal web pages to ensure that the information is concise. |
| 5 | Also in relation to the SPOL requirements, we assume that you can provide our team with external developer access to the appropriate SPOL site(s)? | Yes, external developer access will be provided. |
| 6 | With respect to the references on accessibility, can you please confirm which standard we need to comply with? We assume it will be WCAG 2.2 Level AA. | Yes, this is correct. |
| 7 | In the documentation, it describes how Natural England have powers to amend existing SSSI notifications and de-notify existing SSSI’s? (P11). However, the brief is to design documentation relating to the “early engagement”, “formal consultation”, and “implementation” of SSSI’s (P8). We therefore assume that this project will not be covering amending or de-notifying existing SSSI’s as it is primarily focussed on SSSI notification. Is this correct? | This is correct- the template will not cover denotification of existing SSSIs. |
| 8 | When we work on these types of projects, in some cases we become responsible for 100% of the copywriting or all content. In other cases, we might only input minor copy editing and suggestions and are therefore responsible for only a small percentage of the content. This is typically dependent on what resources the client & project team have internally. What is your expectation is this instance for the percentage of the content we might need to 1) write and 2) copy edit? (please provide separate answers for SSSI and PSS of they differ). | We will provide the content, and we will be responsible for writing this for both templates. We will provide further information with exact weightings upon contract award. |
| 9 | With reference to the “advisor group meetings during the course of the project” (P14). How often will these meetings be held? Will they be in person or remote? How long is each meeting anticipated to last? | The frequency of meetings will be discussed and agreed upon at the project inception meeting. These meetings will be remote. |