**Clarification Questions and Answers**

**Contract Ref: C22-0482-1696**

**Title: Environmental data management and data flows in British Virgin Islands**

Q1. Output 3 – Data Inventory – is this request for a single file or database listing of all geoscience datasets available internally in the BVI environment?

A1. The initial workshop is designed to scope out the details of the task – We require a product that is fit for purpose and that can be used by key staff on island, and that fits with their existing IT infrastructure.

Q2 Output 4 – For the metadata guidelines is this to build upon or use the medin metadata standards ([https://www.medin.org.uk/medin-discovery-metadata-standard](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.medin.org.uk%2Fmedin-discovery-metadata-standard&data=05%7C01%7CEleonora.Manca%40jncc.gov.uk%7Cd35c9603274145b95a5808daa2dac658%7C444ee4e8b2fd491d8c318b0508370a6b%7C0%7C1%7C638001357788686455%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=hWdxSyGdQ3EowYgg2Vrx2F4CuxtADaV5pA8NFvjTixM%3D&reserved=0) / [https://github.com/medin-marine/Discovery-Standard-public-content](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgithub.com%2Fmedin-marine%2FDiscovery-Standard-public-content&data=05%7C01%7CEleonora.Manca%40jncc.gov.uk%7Cd35c9603274145b95a5808daa2dac658%7C444ee4e8b2fd491d8c318b0508370a6b%7C0%7C1%7C638001357788686455%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=ByKNQPmSbfiNuAcWojF0giHlEAX3W0N92TpR2cdkyTc%3D&reserved=0)) or a different framework (GEMINI)?

A2 We’d like to use existing standards as agreed with BVI users. These standards (if any) may differ across ministries but there could be an opportunity to standardise, if required.

* Can you provide more details on the data sharing agreement and guideline requirements, and for what types of datasets this relates to so that I may understand better the focus of metadata requirements.

Data sharing agreements and guidelines requirements will apply to most datasets that are used as input to the environmental indicators – These are mostly geospatial dataset such as coral mapping point and polygon data, habitat maps, bathymetry, topography, flood risk maps, buildings maps, satellite images.

A preliminary list of data has already been identified together with a brief vision for the work. This information will be provided to the successful contractor but please note that the detail scoping will need to be undertaken as part of this contract.

Q3. Output 5 – metadata catalogue creation – Can you please provide more information – is this a file based catalogue, hosted or other for example Metadata Maestro, GeoNetwork?

A3. To be scoped out and agreed as part of the initial workshop . considering that the system could be part of a data sharing system in the future. Example of existing metadata catalogue for Montserrat island at <http://gisdataportal.gov.ms/>

Q4. Output 6 – could you please let me know roughly how many people will require to be trained and also their technical proficiency level in geospatial data management.

A4. To be scoped out and agreed at initial workshop in BVI. We expect to have 10-30 people, but we don’t know at this stage yet. There will be ministry staff and departments with competent GIS users, including information technology and disaster management personnel, that would need to be trained up in the use of a new system.

Q5. Output 7 - Under what circumstances will you pay overheads?

A5. Please refer to Terms and Conditions as noted below:

C2.8  The Authority shall not pay the Contractor’s overhead costs unless specifically agreed in writing by the Authority and overhead costs shall include, without limitation; facilities, utilities, insurance, tax, head office overheads, indirect staff costs and other costs not specifically and directly ascribable solely to the provision of the Services.

Q6. Output 8 - Which premises does this mean? JNCC premises either Peterborough or Aberdeen which may not be applicable for this project. Please refer to the Terms and conditions C2.9 The Authority shall pay only for the time spent by Staff working on the Premises.

Q7. Output 9 - Can we include staff time costs for travel to attend meetings in BVI?

A7. Bidders’ pricing schedule should include breakdown as per our annex A.

 Q8. Output 10 - Do some of these TnC’s not apply to this contract, if so please could you clarify which do and which do not.

A8. The terms and conditions contained in the ITT document shall apply.

Q9. Output 11 - We have our own rates for travel and subsistence can we use these instead of JNCC that appear out of date in the document included in the zip download.

A9.  No bidders should use t&s rates for contractors which is included in the ITT documents.

Q10. What is the metadata that needs to be collected? Can we get any sample data for review?

A11. The metadata is about environmental and social data – sorry no sample at present.

Q12. Any additional information about existing GIS infrastructure will be very helpful, such as standards, databases, user interfaces, deployment infrastructure and system design documents

A12. Environmental datasets have been created / developed by individual Government departments and ownership and storage resides with the respective department. The Department of Town and Country Planning (DTCP) provides a central hub for all spatial datasets from across the BVI and holds a number of these environmental datasets already. More information will need to be gathered at the workshop on island. BVI government do have a National GIS data portal - <https://www.bvimapping.gov.vg/portal/home/>.

Q13. What is the interface of the public facing metadata catalogues? How users can get access to it and what type of UI or platform is preferable? Will it be mobile or desktop secured application, web platform or API?

A13. This will need to be scoped at the workshop on island with the Government of the British Virgin Islands.

Q14. There in mention of stakeholder in person meeting in the BVI at the beginning of the contract, and training to be given near the end which could be online in January 2023.  Is it a requirement of the contract that the stakeholder meeting is in person (I know this is a better arrangement but very costly).

A14. Yes, an in-person requirement will be needed for the initial workshop, then an online workshop in January will be sufficient.

Q15. Which Island in the BVI is likely to be used for the stakeholder meeting?

A15. Please assume Tortola (Road Town) for your estimates of workshop costings.

Q16. As the contactor has to arrange the stakeholder meeting, is this extra to the total sum or to be included in the total £53500?

A16. It is part of the £53,500.

Q17. Is there anyone that can help with costing the stakeholders meeting in the BVI. I see that costs for both online and in person costs for the training are to be provided in the tender. It would be good to have someone local in the BVI to suggest a venue and cost estimate.

A17. We understand that initial costings will be somewhat estimated. Contacts name for the organisations in BVI will be provided to the successful contractor at the start of the contract.

Q18. I see that the T n S values document is dated 2012.  Is there a more up-to-date version, and what are the allowances for accommodation etc in BVI? We will need this to correctly calculate the cost of travelling to and staying in BVI.

A18. I understand rates have recently been updated (September 2022). Notice received at end of September while this project was out to tender. We will review and amend if necessary.

Q19. The document says that the contractor should provide all equipment for the training.  I imagine that for the training computers will be needed.  Is the contractor really required to provide these?

A19. No

Q20. This is one of the required outputs.

Design and develop, test and deploy a fully functional public facing metadata catalogue;

Has JNCC or the BVI already decided on a platform to host this?  If it is to be fully tested and deployed before the end of the contract we need to know where this will be hosted for the future. Especially as this has to be maintained or copied across the BVI or outside the BVI resilient against disasters such as hurricanes.

A20. This will need to be scoped out as part of the initial workshop.

Q21. Thethe project start date is hoped to be October 17 2022  and the closing date for the tender is 12th October.  Is there any possibility that the contracts can be started and finished later than the dates given, as there will be little time to arrange the contracts between JNCC and UK CEH or plan travel etc and prepare for stakeholder meetings.

A21. There is a bit of flexibility on start date which can be delayed by up to 10 days, and if absolutely essential we could delay the end date by a week, but not past the 7th March 2023.

Q22. We have downloaded and reviewed all documents. I cannot see any reference to a specific submission format or any word limits - please could you confirm that it is acceptable to submit a freeform proposal on company letterhead paper which addresses the requirements and makes reference to the evaluation criteria?

A22. Bid submission can be a freeform proposal on your company headed paper.