



Department
for Environment
Food & Rural Affairs



Call-Off Procedure:

**for Planning Related Advice Professional
Services (PRAPS) Framework**

Tender Reference: PRAPS Lot 7

Project No: PRAPS003

Date: 15/06/2023

1.0 Request for Proposal

The following document is to be used as a Call-Off Form template to be sent to all Suppliers on a Lot by the Project Manager of the Contracting Authority for completion and return in accordance with the Call-Off Procedure detailed in the Form of Agreement.

Planning Related Advice Professional Services (PRAPS) Framework REQUEST FOR PROPOSAL			
Project Title:		Natural England Green Infrastructure Framework stakeholder training programme 2023	
Call-Off Reference:		PRAPS003	
Atamis Project Ref (if applicable):		N/A	
Date:		15 June 2023	
Contracting Authority (Defra and its arms-length bodies etc)	Natural England		
Project Manager(s):	<small>Redacted under FOIA Section 43 Personal Information</small>	Phone number:	<small>Redacted under FOIA Section 43 Personal Information</small>
Authorised by:		Email:	
Commercial Contact (if applicable):	n/a		
Project Start Date		24 July 2023	
Project Completion Date		3 November 2023	
For any projects over the direct award threshold, full competition is required (i.e. all Suppliers on the Lot are invited to quote).	Direct Award	Mini-comp	Yes
Proposal return date: (no less than 10 working days from current date)		13 July 2023 17:00 (clarification questions deadline 29 June 2023 17:00)	

Evaluation criteria:		
Suppliers: Failure to meet any minimum score threshold stated will result in the bid being removed from the process with no further evaluation regardless of other quality or price scores.		
Quality	Weighting	60%
Price	Weighting	40%
Quality Sub-Criteria Weightings: (Indicative only)		
1. Approach & Methodology	<ul style="list-style-type: none"> Confirmation that your quotation proposal meets our specification, and a viable methodology is suggested. Please highlight any differences or provide alternatives with reasons/benefits of using those alternatives. Please ensure your response is clear and well presented. Clearly set out the proposed approach and methodology for delivering the full scope of each of the main components of the work with supporting literature references and exemplars, as relevant. Justify the proposed approach by explaining why the methods proposed are the most suitable. Demonstrate an understanding of what Natural England is trying to achieve through this contract. Details of any ethical or data protection issues relevant to the proposal and how these will be addressed. All content to be considered must be in the document itself - no links/references to other documents will be considered. <p>The response must be a maximum of 6 sides of A4, font size 11.</p>	35%
2. Proposed Staff (inc. Pen Portraits) and Supplier's experience/accreditations.	<p>Experience and expertise of key staff in relation to evaluation:</p> <ul style="list-style-type: none"> Demonstrate a clear understanding of the requirements in the specification and the services we are seeking. Demonstrate previous experience of green infrastructure, green infrastructure training development and delivery, working with Local Authorities to influence local policy, working with Natural England, Biodiversity Net Gain, Local Nature Recovery Strategies, protected sites. 	30%

	<ul style="list-style-type: none"> • Demonstrate delivery of at least two previous, relevant, good quality training products, to time and on budget completed in the last five years. • Demonstrate good project planning and management skills. • Confirmation of adequate staff resources devoted to the project and with appropriate expertise: <ul style="list-style-type: none"> ○ Please show the structure of the project team; clearly identifying which key staff will be assigned to each of the tasks and outputs of the project and the number of days each will provide. <p>The response to provide CVs of key staff who will work on the project – maximum 2 A4 pages each, font size 11.</p> <p>All content to be considered must be in the document itself - no links/references to other documents will be considered.</p>	
3. Project Management, Ability to Deliver	<ul style="list-style-type: none"> • Details provided of the project timeline, quality assurance measures (including internal monitoring and review processes), project management techniques and reporting and support systems. • Ensure that sufficient time is allowed for Natural England Project Manager to comment upon proposals and training materials. • Provide a timeline for the delivery of key documents/materials to ensure that sufficient there is sufficient Natural England Project Manager capacity to provide comments. • Fortnightly MS Teams meetings with Natural England Project Manager reporting on progress and risks. Email updates as required. <p>All content to be considered must be in the document itself - no links/references to other documents will be considered.</p> <p>The response must be a maximum of 4 sides of A4, font size 11.</p>	25%
4. Risk		10%

	<ul style="list-style-type: none"> • Include project-specific risk matrix – quantify likelihood and impact of risk and dependencies and outline mitigation measures (including contingency in the event of delays, staff absences etc.) • Extra Information on Risk: <p>Natural England has tried to address any potential issues before the start of the contract, but both the successful contractor and Natural England will be required to work collaboratively and flexibly to overcome any issues that arise, ensuring the satisfactory completion of the contract.</p> <p>The contractor must also consider all issues relating to GDPR and ensure full compliance with this and any associated legislation or Governmental guidance.</p> <p>All contact with Natural England Staff will take place virtually via MS Teams or on the telephone and/or via email. This should avoid any issues related to Covid 19 during the winter months.</p>	
--	--	--

Specification Summary (please see accompanying full specification for further details)
1. Description of work required – overall purpose & scope (including reporting requirements)

Based upon Natural England's Green Infrastructure Framework, the supplier will prepare and deliver a training programme at the earliest opportunity to maximise awareness raising in 2023. Principal focus of the training will be Local Authorities, with the aim to embed the Green Infrastructure Framework into the policies, plans and strategies for 25 Local Authorities distributed through England (Natural England will provide a list of priority Local Authorities). In addition, the training will seek to support improved access to nature and greenspace within 15 minutes of where people live. Further, to raise awareness and engagement, the supplier will develop and produce bite size videos for key stakeholders who play an important role in green infrastructure. All finalised training materials (online webinars, and complimentary training materials) will be delivered upon completion to Natural England and will need to be clearly structured and of a high standard with the target audience in mind. Natural England will upload the training material to the Natural England Green Infrastructure Framework website.

2. Required skills / experience from the Supplier and staff. Include any essential

qualifications or accreditations required to undertake the work.

The supplier will need to be familiar with Natural England's Green Infrastructure Framework and have a good understanding of how green infrastructure can be integrated into Local Authority policy/plans/delivery. A wider understanding of green infrastructure stakeholders will be essential. The supplier will need to clearly understand Natural England's role and remit. The supplier will have a proven track record of successful training event development and delivery, with a focus upon green infrastructure and Local Authorities. The supplier will need to motivate the training participants and seek to empower the participants to put the training into action. The supplier will require a good understanding of the pressures and obstacles to integrating green infrastructure into Local Authority policy and delivery and demonstrate approaches that might be required to respond to these challenges. The supplier will need to ensure that the training programme provides a clear narrative around the join up between green infrastructure, biodiversity net gain, protected sites casework, Local Nature Recovery Strategies, and other key Natural England work areas that correspond with green infrastructure.

The supplier will need to demonstrate a proven track record of successful project management and delivery in accordance with agreed timescales. A working group will be set up by the supplier with the Natural England Project Manager to collaborate and agree upon development and delivery of the training programme. The supplier will arrange working group meetings, take and distribute meeting notes. In addition, regular project updates will be provided to the Natural England Project Manager based upon the project plan to demonstrate progress with achieving milestones and deliverables. The supplier will require strong communication skills and a collaborative approach.

3. Proposed program of work and payment table (Detailing specific tasks, key milestones, deliverables & completion date where appropriate)

Task no.	Task and deliverable	Completion date	Payment Schedule (%)
1	Based upon the specification, prepare and agree training programme (including learning outcomes) with the Natural England Project Manager. Submit written proposal for agreement with the Natural England Project Manager.	7 August 2023	15
2	Develop Local Authority training programme materials, coordinate training support. Obtain training participant availability. Submit training materials for agreement with the Natural England Project Manager.	29 September 2023	20
3	Develop and deliver bite size videos for a range of priority green infrastructure stakeholders.	29 September 2023	15

4	Organise and deliver Local Authority training events to participants via recorded online webinar.	20 October 2023	25
5	Further to participant feedback obtained through the Local Authority training events, refine training materials and distribute to participants, and to be made available for wider interested parties.	27 October 2023	5
6	Final contract completion, provide final edited training products in a format that can be easily uploaded to the NE GI Website. Final meeting	3 November 2023	20

4. Risk

Note: This section is to be used to detail any risks or key elements relevant to the project i.e. Programme deliverable dates, workshops or external requirements, data, consultees, stakeholders etc that could impact the success of the project if they are not managed.

Local Authority participation in the training events is critical to the success of the training programme, and to support the aim of embedding the Green Infrastructure Framework into Local Authority policy/plans/delivery. This risk needs to be managed with the training programme developed in a way that understands the demands and resource constraints that affect Local Authorities. The participants should be clear how the Green Infrastructure Framework can support the work that they undertake, and what steps they need to adopt and put into action following the training events to embed green infrastructure.

The supplier will need to allow sufficient time to identify Local Authority participant availability for the online webinars.

2.0 Proposal

- 2.1 The following document is to be used as a Call-Off template to be sent to all Suppliers on a Lot for completion and return in accordance with the Call-Off Procedure detailed in the Form of Agreement.

<p align="center">Planning Related Advice Professional Services (PRAPS) Framework</p> <p align="center">PROPOSAL</p>
<p>To be completed by the Supplier</p>
<p>Supplier's Name: Land Use Consultants Limited</p> <p>Call-Off Reference: PRAPS003</p> <p>Lot Number: 7</p> <p>Date: 29/06/23</p>

Note: Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless otherwise indicated in project client's specification above). Attachments must not be included unless requested except for a programme diagram and full cost schedule if you consider these would support your proposal.

Do not make or append Caveats and Assumptions in your proposal – any points of uncertainty must be raised as a clarification point prior to submitting the proposal. Where assumptions are to be made, these will be stated by the Authority's Project Manager.

1. Approach & Methodology

Redacted under FOIA Section 43 Commercial Information

Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information

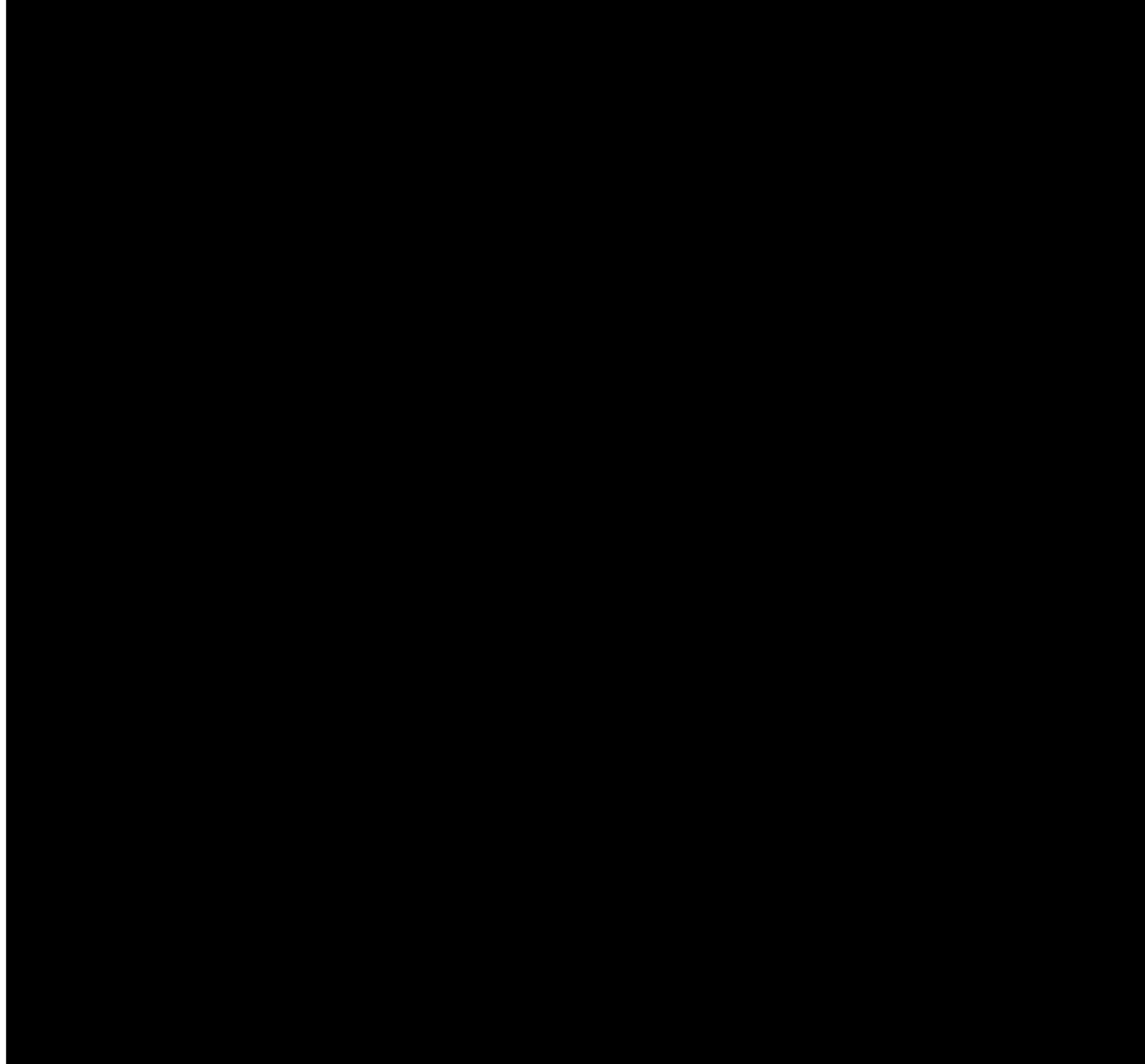


Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information





Overall Costs	£16,216.00
By signing this form <i>Land Use Consultants Limited</i> agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Planning Related Advice Professional Services (PRAPS) Framework – Call-Off Contract.	
Supplier Project Manager:	Redacted under FOIA Section 43 Personal Information
Signature:	
Date:	

3.0 Order Agreement

- 3.1 The following document is to be completed by the Contracting Authority and sent to the Supplier for counter signature to form a Call-Off Contract.

Planning Related Advice Professional Services (PRAPS) Framework
ORDER AGREEMENT
To be completed by Authority Contract Manager and sent to Supplier for countersignature
Project Title: Natural England Green Infrastructure Framework training programme 2023
Call-Off Reference: PRAPS003
Atamis project ref (if applicable): N/A
Date:

THE Contracting Authority: Natural England

THE Supplier: Land Use Consultants Limited

APPLICABLE FRAMEWORK CONTRACT

This Order Agreement is for the provision of the Call-Off Deliverables and dated 15/06/2023. It's issued under the Planning Related Advice Professional Services (PRAPS) Framework Agreement reference PRAPS003 for the provision of Natural England Green Infrastructure Framework stakeholder training programme 2023.

CALL-OFF LOT: 7 - Green Infrastructure and access

CALL-OFF INCORPORATED TERMS The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. Framework Call-Off Contract;
2. Request for Proposal;
3. Proposal;

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Agreement, or presented at the time of delivery.

CALL-OFF START DATE: 24/07/2023

CALL-OFF EXPIRY DATE: **03/11/2023**

CALL-OFF INITIAL PERIOD: **3.5 months**

For and on behalf of the Supplier:

For and on behalf of the Authority:

Redacted under FOIA Section 43 Personal Information

