**Clarification responses**

1. Pages 5 and 6 of "EA\_IWM toolkit\_Buying Specification" appear to conflict.  10x10 page summaries suggests 10 pages whilst 10 DPS PDFs suggests 10, double page spreads which is 20pages.

***10 PDF summaries consisting of  10 pages each (5 double page spreads) see our previous PDF examples below***

2. Does the budget of £50-60k include VAT

***Budget includes VAT***

3. Please could you provide examples of other PDF layouts and digital toolkits which are exemplars of what you are looking for both in terms of layout design and functionality.

***Our PDF examples:***

[***OxCam FRIS***](https://assets-global.website-files.com/62de70239e21734fcc1d5873/63984852c619446147f443f9_8331_EA_FRIS_Summary_AW_reduced.pdf)

[***IWMF summary***](https://assets-global.website-files.com/62de70239e21734fcc1d5873/6398998c26a8122ba89cccc8_OxCam-IWMF-Phase-1-High-Level-Summary.pdf)

[***Natural Capital approach***](https://assets-global.website-files.com/62de70239e21734fcc1d5873/63457f0692ca437609709115_Natural%20Capital%20Story%20interactive.pdf)

[***LNCP***](https://assets-global.website-files.com/62de70239e21734fcc1d5873/634595f322e8152565c08691_OxCam%20Arc%20LNCP%20The%20value%20of%20nature%20snapshot.pdf)

***A couple of toolkit examples but open to other design ideas:***

[***Investment readiness toolkit***](https://www.greenfinanceinstitute.com/gfihive/toolkit/)

[***A Trees and Woodland Strategy Toolkit for Local Authorities***](https://treecouncil.org.uk/science-and-research/trees-and-woodland-strategy-toolkit/)

4. Within "EA\_IWM toolkit\_Request for Quotation" (page 25) there is no question 3.1 but two question 4.1s (the 2nd one is on page 26). Should one of these be re-numbered.

***Methodology creating content material Q1.1***

***Methodology Design and build of toolkit Q2.1***

***Key personnel Q3.1***

***Project management Q4.1; Q4.2***

***Management of sustainability and social value Q5.1***

***Health and safety Q6.1***

5. Should we answer the tender questions within a version of "EA\_IWM toolkit\_Request for Quotation" or using a separate tender document in \**company*\* livery / layout but keeping to the questions and word limits? We would prefer the 2nd approach to ease formatting.

***2nd approach is fine, please keep to the layout and font size. Please keep technical and commercial responses separate.***

1. To find out more about relevant past work that will inform the tool (these will inform our decision to bid for the work or not)

* Are you able to provide more information on the preceding and concurrent work, the outputs of which will be used to inform the tool

***The focus of the toolkit will be on our integrated water management programme. There is some information about it*** [***here***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.oxcamlncp.org%2Fprojects%2Fintegrated-water-management%2Fhome&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7C7675e0eeaffb4bcb047b08dbeb36a907%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638362392604658881%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=s5E1LXx%2BGM5lGit0ffryzD2p4B8nofcEzijZbodMjoY%3D&reserved=0)***. The work previously done (phase 1) is*** [***here***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.oxcamlncp.org%2Fprojects%2Fintegrated-water-management%2Fphase-1&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7C7675e0eeaffb4bcb047b08dbeb36a907%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638362392604658881%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Q8VuhGbmqhYFnhSzwxThDRNAridvKZ1a4eKu72y0luU%3D&reserved=0) ***and the current programme (Phase 2) of the work is outlined*** [***here***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.oxcamlncp.org%2Fprojects%2Fintegrated-water-management%2Fphase-2&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7C7675e0eeaffb4bcb047b08dbeb36a907%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638362392604815108%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=1VD9bxLOBm13rQZHUqm%2Bo2QVbRY6XEYtiaOiDngOkWQ%3D&reserved=0)***. I have also attached the latest project update which gives the current position (as of September) of the ongoing projects, within there you will find additional links to project descriptions.***

* Are you able to confirm which, if any, suppliers supported you in developing the work done to date.

***Technical work (I have broken this down by project):***

***Phase 1 – Mott McDonald***

***Rethinking Water Planning – Mott MacDonald***

***LNRS – TBC***

***Spheres of Influence  - Eunomia & LUC***

***Rainwater Harvesting – Cranfield University, via WSP (Our contact in WSP is Daren Luscombe)***

***Design work:***

***BWA Design***

1. Do you have an existing style guide (i.e. colour palette, font, layout, etc) for documents, or is there a need to develop one for the toolkit package?

***We do have a small amount of existing work, which can be found*** [***here***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.oxcamlncp.org%2Fresources%3Fprojects%3DIWM&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7Cb9b5e61b2e6348fa0ac608dbeb386c2f%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638362399789408215%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=yb54o9rfih1gj3uEkBJFL39L09bdLCs5nOB%2BFOCiVg8%3D&reserved=0)***. However we are open to the supplier proposing a style guide, although it will need to conform to*** [***WCAG2.1 standards***](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Faccessibility-requirements-for-public-sector-websites-and-apps&data=05%7C01%7CSarah.Shepperd%40environment-agency.gov.uk%7Cb9b5e61b2e6348fa0ac608dbeb386c2f%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638362399789408215%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=KligyXFPXZqn1t%2B5%2F0lcObSHZdlDr1ulMv%2Fk3xHpwuU%3D&reserved=0)***.***

1. Is it your expectation that the toolkit will be built in a website, software application or document? Or is this something you expect the supplier to propose?

***We would like the supplier to propose.***

1. If the proposed solution is a website or application, is it assumed that the supplier will host the solution?

***There is no hosing requirement with the scope of this work – if a website is to be designed we would like it to take the form of a micro site so that it could be picked up and hosted in a site of our choice.***