Clarifications to Bidder’s Questions:

NRN Project Catalogue

**Q1) Is the client's preference for a PowerPoint editable document to be created?**

A1) We are willing to be advised on the best type of document to achieve our outcomes of producing an engaging NRN project catalogue/prospectus to showcase nature recovery projects to the private sector / businesses. PowerPoint is considered to be a good option as our Natural England team will be able to directly edit the document without having to be trained up on new software and we will be able to create a pdf brochure from the ppt to send out to businesses.

**Q2) Which version of Microsoft PowerPoint does the majority of the Natural England team use?**

A2) Microsoft® PowerPoint® for Microsoft 365 MSO (Version 2302 Build 16.0.16130.20806) 64-bit

**Q3) Will there be some requirements for Microsoft Word templates also?**

A3) We understand that design functionality and options on Microsoft Word are limited and we think a Microsoft Word template is potentially less appropriate / useful for the audiences that we are trying to reach, again we are willing to be advised on the best type of document to achieve our aims.

**Q4) Which version of Microsoft Word does the majority of the Natural England team use?**

A4) Microsoft® Word for Microsoft 365 MSO (Version 2302 Build 16.0.16130.20806) 64-bit

**Q5) We note the budget is between £10,000 and £25,000 - that is obviously quite a wide range.**

A5) We have set a wide range as we are keen to understand what can be achieved within this range. We would welcome a couple of options set out in your application.

**Q6) We also note the requirements cover the development of design elements:**

* **Colour scheme, fonts and layout**
* **Cover sheet and introduction pages**
* **Maps/graphics/pictures**

**And reference to multiple templates to suit different audiences potentially being developed.**

**Could you advise on the likely number of different maps, graphics, infographics would need to be included and how many different templates may be required?**

A6) For this stage, we are looking to develop a prototype that could be expanded in the future using the templates developed, so we welcome an outline of what you feel would be possible within the tender cost range. The prototype will be informed by a selection of projects currently captured with an excel spreadsheet (numbering around 40 projects currently). We envisage that each project will have its own summary template, ideally with some graphics so that it is visually engaging. For the map element, we would like to be able to provide an indication of where the projects are located across the country. Additionally, some projects may consist of multiple ‘sub-projects’, so a visual map may also be required for these. However, we don’t anticipate more than around 15 projects would require this element.

**Q7) It specifies just the cover sheet and introduction pages. Presumably different layout options for further detailed content pages, will be required too? Is that correct and are they part of the requirements for this quotation?**

A7) Yes, this is correct. As outlined above, we envisage the cover sheet(s) will outline the overarching information and map of project locations. Then there will be information on the projects contained within the prototype catalogue.

**Q8) For the examples of work requested, are we allowed to link to a portfolio?**

A8) Yes that’s fine.

**Q9) Can I also double check if the 10-25K budget range is inclusive of VAT?**

A9) Yes, inclusive of VAT.

**Q10) I know that our final quotation needs to include VAT - but the commercial response form requests that costs exclude VAT. Is it acceptable to provide the breakdown of our costs excluding VAT but include a final cost inclusive of VAT on the same form if clearly labelled?**

A10) Yes, as long as all cost are clearly labelled that should be fine.