Add NE Logo

**Standard Contract for Goods and/or Services - Order Form**

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| --- | --- |
| 1. **Purchase Order Number**
 | TBC |
| 1. **Customer**
 | Natural England |
| 1. **Contractor(s)**
 | [**Insert** *Contractor’s name, registered address (if registered), and registration number (if registered)* |
| 1. **Defra Group Members**
 | The following Defra Group members will receive the benefit of the Deliverables:[**Insert** Defra Group members who are to be receive the benefit under the Agreement or N/A] |
| 1. **The Agreement**
 | This Order is part of the Agreement and is subject to the terms and conditions referenced at Appendix 1 and shall come into effect on the Start Date.Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions. The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):1. this Order;
2. the terms and conditions at Appendix 1; and
3. the remaining Appendices (if any) in equal order of precedence.
 |
| 1. **Deliverables**
 | **Applicable Deliverables**  | **Goods Only:**[ ] **Services Only:**[x] **Good and Services:**[ ]  |
| **Goods** | None.  |
| **Services** | See Specification in Appendix 2*[*To be performed at ***[*Insert *description of premises (including whether they are the Customer’s premises, the Contractor’s premises and/or a third party’s premises and in each case the address****)].]*Date(s) of Delivery: *[****Insert date(s) or the period of Delivery****]*[To be performed on [***Insert any details about days Services are to be performed, for example, if these are to be delivered only on certain days of the week rather than for the whole week***] |
| 1. **Start Date**
 | *11 February 2025*  |
| 1. **Expiry Date**
 | *31 March 2025* |
| 1. **Charges**
 | The Charges for the Goods and/or Services shall be as set out [below ***[insert details]*** / in [Appendix 3 – Charges]]. The Charges are fixed for the duration of the Agreement.  |
| 1. **Payment**
 | Payments will be made to ***[Insert payment method(s) and necessary details]*** |
| 1. **Contractor’s Liability Cap (Clause 13.2.1)**
 | A sum equal to £5,000,000 |
| 1. **Customer’s Authorised Representative(s)**
 | For general liaison your contact will continue to be **Lucy May (****Lucy.May@naturalengland.org.uk****)** or, in their absence, **Viv Blyth-Skyrme (****Vivienne.Blyth-Skyrme@naturalengland.org.uk****)** |
| 1. **Contractor’s Authorised Representative**
 | For general liaison your contact will continue to be [**Insert *contract manager name and contact details***] or, in their absence, [**Insert *secondary name and contact details***]. |
| 1. **Optional Intellectual Property Rights (“IPR”) Clauses**
 | The Customer has chosen Option **B** in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions. |
| 1. **Progress Meetings and Progress Reports**
 | * The Contractor shall attend a start-up meeting with the Customer
* The Contractor shall provide the Customer with progress reports every 2 weeks
 |
| 1. **Address for notices**
 |

|  |  |
| --- | --- |
| **Customer:** | **Contractor:** |
| **Natural England**Attention: Lucy MayEmail: lucy.may@naturalengland.org.uk | [**insert *nameand address of Contractor*]**Attention: **[insert *title***]Email: [**insert *email address***] |

 |
| 1. **Key Personnel of the Contractor**
 |

|  |  |  |
| --- | --- | --- |
| **Key Personnel Role:** | **Key Personnel Name:** | **Contact Details:** |
|  |  |  |
|  |  |  |

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| 1. **Procedures and Policies**
 | N/A |
| 1. **Special Terms**
 | Special Term 1 - ***[Insert terms to revise or supplement the terms and conditions, or enter ‘N/A’ and delete the extra rows below for example but not exhaustive:**** ***longer extension period;***
* ***time being of the essence for delivery]***
 |
| 1. **Additional Insurance**
 | N/A |
| 1. **Further Data Protection Provisions**
 | The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:**Yes:**[ ] **No:**[x]  |

|  |  |
| --- | --- |
| Signed for and on behalf of the **Customer** | Signed for and on behalf of the **Contractor**   |
| Name: Lucy May Marine Ecology Senior Specialist | Name: [**Insert** name][**Insert** job title] |
| Date: 27/01/2025 | Date: |
| Signature: Lucy May | Signature: |

**Appendix 1: Terms and Conditions**

The Customer’s Standard Good & Services Terms and Conditions which can be located on the [Natural England Website](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fnatural-england%2Fabout%2Fprocurement&data=05%7C01%7Cdaniel.lavender%40dlapiper.com%7Ce61b389c5e15470f278e08dbcc060e37%7Ce855e7acc54640d299f7a100522010f9%7C1%7C0%7C638328098969691096%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ymInFtzabvMF3T9or361i03D%2B4kyuzgt8T5CzJeS7Gc%3D&reserved=0) and which are called ‘Standard Goods & Services Terms and Conditions’

**Appendix 2: Specification/Description**

Specification of Requirements

## 1.1 Introduction

Berwickshire and North Northumberland Coast (BNNC) SAC is one of Natural England’s sentinel sites. Funding constraints for marine monitoring in Marine Protected Areas (MPAs) has led to the creation of sentinel condition monitoring. The sentinel site approach allows for regular monitoring of selected MPAs; this evidence can be used as a proxy for the condition of nearby MPAs with similar features. Natural England first trialled the sentinel site monitoring approach using divers in Plymouth Sound and Estuaries SAC (Northen & Doggett, 2019), but in more recent years the Natural England Dive Unit has focussed data collection in the BNNC SAC. The analysis and reporting of this data will inform the site condition assessment, the future monitoring of the BNNC SAC as a sentinel site, as well as the potential development of other sentinel monitoring sites.

The Berwickshire and North Northumberland Coast SAC is one of the most varied coastlines in the UK, stretching from Alnmouth to St Abbs Head and encompassing other European sites such as Lindisfarne SPA, the Farne Islands SPA, Northumberland Marine SPA, the Tweed Estuary SAC, St Abb's Head to Fast Castle SPA, Outer Firth of Forth & St Andrews Bay Complex pSPA and Berwickshire Marine Reserve which has been in place and locally managed since 1984. It contains a complex mix of marine habitats, associated species and communities which is unusually diverse for the North Sea, in both a UK and European context. The site contributes to an important range and variation of intertidal mudflats and sandflats and has one of the best examples of east coast clean sand and seagrass beds, and of moderately exposed reefs. Intertidal and submerged sea caves also contribute significantly to the site’s overall habitat diversity and international importance.

The site is designated for the following Annex I habitats: Large shallow inlets and bays, Mudflats and sandflats not covered by seawater at low tide, Reefs and Submerged or partially submerged sea caves. The presence of Annex II species grey seal (Halichoerus grypus) is also a primary reason for the selection of this site.

For full site details please see: [Designated Sites View (naturalengland.org.uk)](https://designatedsites.naturalengland.org.uk/Marine/MarineSiteDetail.aspx?SiteCode=UK0017072&SiteName=berwickshire%20and%20north%20northumberland%20coast&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=&HasCA=1&NumMarineSeasonality=1&SiteNameDisplay=Berwickshire%20and%20North%20Northumberland%20Coast%20SAC)

Historically, subtidal reef surveys using scuba divers have been undertaken in BNNC SAC since the 1990’s (Brazier et al., 1996, Holt, 1994). In 2002 and 2011, Natural England contracted divers to undertake further sublittoral dive surveys which focussed on three main infralittoral sites in the Farne Islands: Knoxes Reef, Northern Hares and Crumstone (Mercer *et al*., 2002, Mercer 2011). More recently the Natural England Dive Unit, with additional external divers, undertook dive surveys in 2019, 2022, 2023, 2024. A report was produced for the 2019 survey, (Sugden, 2020 - report available upon request), but the most recent data (2022 – 24) has not yet been analysed.

The 2019 – 2024 surveys aimed to repeat surveys at the three historic sites, and to add new sites so that the condition of circalittoral and stoney reef sites could also be assessed.

All surveys were undertaken during mid – late July with the exception of the 2024 survey which was undertaken in September.

Prevailing wind conditions determined which sites could be surveyed; due to the exposed nature of the Farne Islands, this meant that some years the core sites could not be surveyed, and instead secondary sites were selected. A summary of sites surveyed by year are set out below:

Dive surveys consisted of three pairs: Pair 1 would set up the transects for Pairs 2 and 3, then undertake a Phase 1 survey. Pairs 2 and 3 would then undertake quadrat surveys, aiming for 3 – 4 quadrats per site each (i.e. 12 – 16 total per site). Video data was collected at some sites to create photogrammetry models; this can be provided to the contractor but is not expected to be used in data analysis.

|  |  |  |  |
| --- | --- | --- | --- |
| **2019** | **2022** | **2023** | **2024** |
| Knoxes Reef | Knoxes Reef | Knoxes Reef | Knoxes Reef (south side) |
| Crumstone | Crumstone | Crumstone | Cloves Car |
| Northern Hares | Northern Hares | Northern Hares | South of Big Harcar |
| Gun Rock | Gun Rock | Gun Rock |  |
| North of Big Harcar  | South of Big Harcar | South of Big Harcar |
| Knivestone | Knivestone | Little Harcar |
| North of Northern Hares | North of Northern Hares | Ron’s Secret Spot |
| St Cuthberts Gut | Wide Opens | St Cuthberts Gut |
| Cloves Car | Cloves Car | Cloves Car |

\*Green – infralittoral reef, orange – stoney reef, pink – circalittoral reef

## References

Brazier, D.P., Holt, R.H.F. & Murray, E. 1996. Marine Nature Conservation Review Sector 5: The Marine Biology of south-east Scotland and north-east England: Overview. Peterborough. Joint Nature Conservation Committee

Holt, R.H.F. 1994. Marine biological survey of Eyemouth (Berwickshire) to Alnmouth (Northumberland). *Joint Nature* *Conservation Committee Report*, No. 157. (Marine Nature Conservation Review Report, No. MNCR/SR/24.)

Mercer, T., Howson, C., Bunker, F. (2002) Berwickshire and North Northumberland European Marine Site Sublittoral Monitoring. Aquatic Survey and Monitoring Ltd. English Nature, Contract No. FST 20-46-016

Mercer, T. (2011) Berwickshire and North Northumberland Coast Sublittoral Monitoring. Aquatic Survey and Monitoring Ltd. Natural England, Contract No FST20/70/007

Northen, K.O. & Doggett, M. (2019). Condition assessment monitoring for reefs, Plymouth Sound and Estuaries Special Area of Conservation: subtidal reef communities survey July 2017 and 18. Natural England Commissioned Reports, Number295

Sugden, H. (2020). Berwickshire and North Northumberland Coast Special Area of Conservation: Subtidal Reef Communities Survey at the Farne Islands 2019. Natural England Commissioned Reports.

## Aims & Objectives

## Aims

Natural England are seeking potential contractors to analyse subtidal reef data obtained from three dive surveys in BNNC SAC, produce a survey report, compare to historic surveys and import the resulting datasets into Marine Recorder.

The plan for this tender should achieve the following aims:

* To assess these attributes:
	+ Extent of reef communities
	+ Distribution of reef communities
	+ Species composition of reef communities
* To compare data all available datasets and to produce a report indicating the condition of subtidal reef in the BNNC SAC.
* Record and report on Non-Native species found during the survey.
* Recommendations for future monitoring

## Objectives

**The specific objectives** of this contract are to report on dive surveys to inform the extent and distribution and community composition of subtidal reef habitats (stoney, infralittoral, circalittoral) in the BNNC SAC, as part of the Annex I Reef feature.

Under this specification contractors must:

1. Produce a concise, evidence based technical report detailing the work undertaken, and perform statistical analyses of data, including univariate and multivariate statistics, to enable the assessment of each attribute target. Where appropriate, contractors should validate the sample design/intensity by performing post survey power analysis. For example, species accumulation curves, tests for autocorrelation, power of change detection using diversity indices.
2. Include appropriate analyses to compare datasets between years, including historical data from 2002 and 2011) for BNNC SAC.
3. To inform Natural England’s site condition assessments, where possible the contractor should highlight evidence from this survey that could be used to assess whether the specified attributes have passed or failed against their targets within the BNNC SAC. This should include consideration for any variation across specific geographic areas, notable communities or exposure to environmental or anthropogenic factors.
4. Evaluate the effectiveness of data collection methods, techniques and technical equipment.
5. Make recommendations on the effectiveness of the sentinel site monitoring programme. How should future monitoring of the site be undertaken, and how regularly?
6. In addition, the contractor is not obliged to but is welcome to provide any overriding thoughts on the integrity of the whole feature or particular sub feature, which will be considered by site leads in their condition assessment process.
7. Report the detailed findings of the project in succinct and clear final reports, including appropriate GIS outputs, Marine Recorder files, MEDIN compliant metadata, a confidence assessment of the data outputs and standard survey imagery.

Natural England will review this evidence when carrying out the overall feature(s) condition assessment in accordance with Natural England guidance which takes account of several further considerations.

## Methods

## Pre-survey Deskwork

Before the survey is carried out the contractor will discuss any pre-survey work with Lucy May, Natural England, including:

1. Clarification of roles, responsibilities and expectations
2. Review existing information provided by Natural England.
3. Ways of working and close collaboration with NE.

For the 2022 – 2024 surveys, NE will provide data spreadsheets, Diving Project Plans (detailing methods and recording rules), Daily Supervisor Log forms and field notes. All data were entered at the time of the surveys and were subject to QA checks between recorders. Data from previous surveys (2019, 2011, 2002) is available in spreadsheet format or downloadable via Marine Recorder.

## Data Analysis

Natural England expects robust and appropriate statistical analysis to be completed, and the results presented and discussed.

The results should be compared to previous surveys and other relevant papers (including appropriate statistical analysis). Any observed changes should be set into context using other existing information.

## Invasive Non-Native Species

Invasive non-native species (INNS) are considered to be one of the top five pressures directly driving biodiversity loss globally. Prevention is the key focus, particularly in marine environments.

The contractor must collect georeferenced photographs of INNS observed on site, record these on Marine Recorder, report to the Natural England Project Officer, and include within the survey report. Any species currently listed as ‘alert’ species should be flagged immediately to the GB Non-Native Species Secretariat and with the Natural England Project Officer. More information and guidance including ID guides can be found at www.nonnativespecies.org.

## Outputs – Products and Timescales

This contract shall be managed on behalf of the Authority by Lucy May, Marine Ecology Senior Specialist (lucy.may@naturalengland.org.uk)

Draft reports should be provided in electronic MS Office Word \*.DOCX format for comment. A template and guidance exists for writing Natural England commissioned reports and should be followed and can be found here: Natural England Commissioned Report writing guidance. All reports should retain a clear suggested citation stating that it is a ‘Report to Natural England’

Data must be interpreted, analysed and presented in light of the overarching hypotheses for each contract. Contractors should pay particular consideration to the data and GIS required formats for information compatibility including MEDIN metadata standards and Marine Recorder provision.

All interpreted products following data analysis should accompany the draft report; these will include:

* All GIS datasets need to be provided in ESRI ArcGIS format compatible with ArcGIS version 10.2 and have attached metadata.
* All GIS files containing habitat data for each individual survey need to be produced to the MESH translated habitat Data Exchange Format (DEF) to the most detailed EUNIS habitat level possible. MNCR (v15.03) data should be added to the ORIG\_HAB column. The GUI provided by Natural England for each survey will be used, and as much information as possible (e.g. survey name, originally assigned feature/habitat name etc.) from the original dataset, as well as any documentation provided (where available) should be included in the resulting datasets to maintain a useful audit trail. As specified in the MESH DEF, data files must be provided as ESRI Shapefiles using geographic coordinates (lat/long) and the WGS84 datum. If the datasets supplied are in other projections, transformation using the appropriate petroleum (EPSG) transformation should be carried out as part of the data formatting procedure.
* If not included in the GIS data layers listed above all sampling locations, vessels tracks, and links to data obtained should also be included as a single GI layer.
* A MESH data confidence assessment for each habitat map should be calculated and provided in a ‘MESH confidence scoresheet’ \*.XLS file. The confidence assessment process is described and a template provided in the following MESH resources The MESH Confidence Assessment Scheme.

Natural England endorses the MEDIN initiative. Any data gathered/derived as part of this project must be submitted to Natural England in a way which expedites the MEDIN data archiving process through Data Archive Centres (DACs) with metadata meeting the MEDIN metadata discovery standard (MEDIN discovery metadata standard). A MEDIN compliant metadata XML file must be provided for each survey.

Natural England will supply the ‘MEDIN guidance for contractors’ document to successful contractors at the mini-tender stage.

All sample data (e.g. grab sample analyses, video/still photography analyses, PSA analysis and biotope lists, biological taxon data) need to be entered into Marine Recorder NBNdata.mdb (or similar) and an exported snapshot file of the data should be provided for QA. Natural England will enter the survey in Marine Recorder Online and grant access to the contractor to input data. Natural England will supply a ‘Marine Recorder guidance for contractors’ document to successful contractors.

The contractor must report any records of Invasive and Non Native Species observed on site on Marine Recorder and to the Natural England Project Officer as part of the survey report. Any species currently listed as ‘alert’ species should be flagged immediately to the GB Non Native Species Secretariat Species alerts. More information and guidance including ID guides can be found at GB non-native species secretariat and the Marine Aliens Project.

Copies of the original data spreadsheets or databases are to be provided in the appropriate Microsoft Office format. However, please be aware that using MEDIN marine biodiversity data guideline spreadsheets (available online under the marine biodiversity tab at MEDIN data guidelines) will ensure that biological taxon data is prepared correctly for entry into Marine Recorder and will facilitate the efficient entry of data into this system and the data archiving process in general. Natural England welcomes and supports the provision of raw data spreadsheets in the MEDIN format and expects that all raw datasheets will contain the mandatory fields in the MEDIN guidelines, regardless of their format.

All data products and electronic files must be appropriately named so they sufficiently describe the contents and are not purely a numerical value. All products should be named appropriately so that they can be clearly linked to the report/project.

Any species lists submitted will be compliant with current taxonomic names and synonyms (e.g. Marine Species of the British Isles and Adjacent Seas (MSBIAS), World Register of Marine Species (WoRMS))

Video and still camera filenames must include the recording start date and time. Position data must be included within the overlay information.

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

**Appendix 3: Charges**

**Appendix 4: Processing Personal Data**

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|  |   |
| **[XXXX]** |
| **Contract:** |
| **Date:** | **[XXXX]** |
| **Description of authorised processing** | **Details** |
| Identity of Controller and Processor for each category of Personal Data |  |
| Subject matter of the processing |   |
| Duration of the processing |   |
| Nature and purposes of the processing |   |
| Type of Personal Data |   |
| Categories of Data Subject |   |
| Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data |  |
| Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement |  |
| Protective Measures that the Contractor and, where applicable, its subcontractors have implemented to protect Personal Data processed under this Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach |  |