

www.gov.uk/naturalengland

Request for Quotation

##

**Citizen Science Urban Monitoring Framework**

You are invited to submit a quotation for the requirement described in the specification below.

Please confirm, by email, receipt of this document and whether you intend to submit a quote.

Your response should be returned to Poppy Lakeman Fraser at following email address by:

Email: poppy.lakemanfraser@naturalengland.org.uk

Date: 30th January 2023

Time: 10:00

Ensure you state ‘RFQ Final Submission’ in the subject field to make it clear that it is your response.

**Contact Details and Timeline**

Poppy Lakeman Fraser will be your contact for any questions linked to the content of the RFQ or the process. Please submit any questions by email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

|  |  |
| --- | --- |
| **Action** | **Date** |
| Date of issue of RFQ | 13th January 2023 |
| Deadline for clarifications questions | 19th January 2023 |
| Deadline for receipt of Quotation | 30th January 2023 |
| Intended date of Contract Award & Start Date | 6th February 2023 |
| Intended Delivery Date  | 24th March 2023 |
| Intended Completion Date | 31st March 2023 |

###

### Glossary

Unless the context otherwise requires the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

|  |  |
| --- | --- |
| “Authority” | Means the Department for Environment, Food and Rural Affairs acting as part of Natural England |
| “RFQ” | Means this Request for Quotation and all related documents published by the Authority and made available to suppliers |
| “Contract” | Means the contract to be entered into by the Authority and the successful supplier. |

### Conditions applying to the RFQ

You should examine your response to the RFQ ensuring it is complete prior to submitting your completed quotation.

Your quotation must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your quotation fully and accurately and that prices quoted are arithmetically correct for the units stated.

The supplier by submitting a quotation is deemed to accept the terms and conditions in the RFQ. Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this procurement.

### Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

#### Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

#### Mandatory Requirements

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation will not be evaluated.

#### Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your quotation with you prior to any award of Contract to clarify matters.

#### Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

#### Conditions of Contract

The Natural England Standard Condensed Terms and Conditions[[1]](#footnote-2) will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

#### Specification

The Authority is Natural England. The Authority’s priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: <https://www.gov.uk/government/organisations/natural-england>.

### About Natural England

Natural England (NE) is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone. Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy.

### Project Background

### Natural Capital and Ecosystems Assessment

The Natural Capital and Ecosystems Assessment (NCEA) programme will transform and innovate the way our evidence-base is captured, analysed and brought together to ensure science meets the needs of policy / decision makers to embed a natural capital approach, allowing us to leave our environment in a better state than we found it.

The NCEA will provide a holistic, accurate and robust set of evidence and data for DEFRA to make informed policy decisions about the state of our natural capital assets in high profile policy areas and lead to better outcomes for the environment. It will also identify innovative and transformative ways of collecting, analysin3g and distributing the data.

Better data and evidence are required so that government and society can:

* Understand our natural capital, how and why it is changing.
* Tackle pressures on the environment and the drivers of change.
* Take biodiversity and natural capital into account in decision making.
* Target action where it will be most effective.
* Evaluate policies and interventions to improve their effectiveness.

**NCEA Citizen Science workstream**

Citizen Science (CS) is one of the cross-cutting tools we have for collecting these data, alongside professional surveys, and earth observation. Citizen Science is already essential to environmental policy, forming the majority of current biodiversity monitoring in the UK. It complements and augments standard scientific approaches. Critically it has the potential to contribute even more significant amounts of useful data in places and of a richness that cannot be achieved by other means.

**Vision / Ambition**

A Citizen Science Urban Monitoring Framework will form the foundation of a comprehensive monitoring strategy for urban environments.

Citizen Science presents an opportunity to advance our approach to study and better understand the ecological and natural capital resources in urban and residential spaces.

While a range of projects and initiatives operating at a range of scales have pioneered the use of CS in urban areas these have not coalesced around a single comprehensive narrative that serves the need for a holistic, multi-resolution understanding of urban environments and its long-term monitoring.

A number of assumptions underpin the need for a comprehensive Citizen Science urban monitoring framework:

* Professional survey has limited capability in this space – access restrictions, dynamic land management and use and habitat heterogeneity contribute significantly to this.
* Urban areas represent an estimated 8% of the total UK land area, yet urban and residential spaces are not included in professional field survey conducted by England Ecosystem Survey
* Remote sensed interpretation of land cover and habitat from satellite imagery is challenging without field survey data, e.g. ground-truthing habitat and naturalness mapping.
* Green/Blue Infrastructure and habitat mapping is the preferred way of describing the distribution of ecology and natural capital across urban spaces.
* Existing G/BI and habitat data from urban environments is incomplete and where it does exist it needs ground-truthing.
* A high proportion of the population (80%) live in urban and residential areas of England. There is a significant pool of people in or close to the locations we need to acquire field data for.
* Few of these people will be professional ecologists, but many have the potential to contribute as citizen scientists and participate in supported study of the natural environment within urban and residential spaces.
* There are individual and societal benefits of engaging citizens in the architecture of environmental decision-making. Citizen Science is a powerful tool for giving this engagement direct and local relevance.
* Extensive citizen science activities exist but have limitations: national recording schemes are less able to meet local information needs and opportunities are missed for local initiatives to contribute to the bigger picture.
* There is value in local consultation and co-design. Citizen Science naturally provides meaningful and practical opportunities for this.

CS within the context of this work pertains to all forms of Citizen Science;

* *Crowd-sourcing:* enables volunteers to remotely participate in desk-based data collection or analyses;
* *Long-term surveys or experimental studies:* where volunteers are more deeply involved in co-creating, planning and/ or managing of experimental studies and long-term surveys;
* *Field-based environmental monitoring and surveillance:* the most common and most traditional forms of citizen science. Schemes usually involve varying levels of training for skilled and unskilled volunteers;
* *Working with practitioners:* direct survey/studies
* *Activities undertaken by voluntary groups whose data can be used to deliver NCEA objectives e.g.,* RSPB; Urban Pollinator Survey

### Project Aim

This contract will provide an initial framework to enable and guide more collaborative working to better coordinate our own efforts and engagements with citizens (active and potential citizen scientists) to study ecosystems and natural capital within urban areas and enable a more accurate understanding of the state of urban nature.

The framework will facilitate an environment of collaborative sharing, development and ongoing adaptation of ideas, experience and lessons in what to study, where to study, how to study and who should study. We know there is national interest and local interest in urban ecology and natural capital both to understand them within certain conurbations, but also to better compare urban with rural locations, as well as contribute to a more complete national picture.

The framework will build on existing experience of CS from within NCEA and beyond and aim to contribute to meeting existing and future data needs, allow finer scale analysis but consistency at greater scale, and where possible cross-compatibility with similar data from non-urban areas – e.g. Green and Blue Infrastructure; England Ecosystem Survey.

In addition to addressing emerging needs and current gaps, a comprehensive citizen science urban monitoring framework should support and enhance the work of stakeholders with existing compatible urban interests.

**The Problems to Address**

* **There is no common aim.**

Many groups, organisations and partnerships have and are continuing to carry out studies in urban areas using citizen science. Many of these are environmental in their focus. They are often independent in design and sponsorship, making it hard for Defra group to determine what to support. There is value in understanding our common aims and survey objectives, which will then help catalyse closer working and align effort and investment.

* **There is limited consistency and compatibility.**

A broad range of tools, techniques and protocols have been developed and/or are in use supporting citizen science, many compatible with and some specific to urban environments. Some may also be used or adapted for contracted survey which may have an additional or supporting role. There is value in identifying a consistent and transferable suite of these that meet identified needs and can be deployed in a range of situations.

* **Difficult terrain.**

Urban environments have a complex and dynamic land cover/use matrix and tenure. This increases the complexity of survey and analysis and the range of approaches required.

* **Surveyor engagement**

Survey in complex and sometimes unattractive environments can create challenges for the direction, engagement and focus of citizen scientists

**What we want to achieve**

a) from this contract

We want the contract to propose a natural capital and ecosystem survey framework for urban and residential areas. This framework should guide and assist anyone to plan and deliver a coordinated coherent scientific study of key features, functions and health of ecosystems and natural capital assets across the urban landscape. It should help consider and identify sampling locations and methods suited to the unique structure and tenure of conurbations.

The framework should guide:

1. **What to study** – a summary of natural capital and ecological features that could be studied within urban areas and an assessment of the relative value of doing so (resolving opportunity and need). We envisage a definitive narrative that describes a core common need for society to study and better understand the ecology and natural capital within our urban places and how this is changing.
2. **Sampling strategy** – how to structure and prioritise the features and resources there is a need to study and understand more closely, together with how to address dynamic land tenure and issues of access.
3. **Protocol deployment** – how to select and coordinate (possibly integrate) the deployment of existing survey protocols and tools available to study elements of ecosystems and natural capital. Where there are identified gaps, what may need to be adapted or developed.
4. **Surveyors** – a summary of who might carry out survey work, capitalising on the varied roles citizen scientists can play in addition to, or complemented by, employed surveyors (contractors) and automated techniques (survey stations).
5. **Data Journey and Use** – how should data be collected and processed efficiently to ensure it can be used timely, widely, and effectively. What are the core uses and who are the core user groups that should be addressed?
6. **Feedback, Engagement & Action** – particularly for citizen scientists and bringing elements of the overall framework together as a whole.

b) using the output of this contract

Defra group want to help organisations and collaborative partnerships coordinate and deploy surveyors, survey methods and tools to study ecosystems and natural capital within and across urban areas.

* stratify data for local use, by meaningful components, features, infrastructure (natural, functional, administrative)
* propose how independent protocols and techniques might be harnessed more collaboratively to study and understand urban spaces more comprehensively
* provide a practical survey framework that can be deployed (piloted) to prescribe and carryout a comprehensive study of ecosystems and natural capital (largely by citizen scientists) within a given urban space (city or urban conurbation) and which will allow for cross-compatibility between these areas and others.

### Project Objectives

Six objectives are identified for this contract. Each is discussed further below.

1. Identify data/information needs that can be realistically met through CS;
2. Understand the range of tools and techniques suitable and available, how and where these can be combined, deployed and by whom. Where there are identified gaps, what may need to be adapted or developed.
3. Inform effort targeting;
4. Identify stakeholders (including information users, delivery partners, citizen scientists);
5. Develop a delivery model, including a strategy for piloting;
6. Identify programme products.
7. **Identify data/information needs that can be realistically met through CS**

A monitoring framework should be built around a range of strategic data/information need drivers. Citizen Science will never meet all urban data/information needs so a selective approach will be required that acknowledges the specific capabilities and limitations of CS. These should be prioritised with consideration for strategic value and the existence of existing activity and factor in:

1. Policy drivers, for example:
	1. We want to improve our ability and confidence in evidence used to identify, map, and understand different types of **Green and Blue Infrastructure (GBI)** (25YEP indicator G3) present in urban and residential areas of England.
	2. We want to improve our ability and confidence in evidence used to confirm, map, and understand the presence of **ecologically significant habitats** (broad/priority) and their **connectivity** (25YEP indicator D1) within urban and residential areas of England.
	3. We want to improve our ability and confidence in evidence used to determine the location and **quality of freshwater** (25YEP indicator B6) (ponds, lakes, canals, rivers) within urban and residential areas of England.
	4. We want to improve our ability and confidence in evidence used to determine **the health of soils** (25YEP indicator E7) within urban and residential areas of England.
	5. We want to improve our ability and confidence in evidence used to determine **air quality** within urban and residential areas of England.
	6. We want to improve our ability and confidence in evidence used to determine the status of species supporting **ecosystem functions (*pollinators*)** within urban and residential areas of England (25YEP indicator D7).
	7. We want to understand citizen **engagement with the natural environment**, their environmental attitudes and behaviours, health and wellbeing benefits (25YEP indicator G4, G6 and G7), and their engagement in social action (including CS) for the environment (25YEP indicator G5).
2. Existing local and national programmes and initiatives, with specific reference to:
	1. Cross-compatibility – ensuring data is cross-compatible with other existing and planned programmes to maximise and contribute to urban/non-urban comparative ability.
	2. Data/information gaps – including geographic coverage, thematic coverage and with particular reference to quick wins: where partial data exists and increased/wider effort can add value.
	3. Enhancement/support for existing programmes by increasing participation e.g., through integration of existing protocols.
	4. Balance of need between spaces (habitat, GBI, land-use, management) and species (indicators, services (e.g., pollinators), invasives).

The following existing programmes within the NCEA family are likely to have relevance nationally:

England Ecosystem Survey (EES) workstream is developing the most significant use of manual human effort, directing professionals to visit a sample of Monads (1km squares) to study and measure specific elements of the natural environment. This survey effort is designed to measure the presence and health of natural habitats, ecological functions, and landscapes to determine information at a national scale. EES will not provide information suitable for use at local scales, and it will not survey urban or residential areas across England.

Living England is developing models to interpret satellite imagery to classify land cover and habitat type for the whole of the country. This remote sensed survey data is being used to inform National Maps of Habitat and Green/Blue Infrastructure. The precision of imagery and model-based interpretations are limited, and classification depends on ground truth data collected at sample locations, ‘in the field’. The dynamic and complex structure of urban and residential spaces makes classification of land use from satellite imagery more challenging. Observations and data collection by people on location will be particularly beneficial for accurate classification of land cover and habitat within urban and residential spaces.

Project output relating to this objective will be an analysis of data/information needs that can be met through Citizen Science. This should be delivered in detailed form as a spreadsheet and in summary form in the final report.

1. **Understand the range of tools and techniques suitable and available, how and where these can be combined, deployed and by whom;**

A broad range of tools, techniques and methodologies have been developed to support citizen science, many compatible with and some specific to urban environments. Some have been developed in connection with the NCEA partnership (below) and many more by other actors including Natural History Museum, OPAL, Butterfly Conservation etc.

* **GenePools** – NE is sponsoring Natural History Museum to run community science study of urban ponds, based on collecting and analysing water samples using cutting edge genetic sequencing technology. There is potential for learning from this project to be applied to other forms of sampling.
* **Nightwatch** – JNCC is sponsoring the new community science project coordinated by BCT that uses cutting-edge ‘AudioMoth’ listening technology to discover the hidden world of night-time wildlife.
* **MyBackYard** – NE sponsored MMU in 21/22 to develop and trial a community survey by urban residents in Greater Manchester to record greenspace details about their properties (yards and gardens).
* **Urban pollinator survey** - JNCC is sponsoring UKCEH to investigate possible methods for an urban monitoring campaign

Development of the comprehensive Citizen Science urban monitoring framework should consider first how these can meet needs and the practicalities of their adoption/integration. Development of new tools should only be recommended where there are clear unmet needs that justify the investment required.

Consideration should be given to how and when selected tools and methodologies should be deployed. A comprehensive strategy should be able to optimise effort deploying different sets of tools and methodologies as appropriate to circumstances: geographical; participant ability and capacity; specific local needs etc. The overall methodology should consist of compatible survey units that can stand alone or as plug-ins/extensions.

Project output relating to this objective will be an analysis of existing tools and methodologies that support citizen science in the urban environment, uses and limitations, their availability for deployment, and examples/case studies of practical implementation. This should be delivered in detailed form as a spreadsheet (excluding case studies) and in summary form in the final report.

1. **Inform effort targeting**

Comprehensive CS monitoring strategy development should consider survey effort targeting in the design. Design should aim to achieve scientific outcomes and sampling may be deliberately stratified or truly random but with CS may also be subject to additional influences driven by, for example, surveyor availability. Compatibility with other programmes and the need for scientific rigour may favour well defined sample areas. In a CS context then, effort targeting will be closely linked to participant recruitment targeting and consequently affected by a number of factors including:

* Demographics;
* Communications and engagement;
* Training.

To ensure sufficient rigour, a comprehensive CS monitoring strategy will need to identify and adopt best practice in participant engagement and management, and this should form a key part of the survey specification. Impact and mitigation of short- or longer-term local failure (of e.g., participation) should be considered in design. The use of complementary contracted survey should be considered.

A compatible and practical working definition of ‘urban’ should be proposed. This may be pragmatic, informed by current gaps – e.g., the areas excluded from EES.

Project output relating to this objective will be a proposal for: a) a working definition of urban areas for the purposes of this project; b) proposals for initial effort targeting; and c) proposed strategies to maintain useful targeting recognising the limitations of citizen science.

1. **Identify stakeholders**

Citizen science, operation in the urban environment and the nature of a comprehensive survey all require extensive engagement with a range of stakeholders and partners. The strategy will require an analysis of these in each context and indicative plans for their engagement. These could include (not exclusive):

Information customers

* National policy leads
* Existing national programmes
* Local policy leads
* Land managers
* Citizen scientists
* NGOs
* Education sector
* Research fields

Delivery partners

* Experienced urban CS operators e.g, Natural History Museum
* Regional NGOs e.g, Wildlife Trusts
* LNRS partnerships
* Land managers
* Community bodies e.g. schools; ‘Friends Of’ groups; community nature partnerships

Existing interests

* England Ecosystem Survey
* Living England
* National biological recording schemes

Citizen scientists

* Existing networks
* Community bodies as gateways

Project output relating to this objective will be an analysis of programme stakeholders likely to be involved in consultation and delivery. This should be delivered in detailed form as a spreadsheet and in summary form in the final report.

1. **Develop a delivery model, including strategy for piloting**

Delivery and management of a comprehensive citizen science urban monitoring framework should be specified. The model should detail:

* Structure
* Management/coordination needs
* Specific survey options
* Data management
* Communication and engagement strategies

A pilot should be proposed which should allow for sufficient testing of the concept. This may have a limited geographical focus e.g., one or more cities, but include a clear design and plan for scalability.

The proposed model forms a key part of the project output and should be detailed in the project report.

1. **Identify programme products**

Programme products will reflect identified data needs e.g., feed into and enhance existing datasets but should also produce stand-alone urban data of identified value. With a focus on long-term monitoring the future development of these products should be considered.

Consideration should also be given to products targeted at the citizen scientists at the heart of the programme (feedback mechanisms) and these should provide further context, linking individual elements of the programme to the overall survey.

Products should be linked to stakeholder needs and the policies, programmes, methodologies and design elements they are related to. This should be delivered in summarised form as a spreadsheet and in detail in the final report.

**Further support**

Key contacts, reports and information relating to all objectives as known and available to NCEA will be made available to support the contractor and it will be expected that these will be utilised in executing the contract.

**Project Deliverables**

1. *Project Report.* Afull report is required and must contain the following (see aims above for more detail);
* Executive summary
* Introduction Methods
* An analysis of data/information needs that can be met through Citizen Science
* An analysis of existing tools and methodologies that support citizen science in the urban environment
* Proposals for effort targeting
* A proposed delivery model including pilot phase
* Details of proposed urban monitoring products
* Case studies and examples as appropriate

Report to be provided as two electronic copies in MS Word and Adobe PDF formats.

1. *Excel workbook detailing:*
* Data/information needs that can be met through citizen science
* Existing tools and methodologies
* Likely stakeholders including roles
1. *Presentation*

A virtual presentation to the project working group upon completion of the project to include full methods and results. Please note the presentation will be recorded

**Contract Management**

Natural England will nominate a Project Officer who will manage the project and serve as the principle point of contact from Natural England. They will be responsible for the day-to-day management of this contract and will coordinate regular meetings to review the work and ensure it meets the projects aims and objectives. As outlined below, meetings will be incorporated into the programme of works to discuss progress and facilitate feedback provision. Meetings will be organised by the successful Tenderer.

The contractor will be expected to appoint a Project Manager who will act as the principle point of contact and will be responsible for the day-to-day management of the project. The contractor will be required to regularly update the Natural England Project Officer on project progress via meetings (held on MS Teams) arranged by the contractor, and when there are any significant issues.

### Project Timeline

|  |  |
| --- | --- |
| **Event** | **Date** |
| Intended Contract Start Date | 6th February 2023 |
| Draft Report and Data Provided | 20th March 2023 |
| Final Report and Data Provided | 24th March 2023  |
| Presentation | w/c 27th March 2023 |
| Contract Completion Date | w/c 27th March 2023 |

It is requested that the Tenderer provide an indicative timescale for delivery of all deliverables within their Tender proposal, including whether it meets the Project Timeline outlined above.

It is anticipated that this contract will be awarded for a period of eight weeks to end no later than 31st March 2023. Prices will remain fixed for the duration of the contract award period.

**Quotation Submission**

Tenderers must submit the Form of Tender as provided in Appendix 2 as a cover sheet to their tender document.

Tenderers must submit a Tender document with detail as required in this section, and as per the proposal checklist in Appendix 2.

### Format

Tenders must be submitted in either MS Word or Adobe PDF file formats to the contact named in this RFQ, by the deadline provided.

The following must be included within the tender proposal;

* Project Schedule stating the timescales you will be able to execute and deliver the products specified above.
* Proposed Methodology (including data sources to be utilised)
* Details of your Capability and Expertise (including anonymised CV’s of key personnel who will be directly involved with this contract, examples of relevant projects, and relevant peer reviewed work)

### Evaluation

Tenders will be disqualified if they do not meet the following requirements;

* Delivery prior to deadline
* Acceptance of the Terms and Conditions Provided
* Agreement to the Protection of Personal Data
* Provision of Environmental and Quality Assurance

Please ensure you provide agreement / sufficient evidence within your proposal for each of these.

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria table. Please ensure you provide sufficient evidence within your proposal to answer each of these comprehensively.

|  |  |
| --- | --- |
| **Criteria** | **Weighting (%)** |
| Price – please see Appendix 2 | 40% |
| **Quality: Methodology**Please provide a detailed methodology, describing the approach you will follow in order to deliver the objectives and outputs detailed in the specification.Please provide detailed of how you intend to quality assure work undertaken as part of this contract and outputs, so that deliverables are provided efficiently, to a high standard and on time.  | 30% |
| **Quality: Project Management**Please set out your project management arrangements appropriate to the scale and duration of the project. Please include any consortium or sib-contracting arrangements Please provide a detailed project plan with resource allocation for each task, including Gantt chart. Please provide a summary of all the risks you have identified that would impact the project, including how your intend to manage these risks and mitigate the impact on the project.  | 25% |
| **Quality: Capability and Expertise** Please provide detailed of your team member’s expertise, previous experience and, if applicable, examples of similar projects delivered relevant to this requirement.Please include abridged CVs of proposed members of the team.  | 5% |
| Total | 100% |

Tenders will be scored against the award criteria using the scoring justifications below.

|  |  |
| --- | --- |
| **Score** | **Justification** |
| For a score of hundred (100):   | Excellent - Response is completely relevant and excellent overall.  The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |
| For a score of seventy (70):   | Good - Response is relevant and good.  The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.  |
| For a score of fifty (50):   | Acceptable - Response is relevant and acceptable.  The response provides sufficient evidence to fulfil basic requirements. |
| For a score of twenty (20):   | Poor - Response is partially relevant and/or poor.  The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| For a score of zero (0):   | Unacceptable - Nil or inadequate response.  Fails to demonstrate an ability to meet the requirement. |

**Pricing**

Prices must be submitted in £ sterling, exclusive of VAT.

**Contract Management**

This contract shall be managed on behalf of the Authority by Poppy Lakeman Fraser

Email: poppy.lakemanfraser@naturalengland.org.uk

Phone: 07717288749

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

Invoices can be sent after completion of all deliverables, received and approved by Natural England.

Contact by email and phone will be expected from the contractor to update NE project manager on project schedules, plans and any issues that may arise.

The intellectual property rights and copyright for all outputs will lie with Natural England, for further information see:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/901862/NE-terms-of-use.pdf .

### Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

By submitting a quotation you consent to these terms as part of the procurement.

### Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

* make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
* accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
* accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

**Protection of Personal Data**

In order to comply with the General Data Protection Regulations 2018 the contractor must agree to the following:

* You must only process any personal data in strict accordance with instructions from the Authority
* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

**General Data Protection Regulations 2018**

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be **held and destroyed within two years** of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within **seven years** of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

**Intellectual Property**

The Intellectual Property Rights resulting from the work shall belong to Natural England.

The cover of all reports or drawings will include a statement © Natural England and the date of creation.

When using existing data the supplier should own, or be licensed to use, all Intellectual Property Rights that are necessary to provide the Services. You should seek advice from Natural England on responsibilities for obtaining a data licence for third party data.  Note that Natural England requires to know the lineage of your output (i.e., all the datasets that went into the work) and be able to identify what the licence terms for each of the inputs is in order to be able to license the output for use.

The Supplier shall indemnify and keep indemnified Natural England against all actions, claims, demands, losses, damages, costs and expenses and other liabilities Natural England may suffer or incur arising from any infringement or alleged infringement of any third-party Intellectual Property Rights except to the extent that they have been caused by or contributed to by Natural England’s acts or omissions

**Sustainability**

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring Natural England is not contracting with a supplier whose operational outputs run contrary to Natural England’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project. The successful contractor is likely to be able to provide a copy of their environmental policy and any environmental accreditation schemes such as ISO 14001 or EMAS which they have been awarded or are working towards.

**Appendix 2: Form of Tender**

**Tenderer Agreement**

|  |  |
| --- | --- |
| **Item**  | **Agreed Y/N** |
| Acceptance of the Terms and Conditions Provided |  |
| Agreement to the Protection of Personal Data  |  |
| Provision of Environmental and Quality Assurance Information |  |

**Proposal Checklist – Quality Weighting 60%**

|  |  |
| --- | --- |
| **Item**  | **Provided in Tender Submission Y/N** |
| 1. Proposed Schedule  |  |
| 2. Proposed Method Statement |  |
| 3. Details of your Capability and Expertise  |  |

**Pricing Schedule – Price Weighting 40%**

Please note, prices must be submitted excluding VAT

|  |  |  |  |
| --- | --- | --- | --- |
| **Item**  | **Staff Grade / day rate** | **Number of days** | Total £GBP |
| Project Virtual Meetings and Presentation |  |  |  |
| Data Collection and Analysis |  |  |  |
| Report Production |  |  |  |
| Project Management |  |  |  |
| Other (*if required please detail)* |  |  |  |
| **Total (excluding VAT)** |  |  |  |
| **VAT** |  |  |  |
| **TOTAL (including VAT)** |  |  |  |

**Submission Details**

|  |  |
| --- | --- |
| Tenderer Organisation Name |  |
| Tenderer Contact Name |  |
| Address |  |
| Email |  |
| Telephone |  |
| Signature |  |
| Date |  |

1. Found at: <https://www.gov.uk/government/organisations/natural-england/about/procurement> [↑](#footnote-ref-2)