**Clarification requested for Proxy monitoring forms:**

The assessments usually take a few minutes at most. The amount of times it needs to be undertaken is really up to contractors discretion, mainly if there’s a noticeable change in the surrounding habitat for the assemblage. Different proxy’s will need to be completed per assemblage, so if a site has 3 assemblages 3 forms will be provided. The knowledge required is basic habitat knowledge, particularly anything relating to the assemblage being surveyed.

**Clarification requested on units/features:**

For the sites not split into units the sampling must be undertaken throughout the entire site (so all units combined) – the assemblages will be assessed on a site wide scale. Any management recommendations need to have the unit noted so we can provide appropriate feedback to the landowners. For the sites which do have units noted, this is because the invertebrate interest is confined to the units. If an ideal habitat is found in a different unit this can also be surveyed and noted within the report.

**Clarification requested for sampling points:**

4 sampling points would not be required for each unit but will be required for each assemblage as each assemblage has a corresponding habitat. If the corresponding habitat is only in a small area, and therefore impossible to have four sampling points, this would need to be explained within the report. With the different methods used (e.g sweep netting, pit fall traps) each of these would count as a sampling point.

**Clarification for inception meeting/contract start:**

We need to have the inception meeting prior to the first site visit. We need to discuss anything site specific (in terms of hazards, e.g. livestock on site) prior to a visit. We are currently working on access permissions and this information will be available as soon as possible.

**Clarification on report deadlines:**

Whilst we would prefer the reports to be provided by the date in the RfQ, we understand delays may happen. The report deadline can be moved, but this would need to be no more that 1.5 months after the current date in the RfQ.

**Clarification on pricing:**

Please ensure you have advised if your costs are inclusive/exclusive of VAT. Please include any site visits in the ‘surveys’ section on the pricing template. If a site visit is for setting/collection of traps, please note this within your methodology so we can clearly see how many days are fieldwork vs trap setting.