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Request for Quotation

## 

## Request for Quotation

**England Green Infrastructure Mapping Database – Spatial Environmental Data Update.**

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

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

Your response should be returned to the following email address by: 12:00 Noon 16th September 2022.

Email: [martin.moss@naturalengland.org.uk](mailto:martin.moss@naturalengland.org.uk)

Date: 16/09/2022

Time: 12:00 Noon

**Between 19th and 30th August 2022, any questions regarding this project should be addressed to;**

Email: [David.greenwell@naturalengland.org.uk](mailto:David.greenwell@naturalengland.org.uk)

After these dates please contact Martin Moss.

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

**Contact Details and Timeline**

Martin Moss (or David Greenwell between 19th and 30th August inclusive) will be your contact for any questions linked to the content of the quote pack 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.

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| Action | Date |
| Date of issue of RFQ | 19-08-2022 at 12:00 BST |
| Deadline for clarifications questions | 02-09-2022 at 12:00 BST |
| Deadline for receipt of Quotation | 16-09-2022 at 12:00 BST |
| Intended date of Contract Award | 26-09-2022 |
| Intended Contract Start Date | 03-10-2022 |
| Intended Delivery Date / Contract Duration | 31-03-2023 |

### 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):

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| --- | --- |
| “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 and related documents 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 RTQ 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. All mandatory requirements are set out in Bravo.

#### 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 terms and conditions attached Condensed Terms and Conditions 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: [Natural England](http://www.naturalengland.org.uk/)

It is anticipated that this contract will be awarded for a period of 5 months to end no later than 28/02/23 Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

**Background.**

**Green Infrastructure Framework - Principles and Standards for England**

The development of the ‘Green Infrastructure Framework - Principles and Standards for England’ was a commitment made in the Government’s 25 Year Environment Plan ‘[A Green Future: Our 25 Year Plan to Improve the Environment'](https://www.gov.uk/government/publications/25-year-environment-plan) to help green towns and cities across England by improving existing Green Infrastructure provision through encouraging more investment while making sure there is a presumption for sustainable development.

The ‘Green Infrastructure Framework - Principles and Standards for England’ (abbreviated to ‘Green Infrastructure Framework’) aims to help local planning authorities and developers meet requirements in the National Planning Policy Framework to consider Blue and Green Infrastructure in local plans and in new development, and to mainstream Green Infrastructure as a critical form of infrastructure in creating and maintaining sustainable places. The Framework can support better planning for good quality BGI and help to target the creation or improvement of Green Infrastructure particularly where existing provision is poorest.

The Framework can also enable other organisations and groups such as parks and greenspace managers and local communities to consider Green Infrastructure more fully and plan for its creation and improvement.

The focus of the Green Infrastructure Framework is on planning, designing and managing good quality Green Infrastructure to provide benefits for health, nature, climate and prosperous communities.

Natural England is leading the development of the Green Infrastructure Framework working closely with Defra and a cross government Steering Group including the Department for Levelling Up, Housing and Communities.

Natural England and Defra launched a beta version of the first two components of the Green Infrastructure Framework in December 2021. These components are the Green Infrastructure Principles and Green Infrastructure Mapping Database Tool, through a freely available [web portal](https://designatedsites.naturalengland.org.uk/GreenInfrastructure/Home.aspx). The whole Green Infrastructure Framework is due to be fully available in December 2022 adding to the elements previously available to local authorities. Natural England and Defra then intend to undertake public consultation in April 2023, with the final Framework to be published later in 2023.

**Version 1.1 The England Green Infrastructure Mapping Database.**

The England Green Infrastructure Mapping Database is designed to provide technical evidence on the Green Infrastructure of England as an open data product under Open Government License (OGL) conditions.

This first version (Version 1.1) of the England National Green Infrastructure Mapping Database was launched in December 2021 and is accessible via the Green Infrastructure [web portal](https://designatedsites.naturalengland.org.uk/GreenInfrastructure/Home.aspx)

The GIS data from which the website maps are derived as available via data.gov at link - <https://data.gov.uk/dataset/f335ab3a-f670-467f-bedd-80bdd8f1ace6/green-and-blue-infrastructure-england>

Further work is planned to be incorporated into an updated version (V 1.2) planned for release in December 2022.

The work of this contract will update Version 1.1 content to feed into a planned major upgrade release of Version 2.1 in December 2023.

The England Green Infrastructure Mapping Database aims to be;

* A publicly accessible data, analysis and mapping resource.
* A resource providing a nationally consistent approach to Green Infrastructure mapping.
* A resource capable of providing information at multiple scales from England wide, Local Authority and Lower Super Output Area (LSOA).
* A resource that can be used to provide evidence to inform a variety of national to local planning, strategy and targeting exercises involving Green Infrastructure.
* A baseline evidence resource providing a consistent level of data and analysis across England capable of being supplemented with additional and/or local data as required by the end user.

The User Guide (available on the [web portal](https://designatedsites.naturalengland.org.uk/GreenInfrastructure/Home.aspx) or as a download from [England Green Infrastructure Mapping Database - NERR105 (naturalengland.org.uk)](http://publications.naturalengland.org.uk/publication/4635531295326208)) provides information on the content of Version 1.1, how it was put together, what approach to undertaking the various assessments was and information concerning limitations on use and gaps etc.

The database will be maintained and updated periodically. Periodic updates will lead to the issue of an updated database which will be identified by a new version number (for example V 1.2).

The content of V 1.1 of the GI Database briefly comprises;

* Combined Green and Blue Infrastructure assets map (this is not a comprehensive map of all green and blue land cover and is currently limited by typological content and geographic scope of source data).
* All Accessible Green Infrastructure.
* Woodland (Non-accessible, accessible and accessible by linear rights of way).
* Greenness Grid.
* Private Garden Space (urban areas).
* Accessible Natural Green Space Provision.
* England level Access to Natural Green Space Standards assessment (using the new system of 6 Accessible Natural Green Space Standards).
* Blue Infrastructure Network and Access to Waterside Analysis.
* Public Rights of Way Network (as published by Highways Authorities) and PRoW Density.
* Nature Close2Home for Children and older people.
* Access to Natural Green Space Inequalities maps.

**Purpose.**

As a part of the preparation of Version 2.1, there will be upgrades to both the Environmental data (to use most recently available in 2022/23) and the incorporation and re-running of all map content that uses Census data to upgrade from 2011 to 2021.

This work will be done in 2 phases;

* Phase 1 (October 2022 to March 2023) – Upgrade of environmental datasets.
* Phase 2 – (April 2023 to December 2023) – Upgrade of socio-economic data and replacement of Census 11 data (and associated maps) with Census 21 data.

This contract will be to deliver **Phase 1 only** of the overall Census 21 Upgrade project.

This work will update all the “environmental” and asset mapping in V 1.1 of the database to create a V 2.1 version.

Phase 1 will not involve change or update to any content based on, or utilising Census data.

**Detailed Specification.**

**Task 1 –** **Methodological review and confirmation.**

Approaches taken to developing the map outputs for V 1.1 OGL (as published on the GI Standards Web Portal) are set out I n the User Guide on the site.

[User Guide 1 - Introduction (naturalengland.org.uk)](https://designatedsites.naturalengland.org.uk/GreenInfrastructure/UserGuide/Section01.aspx)

Detailed methodological descriptions are set out in Section 5 of the User Guide.

[User Guide 5 - Assessment methods (naturalengland.org.uk)](https://designatedsites.naturalengland.org.uk/GreenInfrastructure/UserGuide/Section05.aspx)

Task 1 will systematically review methods and approaches taken for the development of the V 1.1 maps specified above and develop recommendations for retention, amendment or change for V 2.1

These recommendations will be presented to the Project Steering Group at specific workshop (online) for approval before progressing to their application in task 2.

**Task 2 – Map layer updates.**

The following V 1.1 content will be updated to V 2.1;

* Combined Green and Blue Infrastructure Map.
* Accessible Green Infrastructure Map.
* Woodlands and Access Map.
* Greenness Grid.
* Private Gardens (this map will be expanded to cover rural areas if possible – subject to methodological practicality).
* Natural Accessible Green Space Map.
* Accessible Natural Green Space Maps Buffer updates (All 6 Standards Maps and the ANGSt Profile).
* All “Designated and Defined Areas Maps” using the most up-to-date data at the time of map generation.
* Access to Nature Close2Home – Buffer update only.
* Accessible Natural Green Space Inequalities – IMD Map – Inequalities class updates to reflect any changes in green space supply registered in the updated Accessible Green Space Map.

This task will access the most up-to-date version of the datasets that will be used to update the maps at the time of update and create V 2.1 geodbs versions of the listed maps.

**Task 3 – Reporting.**

The following reporting outputs shall be required;

* A written technical report setting out approaches taken to the tasks and any changes to mapping approaches that differentiate V 1.1 and V 2.1 mapping.
* Digital map files for specified outputs maps and any scripts (such as Python or R scripts) used in their generation.

**Digital maps.**

All Digital maps will be provided in ESRI file geodatabase (attributes/database fields with meaningful names where possible under 10 characters in length to facilitate easy conversion to shapefile) so that they can be slotted into the structure of the existing Version 1.1 database and be capable of being downloaded, supplemented and updated by local authorities or other stakeholders such as developers and communities. File geodbs can have long field names but conversion to shapefile truncates them to 10 characters (File gdbs are essentially a folder that contains datasets called feature classes. It is one of ESRI’s currently supported formats.)

All source layers should be captured against OS MasterMap to which Positional Accuracy Improvement has been applied but it is acknowledged that the Contractor will not be in control of this aspect.

Metadata should be captured to UK Gemini 2.1 and INSPIRE standards.

**Note on use of data –**

The Green Infrastructure Mapping V 1.1 OGL version is downloadable from data.gov at;

[**https://data.gov.uk/dataset/f335ab3a-f670-467f-bedd-80bdd8f1ace6/green-and-blue-infrastructure-england**](https://data.gov.uk/dataset/f335ab3a-f670-467f-bedd-80bdd8f1ace6/green-and-blue-infrastructure-england)

**Publishing the data**

The resulting GIS data outputs may be published by Natural England, who will undertake ‘Presumption to Publish’ as needed. The products may be made available as open data through the Green Infrastructure Mapping Portal and/or via other online portals provided by Natural England and/or Defra. Natural England will own the intellectual property for the outputs. Analyses using non-open data may (subject to licence agreement terms and conditions) be made available as a “derived product” as open data.

A final short written report detailing the methods undertaken should be provided to the Natural England Project officer, following the guidelines found here;

NECR/NERR Writing Guidance - Publishing (NECR000).

The contractor should be aware that the data and any report produced will be made available by Natural England on an Open Government Licence (subject to data licence requirements). The report may be published on the Natural England Access to Evidence Catalogue.

**Prices**

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

**Quotation Submission**

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

Price – 50%

Quality – 50%

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| Criteria | weighting | To include: |
| **Staff** | 20 | * Please submit brief pen portraits of staff who will deliver the services and brief details of recent relevant experience of similar work. Please submit these separately to the main quotation. |
| **Methodology** | 30 | * Please submit an outline method of how you propose to deliver the services, identifying any aspects that would require agreement with the Project Steering Group. |
| **Price** | 50 | * Please schedule of costs. |

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| **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. |
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**Schedule of costs.**

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| Task | Price | Total |
| Task 1 – Methodological review and confirmation. |  |  |
| Task 2 – Map layer updates. |  |  |
| Task 3 – Reporting. |  |  |
| Total Excluding VAT |  |  |
| Total Including VAT |  |  |

**Contract Management**

The contract will be managed on behalf of Natural England by Martin Moss (Senior Adviser Green Infrastructure) working with a Project Steering Group of key contractor and Natural England staff.

The project Steering Group will meet at key milestones in the project. These will be;

* Inception meeting – agreement of work programme.
* Task 1 methodological agreement workshop.
* Task 2 mid-point and progress review meeting and agreement of reporting outputs.
* End of project meeting. Workshop with Project Steering Group to present key outputs and methodological variances from V 1.1 mapping.

The contractor will maintain contact with the NE project manager (Martin Moss) by email and or phone call on a regular basis to report on progress, at least monthly or as required by technical developments.

Meetings and workshops shall be conducted online, usually via Teams.

All GIS products and analyses will need to be signed off by Natural England (NE).

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 raised either at key milestones (Methodological workshop, mid point review and end of contract or simply at end of contract as required.

### 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.