**Clarification Questions and Answers**

**Contract Ref: C23-0607-1845**

**Title: Land-use decision support tools technical review**

Q1. In order for us to provide an accurate price for the work and produce a proposal that better reflects the aims of this project, could you please indicate the number of existing land-use decision making tools you anticipate will appraised in this project? We would also be grateful if you could please indicate which tools these are.

A1.We have 53 tools in total on our records, **though we don’t want to be limited to these if there are others known to bidders.** We’ve split these tools up by the objectives listed on the annex A (section 4):

**Objective 1 –** We have identified 17 tools which are trying to prioritise/optimise between multiple benefits

**Objective 2 -** The remaining 36 tools we would like to review for their analytical methods, but the depth of review would vary as we would like to focus on those modelling ecosystem services, particularly ‘demand’ for services.

**Objective 3 –** All tools, though we have made a start on the 17 that prioritise/optimise.

Q2. On page 7 of Annex A, it is requested that bids include: “*Availability of the Project Team for a start-up meeting in Peterborough or Aberdeen...8th January – meeting to be virtual (Microsoft Teams)”*
Could you please confirm whether the start-up meeting is expected to be face-to-face of on Microsoft Teams?

A2. This would be on Microsoft teams and would in fact likely be the beginning of the following week, 15th January (Now that we have reviewed internal availability again, and amended the deadline for submissions to the 8th January)

Q3. On page 9 of Annex A, in the ‘cost’ section of the valuation criteria table, it says “*Transparency and correctness of presentation what does presentation mean here in relation to cost?”*

Could you please confirm this requirement please?

A3. This is an error in the text, a comment has been incorporated into the text – this should read ‘*Transparency and correctness of presentation’* and in relation to cost this means that the costs are presented clearly against associated deliverables and resources, VAT is included in the final pricing and that there are no hidden costs.

Q4. Finally, should we have any further queries, could you please advise if there is a deadline for seeking clarifications from yourselves?

A4. We are available until the office closes down for Christmas (22nd of December – 2nd of January) and from the 2nd of January until the deadline for submission of the tender.

Q5. Please define the use of the word ‘demand’ when you refer to “where tools have modelled demand for services” (Annex A, page 4). Is this market demand for services? Or is it a ‘need’, for example a local environmental or community need?

A5. When we talk about demand we are primarily concerned with ecosystem services and their delivery in the landscape, i.e. where is there a need to deliver ecosystem services in the landscape. However, we are also interested in other interpretations of demand and how these have been modelled, understanding the different interpretations of demand is key to our wider understanding of the work area.

Q6. Please could you share the matrix of tools that will be updated?

A6. We cannot share the matrix of tools until the contract is awarded as it contains official sensitive information, however we can share the list of tools considered so far see answer below.

Q7. Could you provide a list of the 53 tools to be analysed in this project?

A7. Please see the attached list – please note that we don’t want to be limited to these if there are others known to bidders which they believe we should consider.

Q8. What is the intended use of this analysis following project completion? What will you do with the findings?

A7. The intended use of this work is described in the annex A as follows ‘The purpose of this contract is to review our existing research and develop our understanding of the technical approaches used by the identified land-use decision making tools to spatially prioritise or optimise interventions to deliver multiple benefits. This contract will contribute to an understanding of how land management actions can be analysed to identify environmentally impactful actions and will provide detail on current approaches that have been successfully used to achieve this comparison.

Q9. We consider that the budget is insufficient for reviewing, researching supporting principals, and then reporting on all 53 tools – will you accept a financially limited tender? I.E. you prioritise a list and we will work through them until the budget is used. Also, without clarity on responses to the above then we would be unable to calculate what the budget for the work should be.

A9. Your tender response will be considered and assessed against the evaluation criteria provided in the Annex A

Q10. There is no mention of a non-disclosure agreement outside of the general T&Cs; can you confirm whether an NDA is required for this project?

A10. Yes, an NDA will apply please see Schedule 6 in the T&C’s supplied.

Q11. Definitions - *TUPE Information*: we would not expect TUPE to apply to a contract of this nature, can you please confirm?

A11. TUPE will not apply to this contract.

Q12. B7.2: We can only supply office addresses; please can you confirm that this is acceptable to you?

A12. Yes, this is acceptable.

Q13. C2.5(e): We assume that this is a lump sum contract? Can you please confirm if so, then timesheets for staff would not be relevant.

A13. Yes, this is correct.

Q14. Should we be successful in tendering for this project, will it be possible to make amendments to the T&Cs?

A14. Please respond in your proposal that you would like to negotiate on the JNCC terms and Conditions contained in the ITT.

Q15. Given that the start-up meeting is likely to be 15th January the earliest, would there be any possibility for flexibility of the end of March deadline to issue a draft report by 31st March, with all final outputs issued early April?

A15. This may be acceptable; however, it may affect the schedule of payment for the contract. Your tender response will be considered and assessed against the evaluation criteria provided in the Annex A and further details will be discussed with the successful bidder.