

Request for Quotation

### For an Evaluation of Behaviour Change in the LIFE Recreation ReMEDIES project

**September 2023**

You are invited by Natural England to submit a quotation for the requirement described in the specification in section 2 below.

Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

Your response should be returned to the following email address by:

Email: **hebe.hetherington@naturalengland.org.uk**

Date: **29th September 2023**

Time: **23:59**

Ensure you include the name of the quotation and ‘Final Submission’ in the subject field to make it clear that it is your response.

Contact Details and Timetable

**Hebe Hetherington** will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via 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 | 08/09/2023 at 12:00 BST |
| Deadline for clarifications questions | 22/09/2023 at 12:00 BST |
| Deadline for receipt of Quotation | 29/09/2023 at 23:59 BST |
| Intended date of Contract Award | 09/10/2023 |
| Intended Contract Start Date | 16/10/2023 |
| Intended Delivery Date / Contract Duration | 16/10/2023 to 31/10/2024 |

**Section 1: General Information**

**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 Natural England who is the contracting authority |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier |
| “Response” | means the information submitted by a supplier in response to the RFQ |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers |

**Conditions applying to the RFQ**

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

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

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 5.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

**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.

**Self-Declaration and Mandatory Requirements**

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

**Clarifications**

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable.

The Authority shall be under no obligation to respond to queries raised after the clarification deadline. The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

**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 via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

**Conditions of Contract**

The Authority’s standard terms and conditions (Procurement at Natural England - Natural England - GOV.UK (www.gov.uk) provided as part of the RFQ will be included in any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

**Prices**

Prices must be submitted in £ sterling inclusive of VAT.

**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.

Further to the Government’s transparency agenda, all UK Government organisations must advertise on Contract Finder.

For the purpose of this RFQ the Authority is classified as a central contracting authority with a publication threshold of £12,000.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, 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;
* 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 supplier 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.

**Equality, Diversity & Inclusion (EDI)**

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of Defra group’s Equality & Diversity Strategy.
* meet the standards set out in the Government’s Supplier Code of Conduct
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised

**Sustainable Procurement** Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf

**Conflicts of Interest**

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition.

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

**Intellectual Property Rights**

Please note that contractors shall make no financial investment in the project and, therefore, shall not benefit from any intellectual property rights arising from the project.

Section 2: The Invitation

**Specification of requirements**

1. **Introduction to requirements**

A twelve-month contract to utilise social science methods for an evaluation assessing whether and how changes in attitudes and in behaviours have occurred during the LIFE Recreation ReMEDIES project.

As part of the LIFE Recreation ReMEDIES project, we are implementing a behaviour change evaluation which intends to measure the behaviour change outcomes of the project. A behaviour change evaluation plan was created in 2021 and has been revised this year (see annex 3 below). We have some data pertaining to the evaluation questions, though it is not yet assessed or analysed. The main function of this contract will be to assess the quality of the data collected, identify gaps, revise the evaluation plan and then complete the remaining data collection and summative evaluation.

LIFE Recreation ReMEDIES has run throughout 2019-2023 and some of the data collection including boater surveys have been affected by Covid-19 and project team turnover over this period. The data is expected to be patchy in areas and a main role of a contractor would be to identify the gaps and collect the qualitative summative evidence to help to fill gaps. Data collected by teams will be shared subject to ethics approval.

This is a key component but is not the whole of the evaluation of the LIFE ReMEDIES project, and further evaluation pertaining to whether outputs been achieved, as well as to what extent the partnership work was effective and what lessons have been learned are also expected as part of the final ReMEDIES evaluation. It is expected these will be completed in-house but if resource becomes available and the contractor has time, it is possible these will also become available to deliver.

The contractor will be required to deliver an evaluation and will require social science skills. It is envisaged that most data can be collected virtually, though visits to the five areas and in-person data collection would be possible where necessary.

1. **Background to Natural England**

[Natural England](https://www.gov.uk/government/organisations/natural-england) 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.

Natural England was formally established on 1st October 2006 following the successful passage of the Natural Environment and Rural Communities (NERC) Act 2006 through Parliament. We are an independent statutory Non-Departmental Public Body. 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.

Natural England’s work is described in its 2022-23 [Action Plan](https://www.gov.uk/government/publications/natural-england-action-plan-2022-to-2023).

Natural England’s Science, Evidence & Evaluation Strategy (2020-25) sets out how we will move from being an evidence-based to an evidence-led organisation. This means as an organisation we will:

* Use science and evidence to identify strategic opportunities, priorities, and innovation, and act on them.
* Ensure that the best available evidence is central to all our decision making, delivery, advice and risk assessment.
* Be a learning organisation that evaluates the outcomes of our actions; and
* Be an organisation that invests in science, evidence and evaluation capability.

To achieve nature’s recovery, we need to ensure that resources are targeted and used to implement actions that are most likely to work. This requires us to:

* Evaluate our interventions as a matter of routine to understand what ‘good’ looks like, what works, unintended consequences, and ensure lessons learned are applied.
* Embed evaluation from the start of the programmes and projects, thereby improving their focus and likelihood of success.

1. **Background to LIFE ReMEDIES project**

The LIFE Recreation ReMEDIES: ‘Reducing and Mitigating Erosion and Disturbance Impacts affecting the Seabed’ project (LIFE 18 NAT/UK/000039) runs from July 2019 - Oct 2024 and will improve the condition of seagrass beds in five Special Areas of Conservation (SACs) between Essex and Isles of Scilly. This will be achieved by restoration, demonstration and reducing recreational pressures. Promoting awareness, communications and inspiring better care of sensitive seabed habitats (behaviour change) will be key to the success of the project.

Natural England (lead partner) is working with partners that include Marine Conservation Society, Ocean Conservation Trust, Plymouth City Council/TECF and the Royal Yachting Association. The project is financially supported by LIFE, a financial instrument of the European Commission.

Activities include:

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| * Seagrass mapping |
| * Installation of interpretation panel(s) |
| * Workshops and training of recreational coastal users |
| * Delivery of learning programme in schools and to home educators |
| * Installation of Voluntary No Anchor Zones to reduce seabed disturbance |
| * Installation of Advanced Mooring Systems (AMS) which are a practical, innovative way that we are reducing seabed damage that can occur from the anchoring and mooring of recreational boats * Creation of project website, newsletters, press releases, blogs, social media, radio, TV and magazines interviews * Creating boating best practice guide and information packs for harbour authorities * Range of engagement activities at events e.g. the Isles of Scilly Festival of Nature, Southampton International Boat Show, Sail GP, Noel Turner Festival, Falmouth Tall Ships Festival * Creation of engagement resources e.g. seagrass puzzle, AMS model, project postcards, explainer videos (for use at public and schools events and on the project website) |

For more information about the project see [www.saveourseabed.co.uk](http://www.saveourseabed.co.uk)

1. **Requirement**

This section sets out the contract requirements. Suppliers must explain how they will deliver the required outputs within the specified timeframe and to budget. They must further demonstrate that they have the required skills and experience. Information on how this will be evaluated can be found in section 9, Evaluation Criteria.

**Deliverable 1: A revised evaluation plan**

NE would like to understand what data has been collected in line with the evaluation plan, insights and indicators outlined in Annex 3. This part of the evaluation asks:

1. The extent the ReMEDIES project has led to behaviour change;
2. The reasons for this behaviour change (what factors and combinations of factors were responsible for the observed behaviour change?).

The following behavioural insights for each intervention relevant to behaviour change have been identified:

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| **Intervention** | **Relevant behavioural insight** |
| Seagrass mapping | Seagrass mapping will provide consistent, clear, actionable information to recreational boaters. This will increase the Opportunity that recreational boaters have to avoid sensitive seabed habitats due to having the information they require to change behaviour. |
| Installation of interpretation panel(s) | Interpretation panels will provide coastal users with information about the importance and location of seagrass. This will increase the Opportunity and Motivation that recreational boaters have to take action to reduce damage to sensitive seabed habitats. |
| Workshops and training of recreational coastal users | Delivering training to coastal users on environmental best practice within and around sensitive habitats will provide boaters with increased Capability, Opportunity and Motivation to change behaviour. |
| Delivery of learning programme in schools | Delivering a learning programme in schools will provide children with increased Capability (such as knowledge of location and how to avoid seagrass and maerl), Opportunity (particularly social opportunity in the form of social pressure) and Motivation (e.g. understanding of the importance of these habitats) to change behaviour. |
| Installation of Voluntary No Anchor Zone (VNAZ) and voluntary codes of conduct | Creating VNAZs will help provide boaters with the Capability (through greater information about where sensitive seabed habitats are located) and Opportunity (particularly social opportunity: the established norms around anchoring and mooring within the community of coastal users) to change behaviour. |
| Installation of Advanced Mooring Systems( AMS) | Installing AMS will provide recreational boaters with increased Opportunity to change behaviour around mooring near sensitive seabed habitats. |

The indicators to measure progress towards these insights can be found in Annex 3. It is intended that the data gathering phase will assess how far we can answer the two questions, and what data we have against the indicators for each intervention. This may include a review of the documentation and interviews with the project team and stakeholders to identify other interventions which also have the potential to have behaviour change outcomes. The plan in Annex 3 was written in 2021 and other outputs and interventions such as the website ([www.saveourseabed.co.uk)](http://www.saveourseabed.co.uk) have happened since its writing, which also have the potential to have behaviour change outcomes and these should be reflected in the plan with new insights drafted where necessary.

Findings from this exercise can then be used to revise the evaluation plan in line with the available data and write up a plan to answer the questions with additional data collection.

**Deliverable 2: A slide deck of emerging findings**

The second deliverable NE require is a slide deck of emerging findings to be produced for the end of project conference in October 2024. It is possible that the contractor will be invited to present at this conference, and it will be an opportunity to test findings with project stakeholders.

**Deliverable 3: A final report**

1. The third and final deliverable will be a final behaviour change evaluation report, delivering the revised evaluation plan outlined in deliverable 1.**Methods**

We anticipate that the following activities will be needed to deliver the contract:

* An inception meeting within the first 2 weeks, to agree objectives and scope of the work, with members of the project steering group.
* Following the inception meeting a Project Plan outlining activities, milestones and timelines.
* Regular updates to the project manager related to progress either by Microsoft teams, telephone or email.
* Data gathering
  + A review of the behaviour change evaluation evidence and an assessment of the quality of this evidence (excel spreadsheets containing our evidence gathered so far will be sent to the contractor);
  + A revised evaluation plan in light of the evidence gathered and gaps;
  + Delivery of the revised evaluation plan, likely including qualitative data collection e.g. through surveys or interviews.
* Produce a Slide deck summarising the emerging findings which will be used at the End of project Conference which is currently planned for early October 2024.
* Provide a draft report taking into account feedback from the conference and any final analysis.
* Produce a final report taking into account feedback from the steering group.

The above are our suggestions for how we feel the objectives of the contract could be met, however, we welcome contractors proposing additional/alternative methods.

Useful references:

[Recreational Activity Surveys - Save Our Seabed](https://saveourseabed.co.uk/protecting-our-seabed/research/recreational-activity-surveys/)

[LIFE Recreation ReMEDIES Behaviour Change Project: Understanding the behavioural context - NECR371 (nepubprod.appspot.com)](https://nepubprod.appspot.com/publication/5864273489428480)

[Recreational boating in the UK (saveourseabed.co.uk)](https://saveourseabed.co.uk/wp-content/uploads/2021/10/202107-ReMEDIES_Recreational-boating-in-the-UK_Personal-narratives_full-report.pdf)

1. **Sustainability**

Natural England protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 yr environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

1. **Outputs and Contract Management**

Project milestones and deliverables

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| Project Milestone | Detail | Date |
| **Deadline for receipt of tenders** |  | 29th September 2023 |
| **Contract awarded** |  | 9th October 2023 |
| **Milestone 1: Project inception meeting** | Start up meeting between project officer and supplier | W/C 16th October 2023 |
| **Project Plan** | Following the project inception meeting a brief project plan is required outlining activities, milestones and timelines. | By November 2023 |
| **Commencement of works** |  | By November 2023 |
| **Deliverable 1** | Revised evaluation plan and data collection plan | W/C 4th March 2024 |
| **Deliverable 2** | Emerging findings slide deck | W/C 7th September 2024 |
| **Deliverable 3** | Evaluation report  Draft  Final | W/C 7th October 2024  W/C 21st October 2024 |
| **Completion of contract** |  | 31st October 2024 |

The outputs of the contract are listed above. Fortnightly check-ins with the Project Officer via a Teams call or email, to discuss progress and/or any issues, will be required from September 2023 onwards, for the duration of the contract.

All reports will be clearly presented, concise, written in plain English with a target audience of an educated lay person. The slide deck will be supplied via email in a Microsoft Powerpoint format and the revised evaluation plan, data collection plan and final report will be supplied by email in Microsoft Word 97-2003 and pdf formats.

**Contract Management**

This contract shall be managed on behalf of the Authority by Fiona Tibbitt ([Fiona.Tibbitt@naturalengland.org.uk](mailto:Fiona.Tibbitt@naturalengland.org.uk)). The contract is led by Natural England and the Natural England staff involved can be found in the table below. It is also expected that the contractor will work with partners in the Marine Conservation Society, Ocean Conservation Trust, Plymouth City Council/TECF and the Royal Yachting Association over the duration of the evaluation.

|  |  |
| --- | --- |
| Individual | Role in evaluation |
| Fiona Tibbitt | * Managing contract, sharing documentation. Main point of contact with contractors. |
| Jan Maclennan | * Specialist in marine recreational activities –management and advice. Help with AMS and VNAZ data specifically, on steering group. |
| Hebe Hetherington | * NE Evaluation specialist providing technical evaluation input and guidance, sitting on steering group. |
| Alexia Coke | * NE Social Scientist providing social science technical input, sitting on steering group. |
| Rebecca Smith | * Finance manager for contract |

1. **Budget and Payment**

The budget range for this contract is £30 000 - £44 000 inc. VAT. Proposals in excess of the maximum will not be considered.

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

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. Payment will be made in the following instalments and all invoices must include a clear description of the service(s) provided and the following reference - LIFE Recreation ReMEDIES (LIFE18 NAT/UK/000039):

It is anticipated that this contract will be awarded for a period of 12 months to end no later than 31st October 2024. 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 writing in advance of any work commencing and may be subject to further competition.

1. **Evaluation Methodology**

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

* Technical – 70%
* Price/Commercial – 30%

The quality criterion is split into sub-criteria, which are weighted to reflect their relative importance and/or risk. These sub-criteria are listed below, along with the information we require you to return as part of your tender submission.

Technical Criteria (70% of overall score)

There are three technical criteria outlined below.

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| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 70% | Service / Product Proposal | Methodology | 1 Question  Q1 (30% of technical score available) |
| Staff experience and knowledge | 2 Questions  Q2.1 (35% of technical score available)  Q2.2 (10% of technical score available) |
| Research project management | 2 Questions  Q3.1 (15% of technical score available)  Q3.2 (10% of technical score available) |
| Commercial | 30% | Whole life cost of the proposed Contract | Commercial Model | 1 Question  Q4 (100% of commercial score available) |

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| **Methodology** | Detailed Evaluation Criteria |
| Q1. What methodology (research and analysis) and approaches will you use to deliver the requirements of this project.    Responses should not exceed 4 sides of A4, and use Arial font, size 11. | Your response should:  1) Demonstrate a clear understanding of the nature of the requirements.  2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements that includes an outline of the processes you will follow to undertake the revision of the evaluation plan, and appropriate analytical approaches for delivering the evaluation.  3) provide a description of tasks and how you will approach them.  4) Outline how you intend to work with Natural England staff and those from other organisations without adding to administrative burdens.  5) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

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| **Staff experience & knowledge** | Detailed Evaluation Criteria |
| Q2.1 Who will be involved in the project and what relevant experience, skills and knowledge do they bring?    Responses should not exceed 3 sides of A4, and use Arial font, size 11. In addition, please include CVs.    Please outline:   * the team's past contributions that best evidence their ability to carry out the proposed project * examples of previous outputs (provide links or DOI) * other relevant skills, such as managing research, experience of applied and policy-related research, data management, and writing reports, etc | Your response should demonstrate the team has:   1. Relevant research and analytical experience and skills to deliver this evaluation to a high standard. 2. Sufficient knowledge and understanding of behaviour change/insights research and evaluation (ideally in the conservation sector) 3. Experience carrying out evaluation of small projects, including carrying out surveys, interviewing and analysing qualitative data. 4. Produced high quality, accessible, imaginative and user-friendly outputs, including reports for non-academic audiences. 5. Experience delivering contracts for public sector clients, particularly contracts with a behaviour change or environmental focus. |
| Q2.2 How much time will each staff member spend on the project and on which aspects?    Responses should not exceed 1 side of A4, and use Arial font, size 11.  Inclusion of a provisional project plan and gantt chart is additional to this limit. | Referring to the tasks/activities outlined, your response should demonstrate:   1. Sufficient time allowed for each stage and task 2. Staff with appropriate level of experience and knowledge involved in each stage and task |

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| **Research project management** | Detailed Evaluation Criteria |
| Q3.1 How will you manage the project to ensure delivery on time and to a high standard, taking into account sustainability considerations, and the following risks: difficulties finding sufficient data, engaging with sufficient NE staff and/or project continuity in the face of any staff absences?    Responses should not exceed 1 side of A4, and use Arial font, size 11. | Your response should briefly indicate:   1. How the project will be managed, by whom, and what measures will ensure successful delivery on time and to budget. 2. Any sustainability policies your organisation has and how these apply to this project 3. Risks to project delivery and how you would mitigate these including contingency plans for unexpected absence or changes to key personnel to minimise impact on project delivery. 4. Description of quality assurance processes in place to ensure quality of outputs. |
| Q3.2 What processes and experience do you have in relation to quality assurance, research ethics and data management?    Responses should not exceed 1 side of A4, and use Arial font, size 11. | Your response should briefly demonstrate:   1. Your quality assurance processes and measures 2. Your proposed data management processes 3. Any ethics processes your organisation has and any research ethics considerations that might apply in this project |

Scores for the technical criteria will be based on the following:

| Description | Score | Definition |
| --- | --- | --- |
| Very good | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met. |

Commercial Award Criteria (30% of overall score)

The Contract is to be awarded as a fixed price which will be paid according to the completion of the deliverables stated in the Specification of Requirements. Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverable use in the delivery of this requirement. Costs will need to be reasonable, competitive and offer value for money.

The method for calculating the weighted scores is as follows:

* Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price) x 30% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 70% (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

1. **Information to be returned**

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted. Please complete and return the following information:

* completed Commercial Response template
* separate response submission for each technical question (in accordance with the response instructions)
* completed Mandatory Requirements (Annex 4)
* completed Acceptance of Terms and Conditions (Annex 5)

1. **Award**

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email. The successful supplier will be issued the contract, incorporating their Response, for signature. The Authority will then countersign.

**Annex 1: Acronyms**

AMS – Advanced Mooring System

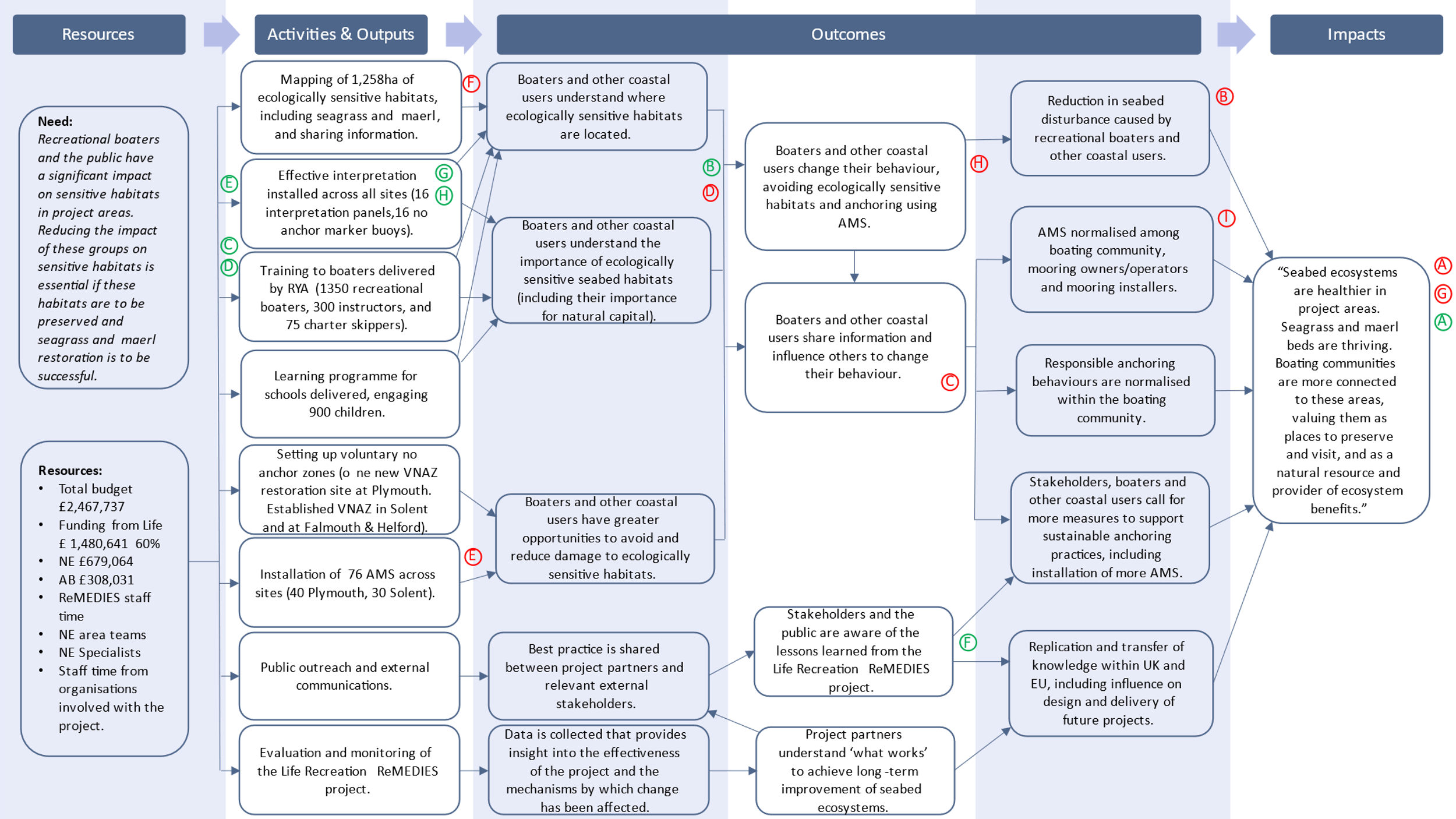
OCT – Ocean Conservation Trust

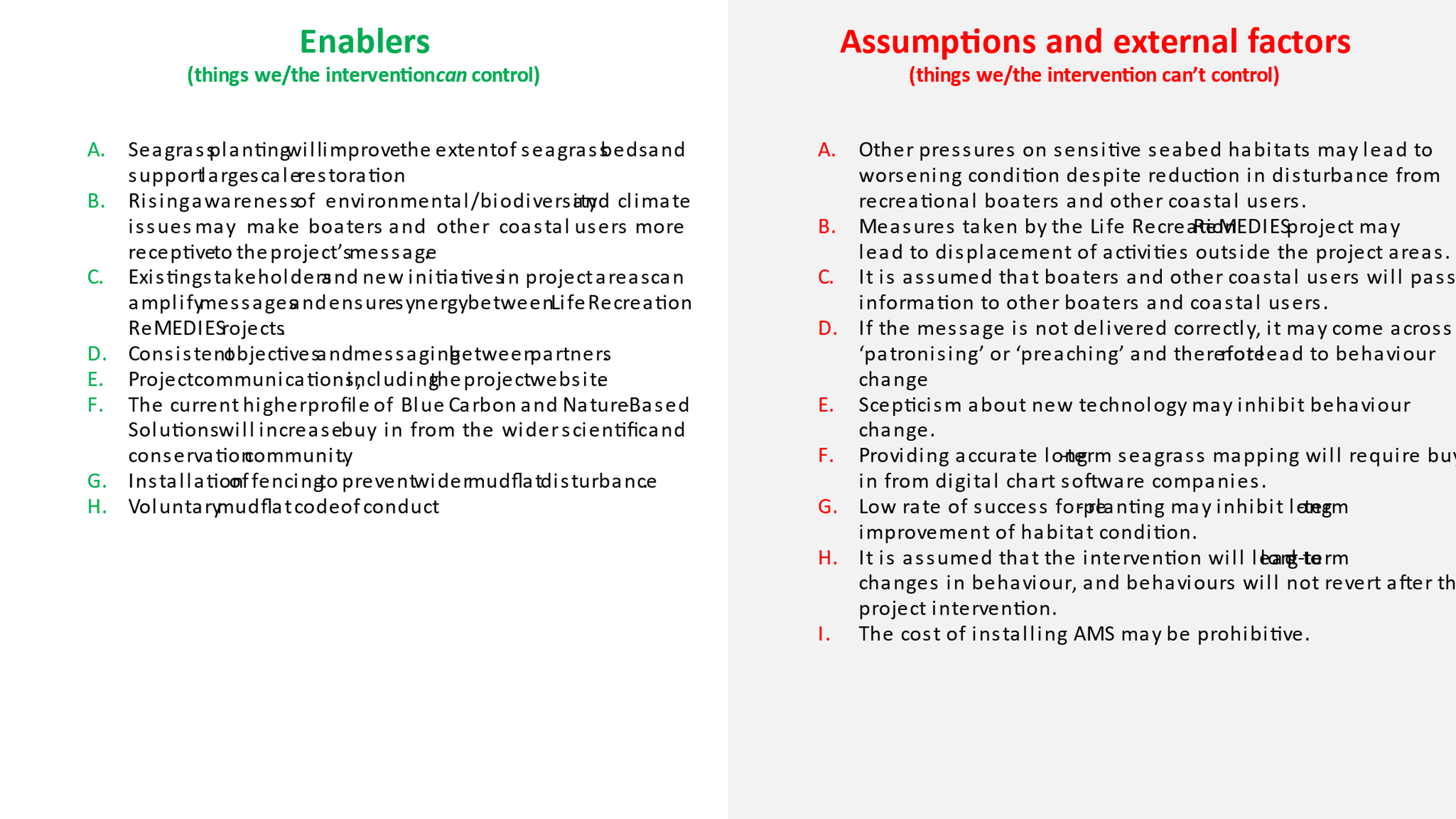
RYA – Royal Yachting Association

SAC – Special Area of Conservation

VNAZ - Voluntary No Anchor Zone

**Annex 2: Project Theory of Change**





**Annex 3: ReMEDIES: Behaviour Change Evaluation Plan**

This evaluation plan provides an overall set of indicators that can be used to evaluate the Life Recreation ReMEDIES project. The indicators operate at a variety of scales, including both project-wide and relating to specific local delivery areas.

**Impact Evaluation Questions:**

The purpose of these impact evaluation questions is to help us to understand:

1. The extent to which the ReMEDIES project has led to behaviour change;
2. The reasons for this behaviour change (what factors and combinations of factors were responsible for the observed behaviour change?).

To understand the overall success of the project across the five project areas, findings in this area should be understood in the context of wider ecological monitoring of the project areas, which will allow the evaluation to identify:

1. Whether (any) observed behaviour change leads to a reduction in pressures on sensitive seabed habitats in target areas;
2. Whether (any) observed reduction in pressures on sensitive seabed habitats leads to improved condition.

Answering these questions about whether behaviour has changed and why is it a necessary, but not a sufficient condition for evaluating the overall effectiveness of the project.

**Intervention:** Seagrass Mapping

|  |  |
| --- | --- |
| **Relevant Behavioural Insight:** | *Seagrass mapping will provide consistent, clear, actionable information to recreational boaters. This will increase the Opportunity that recreational boaters have to avoid sensitive seabed habitats due to having the information they require to change behaviour.* |
| ***Relevant for:*** | 1. Essex Estuaries SAC; 2. Falmouth & Helford SAC; 3. Solent Maritime SAC; 4. Isles of Scilly SAC; 5. Plymouth Sound & Estuary SAC. |
| **Indicator One:** | (Increased) proportion of boaters identifying that they feel they have sufficient information about the location of seagrass via nautical charts. |
| **Method of measurement:** | Final project survey (delivered as a repeat of Collingwood survey conducted as a 'baseline'). |
| **Frequency of measurement:** | At project end |
| **Responsibility:** | Central project team. |
| **Indicator Two:** | Number of local stakeholders and project partners identifying that seagrass mapping has informed their activities (including details of the nature, scope and reach of these activities). |
| **Method of measurement:** | Interviews and focus groups with local stakeholders and project partners.. |
| **Frequency of measurement:** | Annually. |
| **Responsibility:** | Local project officer |

**Intervention:** Installation of interpretation panel(s)

|  |  |
| --- | --- |
| **Relevant Behavioural Insight:** | *Interpretation panels will provide coastal users with information about the importance and location of seagrass. This will increase the Opportunity and Motivation that recreational boaters have to take action to reduce damage to sensitive seabed habitats.* |
| ***Relevant for:*** | 1. Essex Estuaries SAC; 2. Falmouth & Helford SAC; 3. Solent Maritime SAC; 4. Isles of Scilly SAC; 5. Plymouth Sound & Estuary SAC. |
| **Indicator One:** | Proportion of coastal users in areas with interpretation panels reporting that they have engaged with panels. |
| **Method of measurement:** | Fieldwork in areas where interpretation boards are installed. |
| **Frequency of measurement:** | Annually. |
| **Responsibility:** | Local project officer. |
| **Indicator Two:** | Number of coastal users reporting that the information panels have provided them with sufficient information about location of sensitive seabed habitats (Opportunity) to avoid damaging them. |
| **Method of measurement:** | Fieldwork in areas where interpretation boards are installed *and/or* survey distributed via QR codes on board . |
| **Frequency of measurement:** | Annually (fieldwork) *and/or* at point of use (QR codes). |
| **Responsibility:** | Local project officer. |
| **Indicator Three:** | Number of coastal users reporting that the information panels have provided them with sufficient information about importance of sensitive seabed habitats (Motivation). |
| **Method of measurement:** | Fieldwork in areas where interpretation boards are installed *and/or* survey distributed via QR codes on board . |
| **Frequency of measurement:** | Annually (fieldwork) *and/or* at point of use (QR codes). |
| **Responsibility:** | Local project officer. |
| **Indicator Four:** | Number of coastal users reporting that they intend to change behaviour as a result of increased Opportunity and Motivation. |
| **Method of measurement:** | Fieldwork in areas where interpretation boards are installed *and/or* survey distributed via QR codes on board . |
| **Frequency of measurement:** | Annually (fieldwork) *and/or* at point of use (QR codes). |
| **Responsibility:** | Local project officer. |

**Intervention:** Workshops and training of recreational coastal users

|  |  |
| --- | --- |
| **Relevant Behavioural Insight:** | *Delivering training to coastal users on environmental best practice within and around sensitive habitats will provide boaters with increased Capability, Opportunity and Motivation to change behaviour.* |
| ***Relevant for:*** | 1. Essex Estuaries SAC; 2. Falmouth & Helford SAC; 3. Solent Maritime SAC; 4. Isles of Scilly SAC; 5. Plymouth Sound & Estuary SAC. |
| **Indicator One:** | Number of training attendees reporting that they have increased capability to avoid or reduce damage to sensitive seabed habitats (such as through understanding how to follow the Green Blue guide) because of the training. |
| **Method of measurement:** | Survey of training attendees. |
| **Frequency of measurement:** | After each training session. |
| **Responsibility:** | Convenor of training session. |
| **Indicator Two:** | Number of training attendees reporting that they have increased opportunity (particularly social opportunity: the established norms around anchoring and mooring within the community of coastal users) to avoid or reduce damage to sensitive seabed habitats because of the training. |
| **Method of measurement:** | Survey of training attendees. |
| **Frequency of measurement:** | After each training session. |
| **Responsibility:** | Convenor of training session. |
| **Indicator Three:** | Number of training attendees reporting that they have increased motivation (due to increased understanding of the ecological importance of these habitats) to avoid or reduce damage to sensitive seabed habitats because of the training. |
| **Method of measurement:** | Survey of training attendees. |
| **Frequency of measurement:** | After each training session. |
| **Responsibility:** | Convenor of training session. |
| **Indicator Four:** | Number of training attendees reporting that they intend to change behaviour (e.g. observing the Green Guide to Anchoring and Mooring principles) as a result of the training. |
| **Method of measurement:** | Survey of training attendees. |
| **Frequency of measurement:** | After each training session. |
| **Responsibility:** | Convenor of training session. |

**Intervention:** Delivery of learning programme in schools

|  |  |
| --- | --- |
| **Relevant Behavioural Insight:** | *Delivering a learning programme in schools will provide children with increased Capability (such as knowledge of location and how to avoid seagrass and maerl), Opportunity (particularly social opportunity in the form of social pressure) and Motivation (e.g. understanding of the importance of these habitats) to change behaviour.* |
| ***Relevant for:*** | 1. Plymouth Sound & Estuary SAC. 2. Solent Maritime SAC; 3. Delivery organisations. |
| **Indicator One:** | Number of children reporting that they have increased capability to avoid or reduce damage to sensitive seabed habitats because they know more about where sensitive seabed habitats are. |
| **Method of measurement:** | Survey of attendees. |
| **Frequency of measurement:** | After each session. |
| **Responsibility:** | Convenor of session. |
| **Indicator Two:** | Number of children reporting that they have increased opportunity (particularly social opportunity: the established norms around coastal areas) to avoid or reduce damage to sensitive seabed habitats. |
| **Method of measurement:** | Survey of attendees. |
| **Frequency of measurement:** | After each session. |
| **Responsibility:** | Convenor of session. |
| **Indicator Three:** | Number of children reporting that they have increased motivation (due to increased understanding of the ecological importance of these habitats) to avoid or reduce damage to sensitive seabed habitats. |
| **Method of measurement:** | Survey of attendees. |
| **Frequency of measurement:** | After each session. |
| **Responsibility:** | Convenor of session. |
| **Indicator Four:** | Number of children reporting that they have or intend to avoid or reduce damage to sensitive seabed habitats. |
| **Method of measurement:** | Survey of attendees. |
| **Frequency of measurement:** | After each session. |
| **Responsibility:** | Convenor of session. |

**Intervention:** Installation of VNAZ and voluntary codes of conduct

|  |  |
| --- | --- |
| **Relevant Behavioural Insight:** | *Creating VNAZs will help provide boaters with the Capability (through greater information about where sensitive seabed habitats are located) and Opportunity (particularly social opportunity: the established norms around anchoring and mooring within the community of coastal users) to change behaviour.* |
| ***Relevant for:*** | 1. Falmouth & Helford SAC; 2. Solent Maritime SAC; 3. Plymouth Sound & Estuary SAC; 4. ReMEDIES project manager. |
| **Indicator One:** | (Increased) proportion of boaters observing the VNAZ. |
| **Method of measurement:** | Boater observations. |
| **Frequency of measurement:** | Annually. |
| **Responsibility:** | Local project officer. |
| **Indicator Two:** | Number of workshop/training attendees reporting that they intend to observe the VNAZ. |
| **Method of measurement:** | Survey of workshop/training attendees. |
| **Frequency of measurement:** | After each training session. |
| **Responsibility:** | Convenor of training session. |
| **Indicator Three:** | (Increased) proportion of boaters reporting that they will observe a VNAZ. |
| **Method of measurement:** | Final project survey (delivered as a repeat of Collingwood survey conducted as a 'baseline'). |
| **Frequency of measurement:** | At project end. |
| **Responsibility:** | ReMEDIES project manager. |

**Intervention:** Installation of AMS

|  |  |
| --- | --- |
| **Relevant Behavioural Insight:** | *Installing AMS will provide recreational boaters with increased Opportunity to change behaviour around mooring near sensitive seabed habitats.* |
| ***Relevant for:*** | 1. Falmouth & Helford SAC; 2. Solent Maritime SAC; 3. Plymouth Sound & Estuaries SAC; 4. ReMEDIES project manager. |
| **Indicator One:** | (Increased) proportion of boaters using AMS. |
| **Method of measurement:** | Boater observations. |
| **Frequency of measurement:** | Annually. |
| **Responsibility:** | Local project officer. |
| **Indicator Two:** | Number of training attendees reporting that they have increased capability to use AMS because of training. |
| **Method of measurement:** | Survey of workshop/training attendees. |
| **Frequency of measurement:** | After each training session. |
| **Responsibility:** | Convenor of training session. |
| **Indicator Three:** | Number of workshop/training attendees reporting that they intend to use AMS where available. |
| **Method of measurement:** | Survey of workshop/training attendees. |
| **Frequency of measurement:** | After each training session. |
| **Responsibility:** | Convenor of training session. |
| **Indicator Four:** | (Increased) proportion of boaters reporting that they will use AMS where available. |
| **Method of measurement:** | Final project survey (delivered as a repeat of Collingwood survey conducted as a 'baseline'). |
| **Frequency of measurement:** | At project end. |
| **Responsibility:** | ReMEDIES project manager. |
| **Indicator Five:** | Number of mooring owners/harbourmasters reporting that they would be willing to install additional AMS |
| **Method of measurement:** | Interviews with mooring owners/harbourmasters. |
| **Frequency of measurement:** | At project end. |
| **Responsibility:** | Local project officer. |

**Annex 4 Mandatory Requirements**

Part 1 Potential Supplier Information

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

Part 1.1 Potential Supplier Information:

| Question no. | Question | Response |
| --- | --- | --- |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

| **Question no.** | **Question** | **Response** |
| --- | --- | --- |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

| **Question no.** | **Question** | **Response** |
| --- | --- | --- |
| **2.1(a)** | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. | |
|  | Participation in a criminal organisation. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Corruption. | ((Yes / No)  If yes please provide details at 2.1 (b) |
|  | Fraud. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)  If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Part 2.2 Grounds for discretionary exclusion

| **Question no.** | **Question** | **Response** |
| --- | --- | --- |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Annex 5 Acceptance of Terms and Conditions**

**I/We accept in full the terms and conditions appended to this Request for Quote document.**

**Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**