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Request for Quotation

## Request for Quotation

Literature review: Wild take and the cultural traditions of falconry.

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:

Email: James.hoggett@naturalengland.org.uk

Date: 06/10/22

Time: 16:00

Ensure you state ‘Final Submission’ in the subject field to make it clear that it is the response you wish us to assess.

**Contact Details and Timeline**

Dr James Hoggett 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.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ (request for quotation) | 08/09/22 |
| Deadline for clarifications questions | 22/09/22 |
| Deadline for receipt of Quotation | 06/10/22 |
| Intended date of Contract Award | 14/10/22 |
| Intended Contract Start Date | 24/10/22 |
| Intended Contract completion date | 24/02/23 |

### Glossary

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

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

### 

### Conditions applying to the RFQ

You should examine your response to the RFQ 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.

#### 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 to give you a reasonable time in which to take the amendment into account.

#### Conditions of Contract

The standard Condensed Terms and Conditions [available on GOV.UK here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/914956/standard-condensed-terms.odt) 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/)

Please see the [specification at the end of this document](#Specification) for the details of which items to include in your quotation.

It is anticipated that this contract will be awarded for a period of 4 months to end no later than

**February 2023.** 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.

**Prices**

Prices must be submitted in an Excel spreadsheet. Prices should be in £ sterling, **inclusive of VAT.**

**Quotation Submission**

A completed submission should include the following items;

* evidence that you meet the quality criteria set out in the specification
* your proposed pricing structure – see specification for items to cover
* your proposed timing plans - given the start dates outlined in the specification

**Evaluating the quotation submission**

Submissions will be reviewed and then evaluated as set out below:

* each criterion will be given a score from 0 to 100
* the criteria scores will be weighted to create a final submission score
* all the final submission scores will be ranked
* the agency with the highest weighted score for the chosen contract start date will be awarded the contract - subject to the terms and conditions within the RFQ

Your initial application will be judged excluding expenses. However, expenses may be included to differentiate applications with similar over-all scores.

If the start date should change, then agencies will be asked for their availability in the order of ranked final submission score.

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

Detailed criteria

|  |  |  |
| --- | --- | --- |
| **Criteria** | Weighting | **To include:** |
| Price | 50 | Ability to complete work within timeframes.  Staff costs based on day rate and time spent on project.  Costs associated with accessing literature |
| Quality Measures (subdivided as below) | 50 | See specification details and below. |
| * *Relevant experience* | *25* | Staff cv’s, experience relevant to topic and/or literature review projects, breakdown of staff experience v individual staff time allocated to the project (where more than one person will be working on it) |
| * *Proposed evidence review methodology* | *25* | Literature access and selection.  Analysis and review process.  Proposed output (report)  Staff health & safety (e.g., travel) |

To enable an appropriate evaluation, you will need to provide the following details.

Regarding the price, complete an excel spreadsheet for the project to provide a quotation for the whole specification.

Regarding the **timing,** comment on how soon you would be available to commence the contract (between 24/10/22 and 24/02/2023), your schedule for each phase and proposed date for delivery of final output.

Regarding the **quality measures,** you will need to provide a **succinct summary** setting out:

* details of any previous research experience in relation to carrying out similar types of analysis;
* details of who will be working on the research, their role in the research and the time they will allocated to the research;
* the methodology that you would use to access, extract and compile/analyse the literature;

You may attach supporting documents to supplement your summary information.

**The criteria are scored in the following fashion:**

|  |  |
| --- | --- |
| **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. |

**Contract Management**

This contract shall be managed on behalf of the Authority by

James Hoggett – [James.hoggett@naturalengland.org.uk](mailto:James.hoggett@naturalengland.org.uk) Tel - 07917 076947

and Ian Fitzpatrick [Ian.fitzpatrick@naturalengland.org.uk](mailto:Ian.fitzpatrick@naturalengland.org.uk) Tel - 07584 546700

The outputs of this contract are included in the specification.

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

You can invoice:

* 30% of the agreed cost on award of the contract
* 30% of the agreed cost on draft research report
* 40% of the agreed cost on submission of final report.

### Disclosure

All Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. 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**

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 as 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.



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Specification

Natural England: Literature review: Wild take and the cultural traditions of falconry.

## Background

### 1.1 Natural England

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. 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 was formally established on 01 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.

### 1.2 Natural England, Wild take licence

Wild take or the taking of birds of prey from the wild for falconry and aviculture is a traditional activity with a long history. It ceased in England in the 1980s because of conservation concerns, and falconry clubs instead relied on captive-bred birds. As populations of species like the peregrine falcon have recovered, there has been renewed interest leading to applications for licences.

NE (Natural England) has been in discussions with Defra since 2019 about the policy for licensing this activity. Due to the prolonged cessation, there is no recent precedent and no clear policy in place for assessing applications. In January 2022, a decision was made to temporarily suspend licensing in this area to allow NE adequate time to undertake a comprehensive review and develop a proposal setting out a future approach to wild take licensing. To be able to do so NE needs to obtain and review evidence to make judgements against key legislative tests. The five main questions or tests that arise for wild take cases under applicable legislation and case law are:

1. Is the application applied for a permitted purpose under s16(1) of the Wildlife and Countryside Act 1981 (“the 1981 Act”)?

2. Is there no other satisfactory solution (s16(1A)(a) the 1981 Act)?

3. Would the licence be on a selective basis and in respect of a small number of birds? A small number ensures licence does not adversely affect species. S16(1A)(b) of the 1981 Act provides the statutory test and there is a requirement that the licence does not adversely affect the conservation status of the species or undermine the overall objective of the Birds Directive. There is also an implicit requirement to consider impacts on conservation status that comes from the Birds Directive and, of course the legislation was designed to protect the conservation of species, so it is the core aim of the law.

4. Is it proportionate in the circumstances to grant the licence?

5. Is the grant of licence compatible with protection afforded to protected sites (European sites and SSSIs (Sites of Special Scientific Interest))?

According to s16 of the 1981 Act a licence for wild take for falconry can only be issued subject to qualification that there is no other satisfactory solution. A key question requiring evidence is therefore around the issue of the role that wild take plays in the practice of falconry and whether there are other satisfactory alternative solutions to it. Natural England social science evidence gathering activities are being directed at producing material which informs the application of this statutory test. For example, to help judge whether ‘wild take’ is an inherent part of falconry and what, if anything, constitutes a reasonable ‘satisfactory alternative’ in this context.

## Research requirements

A literature review of published work on the traditions and practices of falconry with a specific focus on Wild Take. The review should seek to obtain information about the extent to which traditionally falconry has involved the process of capturing, taming and training a wild bird; whether there is something unique about the wild take of falcons which is integral to the activity of falconry, whether this has changed over time, especially since the cessation of wild take and the introduction of the Wildlife and Countryside Act 1981, and if so, what alternatives have been identified and what practices are viewed as integral to falconry now.

The literature on falconry is found predominantly within books rather than journal articles. As such archival access will form a key part of the literature review and challenge for analysis. The British Archives of Falconry at the Hawk Conservatory, Andover has access to diverse collection including key historical books. The British Library in London provides another source of access. Additional ideas and methods of access are welcomed.

### Research summary

The following research will be required to secure the necessary data for the development of this project:

**Literature Review**: to provide a report on the published literature on the traditional practices of falconry, within a European context. The review should establish whether wild take is explicitly viewed by authors as forming an integral part of the activity of falconry, whether there are any debates in the literature about the role of wild take (conservation, welfare, genetics), whether post 1981 other practices and traditions have been identified in the literature as integral to falconry, or as providing suitable alternatives to wild take.

We envisage that the successful contractor will take **no more than 40 days** (8 weeks) to carry out all the required activity.

### 2.2 Research Questions

The final list of research questions will be agreed with the contractor on project inception as well as through continual review between contractor and NE project team. However, we envisage the work will explore and address key interrelated topics which are broken down into provisional questions set out in Table 1

|  |  |  |
| --- | --- | --- |
| TABLE 1: RESEARCH QUESTIONS | | |
|  | **Topic** | Provisional questions |
|  | **Wild take** | What are the integral components of the practice of falconry according to the literature?  How many of the publications reviewed discuss wild take (e.g., have chapters or sub chapters on it).  What role does the literature suggest that wild take has played in the cultural tradition of falconry?  Is wild take integral to distinct types of falconry practice, e.g., hunting, breeding, display?  Has there been any debate about wild take in the literature (e.g., welfare, genetics, conservation)?  Has (how) falconry with captive bred birds been compared/contrasted to that of falconry with wild take birds? |
|  | **Genetics and welfare** | Have the genetics of the birds used in wild take been discussed and if so in what way?  What welfare concerns, if any, have been raised in this literature about birds taken from the wild, their captivity, training, and release?  Does the release of birds back into the wild after wild take play an important part in the traditional practice of falconry? |
|  | **Post 1981 integral falconry practices** | Has the tradition and practice of falconry changed over time?  In the English context, pre and post 1980’s books – is there a different focus on types of behaviours essential to falconry? If so, what are these? |

### 2.3 Target Audience

The literature review will be written for and used by the Natural England wild take project team. The literature itself will predominately come from falconers, falconry and raptor conservation interests or experts. There may be some limited academic publication of the traditions, welfare/genetics, and practices of falconry.

### 2.4 Implications

The literature review will be used by the Natural England wild take project team as part of the wider evidence gathering being undertaken help determine the future approach to wild take licensing.

## 3 About the research

### 3.1 Structure of the research

The research will include the following work:

**Literature review**: to provide a report on the published literature on the traditional practices of falconry, particularly within a European context. The review should establish whether wild take is explicitly viewed by authors as forming an integral part of the activity of falconry, whether there any debates in the literature about the role of wild take, whether post 1981 other practices and traditions have been identified in the literature as integral to falconry, or as providing suitable alternatives to wild take.

**A reference catalogue:** detailing the literature reviewed should also be provided (as part of or separate to the report) to enable ease of cross referencing of published literature with the following indicative questions: Did book discuss wild take? If yes in what way? If no, what practices did they focus on?

**Methods section:** The report should include a relevant methods discussion, identifying where and how literature was accessed, how key texts were identified and selected (inclusion exclusion and judging criteria). For example, critical appraisal of the relevance of the text to both the research questions asked as well as the field of falconry more generally. The robustness of the texts will be less relevant for the critical appraisal of the evidence given the predominantly non-academic nature of the material. The review must be based on a clear robust methodology (e.g., sampling, analysis) and the evidence from it focused on answering the research questions as well as being clearly referenced Natural England’s guidance to conducting evidence reviews can be used to help support development of this methodology, noting that this tasking is for a literature review rather than a full evidence review:

(<http://publications.naturalengland.org.uk/publication/5724390>).

### 3.2 Scope of the research

The contractor will carry out an extensive and thorough review of existing literature which are of relevance to the research questions. While the selection criteria will be agreed between the contractor and NE where possible the relevance of existing literature should be determined by considering a combination of factors. For a report or piece of research to be of relevance to this literature review, it should satisfy the following criteria:

The report or research relates to:

* one or more of the provisional research topics / questions specified in table 1 objectives
* Written within a European and or North American context of falconry.

### 3.3 Outputs

As a result of this research, the contractor will:

1. **Participate in a project inception meeting** with members of Natural England’s wild take project team at the start of the project to agree final research scope and other items noted above.
2. **Provide updates to the Project Officer** (James Hoggett) related to progress either by MS Teams or email as relevant (at least once a month)
3. **Provide a draft report** summarising the methods and findings of the literature review and insight in respect of the Research Questions
4. **Provide a reference catalogue** of the literature reviewed to enable ease of cross referencing of published literature with key questions
5. **Provide a final report in a format ready for external publication** which considers feedback from Natural England project steering group. Information on NE literature review formatting will be provided.

## 4 Tender process and requirements

### 4.1 Quotation submissions

A completed submission should include the following items:

* your evidence for the quality criteria set out below
* you proposed pricing structure - covering the items set out below in the price section (day rates and days allocated to each item by each person, travel, and subsistence costs)
* your proposed timing plans - given the prospective start date set out below

### 4.2 Quotation criteria for evaluation

The quotation will be evaluated as set out in the Request for a Quotation document.

### 4.3 Quality measures

Evidence should be submitted in a Word document or equivalent. Please do not include any price information in this section.

You should submit evidence for each of the following quality criteria. There is no word limit but please be as succinct as possible in your response.

Relevant recent staff experience

* Briefly describe your career background, or the background of the staff that will be allocated to the project. You might want to cover:
  + academic qualifications
  + current role
  + experience of working on similar projects or knowledge of the subject areas
* Briefly describe a proposed literature review methodology to be adopted. You might want to cover indicative information about the following:
  + The methodology that you would use to identify, extract, and analyse the literature
  + Proposed plan to address access issues (e.g., texts not accessible online)
  + Staff health and safety procedures
  + Proposed output (report and catalogue)

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### 4.4 Price

Evidence should be submitted using an Excel worksheet. The quote should include details of the cost of providing:

Literature review: provide a report on the published literature on the traditional practices of falconry, particularly within a European context. The review should establish whether wild take is explicitly viewed by authors as forming an integral part of the activity of falconry, whether there any debates in the literature about the role of wild take, whether post 1981 other practices and traditions have been identified in the literature as integral to falconry, or as providing alternatives to wild take.

You should consider include time spent on the following activities in the quotation:

* **Initial project briefing (inception meeting)**
* **Project updates and project management**
* **Travel and subsistence (associated with accessing the literature)**
* **Literature Review: Staff time required to** 
  + Identify appropriate literature to review (methods)
  + Carry out review of appropriate literature
  + Assimilate and summarise the key findings
  + Apply the findings to the objectives and relevant research questions
  + Produce initial draft of report and discuss with Natural England project manager (including reference catalogue)
  + Review of feedback and resolution of any data or follow up questions.
  + Production of a final report for NE project team.

We anticipate no further expenses in this contract due to the virtual nature of meetings.

### 4.5 Timing

Please comment on whether you have resource available for the following indicative start dates:

* Purchase Order received for contract start date on or within two weeks of 24/10/22
* Suggested timings for the key outputs are set out in Table 2 below as a guide. **Please consider this and then provide a timing plan for the start dates which you would be available, together with details of how soon you could deliver each phase and the final report.**

|  |  |
| --- | --- |
| TABLE 2: SUGGESTED TIMINGS FOR KEY OUTPUTS | |
| **Activity / output** | **Suggested number of days work per activity** |
| Inception meeting and project updates | 2 days |
| Carry out literature review and collate all findings | 20 days |
| Write draft and final report for NE including catalogue. | 18 days |
| **TOTAL** | **40 days** |

The final report is expected to be completed within **a maximum of 4 months** of receipt of Purchase Order (February 2023 deadline). Seasonal holidays are excluded from the timeframe so need to be considered in planning the timetable for the activities. Please indicate in your timing plans where these will fall.

If the start date should change, then agencies will be asked for their availability in the order of ranked final submission score.