



Department
for Environment
Food & Rural Affairs

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Appendix 2 – Call-Off Procedure: **for The Research, Development and Evidence Framework**

Tender Reference: RDE374
Atamis Project Reference: C21395

Process and Impact Evaluation of the Nutrient Mitigation Scheme






Date: 23/10/2023

1.0 Request for Proposal

1.1 The following document is to be used as a Call-Off template to be sent to all Contractors on a sub-lot by the Project Manager of the Contracting Authority for completion and return in accordance with the Call-Off procedures detailed in the Form of Agreement.

Research, Development and Evidence Framework **REQUEST FOR PROPOSAL**

To be completed by Contracting Authority Project Manager please remove all red text before issuing

Project title:		Process and Impact Evaluation of the Nutrient Mitigation Scheme	
Call off Reference:		RDE374	
Atamis project ref (if applicable):		Project – C21395 Contract - TBC	
Cost Centre Code (for admin purposes only)			
Date:		23/10/2023	
Contracting Authority (Defra and its arms-length bodies etc)	Natural England		
Project Manager:		Phone number:	
Authorized by:		Email:	
Commercial Contact (if applicable):			
Project Start Date		22/12/2023	
Project Completion Date		31/03/2025	

For any projects over the direct award threshold, full competition is required (i.e. all contractors on the Sub-Lot are invited to quote).	Direct Award	N	Mini-comp	Y
Call off from Sub-Lot number	4.1			
Proposal return date	17:00 on 27/11/2023			

Evaluation Criteria		
Contractors: Failure to meet any minimum score threshold stated will result in the bid being removed from the process with no further evaluation regardless of other quality or price scores.		
Quality	Weighting	70%
Price	Weighting	30%
Quality Sub-Criteria Weightings:		
Approach & Methodology <i>Minimum score threshold 50 will apply</i>	E01 Understanding of Natural England's requirement Please outline your understanding of the requirements based on the specification provided. Your response must demonstrate: <ul style="list-style-type: none"> An understanding of how the Nutrient Mitigation Scheme fits in with Natural England's delivery objectives, in the wider context of other Natural England schemes (such as Biodiversity Net Gain). A thorough understanding of the project objectives and contract aims. An understanding of the multi-stakeholder approach of the NMS and the need to work collaboratively. An awareness of the key challenges involved in delivering this evaluation contract and how you will address these challenges. Original thoughts - will score higher than copying sections from the Specification (Annex 1). Please upload a document with the filename "E01_Your Company Name". Maximum Length 2 sides of A4, font size 11	25.5%

	<p>E02 Approach & Methodology</p> <p>Outline the approaches and methodologies you will use to deliver this contract to meet the requirements listed above, giving justification for the methods proposed where they differ from those detailed in the Specification.</p> <p>To enable this assessment to be made, you must:</p> <ul style="list-style-type: none"> Clearly set out your approach and provide a detailed methodology and how it will meet our requirements, with a justification given for approaches and methods which differ to those detailed in the specification. We welcome challenge on the approach and stages outlined in the specification as part of your justifications. Demonstrate that your approach is informed by the Magenta Book 2020. Provide a description of tasks and the way in which you will approach them. Outline how you would work with key stakeholders throughout the project. Highlight any data protection/data ethics issues that may arise during the delivery of this contract and how you will address them. Set out your approach to data collection. Provide a provisional project plan and Gantt chart, showing key milestones, deliverables and dependencies. You must <u>not</u> include any commercial information here. Outline briefly your approach to disseminating findings. <p>Please upload a document with the filename “E02_Your Company Name”.</p> <p>Maximum Length 4 sides of A4, font size 11 + GANTT/project plan</p>	40%
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<p>Proposed Staff (inc Pen Portraits) and Contractor's experience/accreditations. <i>Minimum score threshold 50 will apply</i></p>	<p>E03 Experience of the project team</p> <p>Provide details of the project team (including any sub-contractors if appropriate) and the key personnel, with their seniority, who will be involved in delivering the project. You should demonstrate the team's skills and experience in:</p> <ul style="list-style-type: none"> Evaluating large scale competitively funded projects in the environmental sector. 	<p>10%</p>
	<ul style="list-style-type: none"> Delivering contracts for public sector clients, particularly contracts with an environmental focus. <p>Please provide:</p> <ul style="list-style-type: none"> Examples of two (2) projects which meet some or all these criteria that have been delivered in the last five (5) years A clear organogram showing the team structure and reporting lines, including all the main project roles and the named individual(s) fulfilling them A short description of each team member, along with details of their relevant skills and experience CV's (max 1 A4 sides per CV) for all personnel involved in delivery, indicating the number of days each member has allocated to the project If a consortium of sub-contraction is proposed, please provide a diagram showing organisation, roles, and responsibilities of each member and how they will be managed to ensure coordinated delivery. <p>Please upload a document with the filename "E03_Your Company Name".</p> <p>CV's of all key personnel (excepting administrators) can additionally be uploaded in a single, separate document with the filename "E03_CVs_Your Company Name"</p> <p>Maximum Length 4 sides of A4, font size 11 + 1-page CVs</p>	

Project Management, including Risk <i>Minimum score threshold 50 will apply</i>	E04 Project Management, Quality Assurance, Risks and Dependencies. Please provide details in this section of how the project will be managed, how the project will be quality assured as well as any risks and dependencies that will affect delivery of the project and measures that will be taken to mitigate these. In addressing this question your response should cover: Project Management <ul style="list-style-type: none"> • Details of the proposed approach to management of the contract, to ensure it is delivered on time and to budget, especially where sub-contracting is involved • Confirm you have sufficient resource available to deliver the project on time and outline your contingency plans for unexpected absence or changes to key personnel to ensure minimal impact on the project delivery. Quality Assurance	10%
	<ul style="list-style-type: none"> • Description of the Quality Assurance procedures in place to ensure the final outputs are robust • How KPIs developed for this project will be monitored • Your approach to the governance and ways of working described in section 6 of the Specification. Risks <ul style="list-style-type: none"> • Include risk register of what you perceive to be the main challenges and risks in delivering NE's requirements. You should explain how you will mitigate and manage risks you identify, for example in the event of delays with qualitative data collection. Please upload a document with the filename "E04_Your Company Name". Maximum Length 2 sides A4, font size 11 + Gantt Charts + Risk Register + Organogram	

Social Value	E05 Social Value <p>Assurances that delivery of the programme of work will create social value aligned to the selected Government's priorities, and as set out in the Social Value Model¹.</p> <p>For this procurement the Authority has identified Theme 3: Climate Change as the most relevant social value model theme and requires tenderers to present the opportunities they have identified to support this theme in response to E05 of the technical questionnaire. This theme links to the Policy Outcome: Effective stewardship of the environment.</p> <p>Model Award Criteria (MAC) Your response should put forward measures to deliver any or all of the following benefit through this contract. Activities that support the MAC 4.1 and 4.2 is elaborated on below within the sub-criteria:</p> <ul style="list-style-type: none"> • 4.1 Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions. • 4.2 Influence staff, suppliers, customers, and communities through the delivery of the contract to support environmental protection and improvement. <p>Using a maximum of 2 pages, describe the commitment your organisation will make to ensure</p>	14.5%
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	<p>that opportunities under this contract deliver the Policy Outcome Award Criteria. Please include:</p> <ul style="list-style-type: none">• your 'method statement', stating how you will achieve this and how your commitment meets the Model Award Criteria, and• a timed project plan, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals over the contract duration. You should include but not limited to:<ul style="list-style-type: none">○ timed action plan○ use of metrics	
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- tools/processes used to gather data
- reporting ○ feedback and improvement
- transparency

Model Response Guidance for tenderers and evaluators

The model award criteria (listed above) and sub-criteria (shown below) will be used to evaluate the response; however, we are not expecting tenderers to deliver all the sub-criteria, and will be focusing on the quality, not quantity, of your response and your ability to:

- Demonstrate your understanding of the Model Award Criteria.
- Clearly show how your SMART commitments effectively meet the policy outcome.
- Provide the Authority with confidence of delivery.

Sub-Criteria for MAC 4.1: Activities that demonstrate and describe the tenderer's existing or planned:

- Understanding of additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions.
Illustrative example: conducting pre-contract engagement activities with a diverse range of organisations in the market to support the delivery of additional environmental benefits in the performance of the contract.
- Collaborative way of working with the supply chain to deliver additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions.
- Delivery of additional environmental benefits through the performance of the contract, including working

	<p>towards net zero greenhouse gas emissions.</p> <p>Illustrative examples:</p> <ul style="list-style-type: none"> ○ Enhancing the natural environment such as habitat creation, increasing biodiversity such as increased numbers of pollinators ○ Improving air quality. <p>Sub-Criteria for MAC 4.2: Activities that demonstrate and describe the tenderer's existing or planned:</p> <ul style="list-style-type: none"> • Understanding of how to influence staff, suppliers, customers, communities and/or any other appropriate stakeholders through the delivery of the contract to support environmental protection and improvement. • Activities to reconnect people with the environment and increase awareness of ways to protect and enhance it. Illustrative examples: <ul style="list-style-type: none"> ○ Engagement to raise awareness of the benefits of the environmental opportunities identified. ○ Co-design/creation. Working collaboratively to devise and deliver solutions to support environmental objectives. ○ Training and education. Influencing behaviour to reduce waste and use resources more efficiently in the performance of the contract. ○ Partnering/collaborating in engaging with the community in relation to the performance of the contract, to support environmental objectives. ○ Volunteering opportunities for the contract workforce, e.g., undertaking activities that encourage direct positive impact. <p>Reporting Metrics</p> <ul style="list-style-type: none"> • Number of people-hours spent protecting and improving the environment under the contract, by UK region. • Annual: <ul style="list-style-type: none"> ○ Reduction in emissions of greenhouse gases arising from the performance of the contract, measured in metric tonnes carbon dioxide equivalents (MTCDE). ○ Reduction in water use arising from the performance of the contract, measured in litres. ○ Reduction in waste to landfill arising from the performance of the contract, measured in metric tonnes. 	
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	Please upload a document with the filename "E05_Your Company Name".	
	Maximum Length 2 sides of A4, font size 11	

Specification			
1. Description of work required – overall purpose & scope (including reporting requirements)			
See Annex 1			
2. Required skills / experience from the contractor and staff. Include any essential qualifications or accreditations required to undertake the work.			
See Annex 1			
3. Proposed program of work and payment table (Detailing specific tasks, key milestones, deliverables & completion date where appropriate)			
Task no.	Task and deliverable	Completion date	Payment schedule
N/A	Contract Award	December 2023	N/A
N/A	Contract Start Date	December 2023	N/A
N/A	Inception Meeting	Early January 2024	N/A
1	Phase 1 Inception Report	Early February 2024	10%
2	Phase 2 Inception Report	Early March 2024	10%
3	Phase 2 Final Report	Early July 2024	20%
4	Phase 3 Inception Report	Late August 2024	10%
5	Phase 3 Final Report	Late February 2025	40%
6	Presentation of Key Evaluation Findings	Early March 2025	10%

4. Risk

Note: *This section is to be used to detail any risks or key elements relevant to the project i.e. Programme deliverable dates, workshops or external requirements, data, consultees, stakeholders etc that could impact the success of the project if they are not managed.*

N/A

2.0 Proposal

2.1 The following document is to be used as a Call-Off template to be sent to all Contractors on a sub-lot for completion and return in accordance with the Call-Off procedures detailed in the Form of Agreement.

Research, Development and Evidence Framework 2 PROPOSAL
To be completed by the Contractor
Contractor's Name: RSK ADAS Ltd Call off Reference: RDE374 Sub-Lot Number: 4.1 Date: 23/11/2023
Note: Your proposal must not exceed the maximum lengths stated in the above sections plus the Costs Proposal in Section 4. Please upload your proposal to Atamis. Please use a separate attachment for your proposal for each requirement. Please ensure your cost proposal is a separate attachment to your technical responses. Do not make or append Caveats and Assumptions in your proposal – any points of uncertainty must be raised as a clarification point via Atamis prior to submitting the proposal. Where assumptions are to be made, these will be stated by the Authority's Project Manager.
Approach & Methodology

<div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>
<div>[REDACTED]</div>
Proposed Staff (inc Pen Portraits) and Contractor's experience/accreditations.
<div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>

3. Project Management including Risk
<div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>
4. Social Value

5. Cost Proposal (Uploaded on Atamis)

Tenderers are required to complete "Section 7 Cost Proposal" of the order form and submit this with their Tender. Submissions should include a competitive total fixed cost for completion of the project and include a breakdown of costs against each task and key personnel as well as a proposed payment/invoicing schedule.

Please use day rates, including any applicable discounts, as agreed under the RDE framework contract. A full cost schedule may be attached to support the costs summarised below.

Evaluation of cost

The calculation used is the following:

Score = $\frac{\text{Lowest Tender Price}}{\text{Price}} \times 30\%$ (Maximum available marks) Tender

For example, if three Tender Responses are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:

Tenderer A Score = $\frac{£3000}{£3000} \times 30\% = 30\%$ (maximum score)

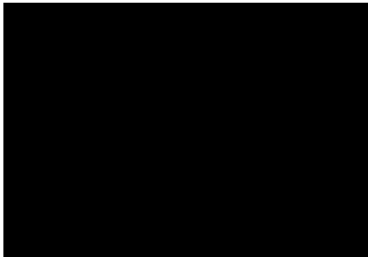
Tenderer B Score = $\frac{£3000}{£5000} \times 30\% = 18\%$

Tenderer C Score = $\frac{£3000}{£6000} \times 30\% = 15\%$

Task No.	Name	Framework grade	Day rate	No. of Days or part thereof	Cost

Expenses (please detail type i.e. travel, accommodation etc.)		
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By signing this form (<i>RSK ADAS Ltd</i>) agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Research, Development & Evidence Framework 1Conditions of Contract.		
Contractor Project Manager:		
Signature:		
Date:	23/11/23	



3.0 Order Form

3.1 The following document is to be completed by the Contracting Authority and sent to the Contractor for counter signature to form a Call-Off contract.

Research, Development and Evidence Framework ORDER FORM
To be completed by Contracting Authority Project Manager and sent to Contractor for countersignature.
Project title: Process and Impact Evaluation of the Nutrient Mitigation Scheme Call off Reference: RDE374 Atamis project ref: C21395 Atamis Contract ref: C203105 Date: 31/01/2024

THE Contracting Authority: Natural England, 4th Floor, Foss House, Kings Pool, 1-2
Peasholme Green, York YO1 7PX

THE CONTRACTOR: RSK ADAS Limited, Spring Lodge, 172 Chester Road, Helsby, WA6 0AR

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated XX/XX/XXXX. It's issued under the Research Development & Evidence Framework Agreement reference 30210 for the provision of **Process and Impact Evaluation of the Nutrient Mitigation Scheme**.

CALL-OFF SUB-LOT: 4.1

CALL-OFF INCORPORATED TERMS The following documents are incorporated into this CallOff Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. Defra Framework Terms and Conditions;
2. Request for Proposal;

3. Proposal;

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF CONTRACT START DATE: 22/12/2023 (TBC)

CALL-OFF CONTRACT EXPIRY DATE: 31/03/2025

CALL-OFF PERIOD: 15 months