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Request for Quotation

# Collation and Presentation of Indicator Metrics for a State of Natural Capital Report 23-24

June 2023

## Request for Quotation

Collation and Presentation of Indicator Metrics for a State of Natural Capital Report 23-24

You are invited to submit a quotation for the requirement described in the specification, Section 2.

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: Fiona.Bell@naturalengland.org.uk

Date: 19/07/2023

Time: 17:30 BST

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

Fiona Bell 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 | 27-06-2023 at 17:30 BST |
| Deadline for clarifications questions | 14-07-2023 at 17:30 BST |
| Deadline for receipt of Quotation | 19-07-2023 at 17:30 BST |
| Intended date of Contract Award | 31-07-2023 |
| Intended Contract Start Date | 03-08-2023 |
| Intended Delivery Date / Contract Duration | 13-12-2023 |

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 9.

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 8) 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 condensed terms and conditions (see Annex 11) 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 in accordance with the following publication thresholds:

* Central Contracting Authority’s: £12,000
* Sub Central Contracting Authority’s and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Central Contracting Authority with a publication threshold of £12,000 inclusive of VAT.

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; or
* accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018 the 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](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/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.

Section 2: The Invitation

Specification of Requirements

Background to Natural England

Natural England is the Government’s statutory advisor for the natural environment, playing a vital role in delivering the Government’s 25 Year Environment Plan. This describes an ambitious vision, bringing new opportunities to protect and enhance, and to achieve real outcomes for the environment.

Natural England is a delivery partner on the [‘Natural Capital & Ecosystem Assessment’](https://www.gov.uk/government/publications/natural-capital-and-ecosystem-assessment-programme/natural-capital-and-ecosystem-assessment-programme) (NCEA) Programme. NCEA is a new Defra Group evidence programme which aims to deliver high quality national and local evidence to assess the state and condition of biodiversity, ecosystems, and natural capital assets across our terrestrial, freshwater, and marine environments.

Background to the specific work area relevant to this purchase

A State of Natural Capital Report (henceforth referred to as ‘SONC’) will be produced by Natural England in 2023/2024. This report will utilise nationally consistent data sources to report on the State of England’s Natural Capital, including some new NCEA data. In future iterations, further new data produced by the NCEA will be included, but for this version we aim to use the best currently available data. A SONC report will consist of:

* A **State of the Ecosystem Assets section**, including reporting on the quantity and quality of broad ecosystems.
* A **policy-focused section**, where the importance of ecosystems for the delivery of key policy areas will be outlined, with the links to key ecosystem attributes for each policy area highlighted.
* A **risk register**, to demonstrate how at risk our ecosystems are for the provision of key ecosystem services that contribute to mitigating selected risks to UK security and prosperity identified by the 2020 National Risk Register, and the Third UK Climate Change Risk Assessment.

This contract will contribute to the production of the ‘State of the Ecosystem Assets’ Section, which will report on the quantity and quality of broad ecosystems using a suite of indicators, building on [Natural England’s Natural Capital Indicators](https://publications.naturalengland.org.uk/publication/6742480364240896) (Lusardi et al., 2018). This will draw on existing published metrics, metrics already developed by NE, and a small number of indicator metrics to be developed through this contract.

Requirements

|  |  |
| --- | --- |
| Term | Definition |
| Indicator | A property of the environment, practice or benefit, not defined by specific measurable units |
| Metric | Quantitative measure of a specific indicator, with defined measurable units |
| Value | Numeric value for each metric, which will change with the input data |
| Graphic | Visual depictions of the indicators, including tables and graphs |

This contract will produce a complete collection of metrics and values for indicators within the ‘State of the Ecosystem Assets’ section of the SONC report. The report will be broken down into broad ecosystem chapters based on the Broad Habitats in the UKNEA (with some minor modifications).

There are two primary objectives for this contract, described in further detail below;

Objective 1: Data Analysis and Metric Production

1. Obtain data from the sources listed in Annex 2.
2. Develop and then test reproducible methods to produce metrics for the subset of indicators
3. Produce a short report outlining the methods and learning from analysis

**Objective 2: Collation and Presentation of indicator metrics and figures for report**

1. Collate metrics from internal and external sources to populate indicators
2. Develop a confidence and ecosystem-relevance rating approach for metrics
3. Develop presentation options for indicator figures with reproducible methods
4. Produce a report cataloguing the approaches taken and presenting the results

While Objective 1 outputs will feed into Objective 2, delivery of these two objectives will need to run in parallel.

This work will therefore include elements of data exploration and analysis, as well as sourcing figures, collaborative decision making with NE, and presenting data for a report format. It will also produce a visual key for non-technical audiences, communicating levels of confidence and relevance to ecosystems within each respective broad ecosystem chapter. Finally, this contract should provide a list of metrics ready to populate a SONC Report, and present options for displaying indicators which can be used in the SONC Report.

The outputs from this contract should be presented in a consistent, clear, and understandable format to meet publication standards, and allow an analyst to independently re-run analysis in-house for future datasets. We will require a clear record of all decisions behind metric selection, and necessary guidance for access of metrics, both for reference for future SONC reports and for fielding enquiries from third parties and stakeholders.

### Task Summary Table

Further details for each task are provided below in the task descriptions.

|  | **Task ID** | **Task Title** | **Summary** | **Output(s)** | **Format** | **Deadline** |
| --- | --- | --- | --- | --- | --- | --- |
| **Objective 1** | **1** | Obtain Data | Obtain data in the Data Tracker form (Annex 2) and fill out the form for all datasets used | A completed analysis data tracker (Annex 2, ‘Analysis’ tab) | Excel spreadsheet | 29/09/2023 |
| **2** | Analyse Data | a. Analyse data to produce metrics from Annex 1 | A spreadsheet (based on Annex 4) containing final values for metrics listed in Annex 1, and any changes to original metrics | Excel spreadsheet | 13/11/2023 |
| b. Fill out meta-data form | Completed meta-data template (Annex 3) | Excel spreadsheet |
| c. Produce repeatable analysis methods | Code and raw data outputs, internally QA’d and ready for NE’s Quality Assurance | Scripts and database |
| **3** | Produce Objective 1 Report | d. Report - methodology and lessons learned during analysis | Short report outlining analysis method for all indicators, with both technical and plain English descriptions | Written report | 30/11/2023 |
| **Objective 2** | **4** | Collate Indicator Values | a. Collate values for all indicators in Annex 5 (165 total) | Spreadsheet of indicator values based on the draft template provided (Annex 6), taken from public data and internal analysis | Excel spreadsheet | 13/11/2023 |
| b. Present batches of metrics and values fortnightly for checking and record decisions | Written record of metric options, decision process for each indicator, and final metric value(s) captured in Task 4 spreadsheet.  Additional detail, key decisions and instructions for access written up in report section for Task 7 | Written report section | 13/11/23  30/11/2023 |
| **5** | Develop Confidence and Relevance Rating | a. Develop a confidence and ecosystem-relevance rating approach | Written technical and plain English method for a confidence and relevant rating | Written report section | 30/011/2023 |
| b. Apply the rating approach to all indicators from Task 4 | RAG status for confidence and relevance assigned to all indicators in Task 4 spreadsheet |  |  |
| **6** | Develop Indicator Graphics | a. Propose presentation options for indicators in Task 4 | Agreed approach to presentation options | Suite of example graphics | 11/09/2023 |
| b. Produce repeatable method for chosen graphic options | Code and input ‘value’ data, able to be edited, internally QA’d, and ready for NE’s Quality Assurance | Scripts and datasets | 13/11/2023 |
| c. Report methodology and decisions for graphics | Report section outlining plain English methods for producing graphics, presenting alternative graphics, and recording decisions | Written report section |
| d. Produce graphics for indicators | A collection of high-resolution graphics for approx. 100 key indicator values from Task 4 | High resolution images |
| **7** | Produce Objective 2 Report | Collate all report sections from Tasks 3-5 into one document | Full report, with Background, Indicator Collation Decisions (Task 4.b.), RAG Method (Task 5.a.), Graphic Presentation Methods (Task 6.c.), and Examples (Task 6.d.) | Written report | 13/12/2023 |

### Objective 1: Task Descriptions

TASK 1: OBTAIN DATA

We have 5 indicators (Annex 1) of quantity and quality of natural capital across England, for which we have identified metrics and data sources (see Annex 2 for further detail);

* Saltmarsh Extent and Zonation
* People And Nature Survey (PANS)
* Green Infrastructure database

Obtain access to these data for analysis and metric production (see Task 2):

* Follow established NE procedures for data access and use, including use of the data tracker (Annex 2).
* Correspond as needed with internal NE parties (e.g. requesting data access, clarification)

TASK 2: ANALYSE DATA

This task will analyse datasets from Task 1 to produce values for the metrics set out in Annex 1.

* Develop and test reproducible methods to produce values from spatial and non-spatial data
* Run all analysis in R to ensure methods are robust, repeatable, internally QA’d and ready for NE Quality Assurance
* Final values should be presented in a clear format in an Excel spreadsheet, including information on data gaps and caveats
* Consult with NE team to adjust metric wording as needed during data exploration and analysis, and record all decisions throughout the process

TASK 3 – PRODUCE OBJECTIVE 1 REPORT

Briefly summarise methods, results and learning from Task 2:

* The report produced in this task should contain; Introduction/Background, Technical Methods, plain English Methods, Results, Decisions and Limitations

### Objective 2: Task Descriptions

TASK 4 – COLLATE INDICATOR VALUES

This task will produce a final list of metrics and values for the indicators within the SONC report, as well as report on alternative options, and limitations of the final metrics.

We have 165 indicators of quantity and quality of seven broad ecosystems (see Annex 5) for which we want to check metrics, collate values and produce graphics.

Values will be collated from three main sources:

* Published metrics and reports such as Water Framework Directive (WFD) where indicators are published as part of the [State of the water environment indicator B3: supporting evidence – GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/state-of-the-water-environment-indicator-b3-supporting-evidence)) in the [Outcome Indicator Framework for the 25 Year Environment Plan (defra.gov.uk)](https://oifdata.defra.gov.uk/), which can be used directly in the SONC report;
* Two previous data analysis contracts run by NE using data from SSSI, Living England, and UKCEH Countryside Survey data to develop metrics and figures for certain indicators
* Outputs from Objective 1of this contract when they are ready.

There is considerable repetition between indicators which significantly reduces the volume of work to be done:

* Many of these indicators are repeated across ecosystems (e.g. Density of Public Rights of Way for each broad ecosystem) and so come from a single source.
* Many of the metrics identified can be reported from the same database (e.g. from the [Outcome Indicator Framework](https://oifdata.defra.gov.uk/)).

1. **Collate values for all indicators in Annex 5**

* Access data sources linked to indicators (Annex 2, ‘Collation’ tab)
* Where necessary, and with knowledge of the NE team, contact external parties (i.e. data owners and specialists) for clarification on data and metric interpretation
* Consider queries or limitations already flagged by the project team for each indicator (to be provided at the outset of the contract)
* Check or propose appropriate metric(s) and value(s), including alternatives and limitations where these exist. Record in a spreadsheet form based on Annex 6.
* Record and share any guidance on accessing the metric, or observations relevant for repeats of this work for future reports
* Record all licence information in the Data Tracker provided (Annex 2) to enable NE to publish the figures
* Record additional information pertaining to confidence and ecosystem relevance after establishing an agreed approach in Task 5, such as:
  + Whether it is only a partial representation of the broad ecosystem, noting gaps
  + For unpublished metrics, sample size and methodological limitations

**b. Fortnightly presentation of metrics and values to NE team for checking**

Collaborate closely with the NE team, presenting batches of collated metrics and values for the NE team to check and agree the final metrics and values to be used in SONC.

* Present metrics and values for indicators, including alternative options, to the NE team in an agreed format, highlighting where there are uncertainties or limitations
  + Collated metrics and values to be presented in batches every two weeks at working group meetings, with the first batch expected w/c 21 August. The NE team providing guidance on which indicators to prioritise
* Review a limited number of published reports and metrics such as [Outcome Indicator Framework for the 25 Year Environment Plan (defra.gov.uk)](https://oifdata.defra.gov.uk/) and [CEH Soils Report](https://countrysidesurvey.org.uk/publications/reports) (list to be agreed with the NE project team) and flag any discrepancies between our proposed indicators and those already published.
* Record all decisions on individual metrics and values, and the rationale, and summarise alongside the final values in the spreadsheet
* Record further detail (i.e. communications, links, extensive comments, key decisions) in a final report as agreed with the NE team

TASK 5 - DEVELOP CONFIDENCE AND RELEVANCE RATING

This task will establish criteria for scoring confidence in the robustness of metrics selected and for indicating the degree of relevance to the broad ecosystem that it relates to.

**a. Develop a confidence and habitat-relevance rating approach**

* Propose scoring criteria to reflect how comprehensively an indicator relates to the broad ecosystem it represents (e.g. reflecting if it only represents a subset of habitat) and scoring criteria to reflect the robustness of unpublished metrics using RAG status .
* Present the rating approaches, with examples, to the NE team and get agreement for the approach.
* Provide a technical and plain English method, which can be inserted in the SONC report

**b. Apply the rating approach to all indicators from Task 4**

* Apply the agreed approach to all the indicators using information gathered during value collation

TASK 6 - DEVELOP INDICATOR GRAPHICS

This task will produce graphics for selected indicators (approximately 100 in total), based on metrics and values collated in Task 4, in addition to methods to reproduce them in-house. NE will select the indicators for inclusion in this task. Graphics should be produced in an automated way, preferentially in R.

* Initially provide example graphics for a small number of indicators to get agreement from the NE team on a consistent approach
* Develop and propose graphics to represent key indicators in the SONC report for clear communication to a non-technical audience – see Annex 7 for an example graphic template.
* Present graphics alongside proposed metrics at fortnightly meetings to NE team for comment
* Consider any existing published graphical representation of indicators (e.g. in State of the water environment indicator B3: supporting evidence - GOV.UK (www.gov.uk)), and record case licence information as needed.
* Create the graphics using R, and internally QA ready for NE Quality Assurance
* Share the code with accompanying technical and plain English instructions in a separate written document
* In-house NE analysts should be able to reproduce the graphic outputs from this task for the same indicators in future SONC reports

TASK 7 - PRODUCE OBJECTIVE 2 REPORT

This task will pull together all previous report section outputs from Tasks 4-6 to create a single report, covering indicator collation, a scoring framework and graphic production.

* Write a brief background section summarising the work done and relevance to the SONC report
* Bring together outputs from:
  + Task 4.b: Present batches of metrics and values fortnightly for checking and record decisions
  + Task 5.a: Develop a confidence and ecosystem-relevance rating approach
  + Task 6.c: Report methodology and decisions for graphics
  + Task 6.d: Produce graphics for indicators
* Format the report to be presentable and clear to new, non-specialist audiences

Data Ownership and Intellectual Property Rights

The Intellectual Property Rights resulting from the work shall belong to Natural England. The cover of all reports or drawings will include a statement © Natural England and the date of creation.

When using existing data the supplier should own, or be licensed to use, all Intellectual Property Rights that are necessary to provide the Services. You should seek advice from Natural England on responsibilities for obtaining a data licence for third party data. Note that Natural England requires to know the lineage of your output (i.e., all the datasets that went into the work) and be able to identify what the licence terms for each of the inputs is in order to be able to license the output for use.

The Supplier shall indemnify and keep indemnified Natural England against all actions, claims, demands, losses, damages, costs and expenses and other liabilities Natural England may suffer or incur arising from any infringement or alleged infringement of any third party Intellectual Property Rights except to the extent that they have been caused by or contributed to by Natural England’s acts or omissions.

Sustainability

Defra group 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.

**Please** **provide a copy of your environmental policy and any environmental accreditation schemes such as ISO 14001 or EMAS which you have been awarded or are working towards. Please explain what your organisation is doing to incorporate sustainability within its operations.** This may include any details you are able to provide in relation to steps you may be taking to reduce your carbon footprint.

Outputs and Contract Management

This contract shall be managed on behalf of the Authority by Jenny Craven [jenny.craven@naturalengland.org.uk](mailto:jenny.craven@naturalengland.org.uk) and Fiona Bell [fiona.bell@naturalengland.org.uk](mailto:fiona.bell@naturalengland.org.uk).

This contract will run from **4th August 2023 to 13th December 2023.**

* Final outputs for Tasks 1, 2, 4, 5, & 6 above should be sent to the project team by **the 13th of November.**
* First draft outputs for Tasks 3 & 7 above should be sent to the project team by the**13th** **November 2023** for comment**.**
* **Final report outputs for Tasks 3 & 7 to be received by the 13th December 2023.**

Once the contract has been awarded, a project initiation call will be arranged to discuss the project with the contract managers within the week commencing **31st July**, followed by an initial steering group meeting to discuss the proposed method and timeframe for deliverables and tasks. This will be via Microsoft Teams and is booked for the **3rd August at 2pm.**

Following the initial meeting, fortnightly meetings will be established to maintain contact throughout the contract to discuss progress and any issues, these will be held virtually. Before each meeting, an agenda should be provided by the Supplier.

In these fortnightly meetings, the Supplier should also present the most recent ‘batch’ of metrics, values, and associated graphics for the project team to check and finalise either in the meeting or in the subsequent two weeks.

Payment

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. 50% of the payment will be made when drafts of all outputs are submitted to Natural England, and the remaining 50% will be made when the final outputs are provided at the end of the contract.

It is anticipated that this contract will be awarded for a period of 4 months to end no later than 13/12/2023. 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 writing in advance of any work commencing and may be subject to further competition.

Evaluation Methodology

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

Technical – 60%

Commercial – 40%

**Evaluation criteria**

Evaluation weightings are 60% technical and 40% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 60% | Service / Product Proposal | Quality | 1 Question  Q1 (27% of technical score available) |
| Experience and Knowledge of Key Staff | 1 Question  Q2 (27% of technical score available) |
| Methodology and Quotation Response | 1 Questions  Q3. (27% of technical score available) |
| Capability and Resource | 1 Question  Q4 (19% of technical score available) |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | 1 Question  Q5 Include detailed breakdown of costs to deliver the project in the Commercial Response Form. (100% of commercial score available) |

Technical (60%)

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions 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. |

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

|  |  |
| --- | --- |
| Quality | Detailed Evaluation Criteria |
| Q1 Provide details on the measures that will be put in place to ensure quality is maintained throughout the contract.  Responses must be a maximum of 2 sides of A4, font size 10.  100 points available, minimum score of 50 required. | Key quality requirements include:   * Appointment of a named contract manager authorised to act on behalf of the supplier. * Key outputs are delivered on time and to the project officer’s satisfaction. * Methods routinely adopted for quality assurance of data and contract outputs. * The project officer is regularly informed of progress and is consulted when opportunities for innovation arise or deviations are required to the project specification. * The contractors are in regular contact with the project officer – at least fortnightly meetings and regular updates by email and telephone. * What systems and procedures are used to ensure quality control is maintained throughout the contract |

|  |  |  |
| --- | --- | --- |
| Experience and Knowledge of Key Staff | | Detailed Evaluation Criteria |
| Q2 Provide details on the experience and knowledge of key staff identified to work on the contract. Please provide a link to, or excerpt of, a written report produced by key staff.  Responses must be a maximum of 4 sides of A4, font size 10.  100 points available, minimum score of 50 required. | Key staff must demonstrate:   * A clear understanding of the requirements in the specification and the products we are seeking. * Experience of environmental data analysis, using large and complex spatial datasets from the UK. * Experience of analysing, mapping or assessing the quantity, quality, and location of ecosystems, using natural capital indicators or frameworks. * Experience of producing guidance or instructions for analysis * Experience of creating clear, concise reports. * Experience of synthesising and presenting complex information to a high standard and to a range of audiences. * Delivery of previous, relevant good quality products, to time and on budget. * Good project planning and management skills, including data and record management. * Good communication and engagement skills | |

|  |  |
| --- | --- |
| Methodology and Quotation Response | Detailed Evaluation Criteria |
| Q3 Provide details on how you propose to deliver the project, how this meets our specification, and the main risks and areas of uncertainty.  Responses must be a maximum of 4 sides of A4, font size 10.  100 points available, minimum score of 50 required. | Responses must include:   * An outline proposal of how you propose to deliver the project, which is clear, practical, achievable, and cost-effective. * A Gantt chart outlining your proposed delivery timeline, including key milestones * Confirmation that your quotation proposal meets our specification. Please ensure your response is clear and well presented. Clearly state any modifications that you propose to our methodology and specification. * A clear proposed methodology for the main components of the work where we have asked for a method to be developed: Tasks 2, 5, 6. * A summary of what you believe to be the main risks and areas of uncertainty, their potential impact on the project and how significant they are, and how you would act to minimise and manage them. This should include contingency plans to cover the unexpected availability of staff. |

|  |  |
| --- | --- |
| Capability and Resource | Detailed Evaluation Criteria |
| Q4 Provide details on staff capability and resource, and CVs of named staff who will work on the project.  Responses must be a maximum of 2 sides of A4, font size 10, excluding the CVs. Each CV must be a maximum of 2 sides of A4, font size 10.  100 points available, minimum score of 50 required. | Responses should provide detail of:   * Adequate staff resources devoted to the project and with appropriate expertise * Which key staff will be assigned to each of the tasks and outputs of the project and the number of days each will provide. The project will require knowledge and experience of spatial data analysis, data handling, natural capital, graphical presentation, and methodological report writing. * CVs of named staff who will work on the project. |

Commercial (40%)

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 used in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

* Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x 40% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 60% (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.

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 8)
* completed Acceptance of Terms and Conditions (Annex 9)

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 counter sign.

## Annex List

Annexes are provided in separate documents, unless stated otherwise.

|  |  |  |
| --- | --- | --- |
| 1 | Proposed Metrics for Analysis for Objective 1 *(Within Document)* | For Information |
| 2 | Data Tracker | For Information and In-Contract Use |
| 3 | Meta Data Form | For Information and In-Contract Use |
| 4 | Indicator Analysis Output Template | For Information and In-Contract Use |
| 5 | Indicators for Collation | For Information |
| 6 | Indicator Collation Output Template | For Information |
| 7 | Example Graphic Template | For Information |
| 8 | Mandatory Requirements *(Within Document)* | To Complete |
| 9 | Acceptance of Terms and Conditions *(Within Document)* | To Complete |
| 10 | Commercial Response | To Complete |
| 11 | Standard Condensed Terms | To Read |

Annex 1 Proposed Metrics for Analysis for Objective 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Broad Ecosystem** | **Indicator Category** | **Proposed Metric** | **Data Source** | **Aims of Testing** |
| Urban | Cultural: Landscape, seascape & urban green space | % of people with access to an allotment, private or shared garden | PANS | Access summary table  Explore data with the aim to identify and suggest suitable metric |
| Urban | Cultural: Safety | % urban spaces which felt welcoming/safe during visit | PANS | Access summary table  Explore data with the aim to identify and suggest suitable metric |
| Urban | Cultural: Accessibility | Local nature reserves - ha per 1000 people | Green Infrastructure | Request and explore data  Establish whether metric reported publicly elsewhere  Develop and test method to obtain metric as needed |
| Urban | Cultural: Accessibility | % population which meet wider neighbourhood standard | Green Infrastructure | Request and explore data  Establish whether metric reported publicly elsewhere  Develop and test method to obtain metric as needed |
| Marine & Coastal | Vegetation | Saltmarsh zonation - % area of: driftlines; pioneer; low-mid; mid-upper; upper saltmarsh; saline and brackish reed; rush and sedge beds | Saltmarsh Zonation and Extent | Access shapefile  Develop and test method to summarise % area of described zones  Report output as metric |

Annex 8 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

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 9 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_