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Request for Quotation

Protected Landscapes Outcomes Framework- Guidance on apportioning national targets between individual Protected Landscapes

February 2024

Request for Quotation

Protected Landscapes Outcomes Framework - Guidance on apportioning national targets to individual Protected Landscapes

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: liz.bingham@naturalengland.org.uk .

Date: 3 April 2024

Time: 12:00 noon

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

Liz Bingham 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.

Action	Date
Date of issue of RFQ	29 February 2024
Deadline for clarifications questions	20 March 2024
Deadline for receipt of Quotation	3 April 2024
Intended date of Contract Award	12 April 2024
Intended Contract Start Date	w/c 15 April 2024
Intended Delivery Date / Contract Duration	w/c 15 October 2024

Section 1: General Information

Glossary

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

"Authority"	means Natural England who is the Contracting Authority.
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“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 2.

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

Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

Self-Declaration and Mandatory Requirements

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

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

Clarifications

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

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

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

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

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

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

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

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

Conditions of Contract

The contract is subject to the Authority's Standard Condensed Terms and Conditions provided here [Procurement at Natural England - Natural England - GOV.UK \(www.gov.uk\)](http://www.gov.uk). 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 Authorities: £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](#).
- Meet the standards set out in the [Government's Supplier Code of Conduct](#).

- Work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

Sustainable Procurement

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

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

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

Conflicts of Interest

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

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

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

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

Section 2: The Invitation

Specification of Requirements

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 [here](#).

1.0 Background

- 1.1 Protected Landscapes (National Parks and National Landscapes – previously known as Areas of Outstanding Natural Beauty (AONBs)) have an increasingly important role in tackling the challenges of biodiversity loss and climate change. In total, the 44 Protected Landscapes (10 National Parks and 34 National Landscapes) cover nearly a quarter of England and are home to over half of all its nationally designated wildlife sites. They are, therefore, at the heart of the Government's commitment to halt and reverse the decline in species abundance, and to protect 30% of land for nature by 2030 (30 by 30).
- 1.2 As part of [Defra's response to the Landscapes Review](#), the Government committed to 'agreeing a new Targets and Outcomes Framework for protected landscapes, which sets targets for their contributions to national environment and climate commitments, to be embedded in the management plans' - [Environmental Improvement Plan \(EIP\) 2023](#) p41. The Framework was published by Defra on 31 January 2024 – see [here](#).
- 1.3 Establishing the Targets and Outcomes Framework (TOF) will drive actions and demonstrate how Protected Landscapes in England can be managed to their full potential – to restore nature, increase resilience to climate change, conserve and enhance natural beauty and cultural heritage for everyone to enjoy, and continue to support thriving local communities. The TOF builds on new legislation in the Levelling Up and Regeneration Act that strengthens how relevant authorities must further the purposes of Protected Landscapes and help develop and implement management plans. Crucially, the TOF will enable government, the newly established Protected Landscapes Partnership (PLP), Protected Landscape bodies, land managers and other organisations to work together in targeting resources in a way which maximises their impact at a local and national level.

The structure of the Targets and Outcomes Framework

- 1.4 The TOF is designed to set the ambition for how we expect Protected Landscapes (as geographic areas) to be managed so as to deliver three outcomes from the EIP:



Thriving Plants and Wildlife



Climate mitigation and adaptation



Enhancing beauty, heritage and engagement with the natural environment

1.5 It is organised into two parts:

- 1) **Targets:** To drive delivery towards the above outcomes, EIP targets have been selected that Defra expects Protected Landscape bodies and other relevant authorities and partners to prioritise and focus on delivering. These prioritised EIP targets are those which are most relevant to National Park and National Landscapes' statutory purposes, which have data available at the right spatial level, and which Protected Landscape bodies have the ability to influence progress by mobilising partners, including through their statutory management plans. In each case, Defra will set a national target to be achieved collectively across all the Protected Landscapes. The national targets are listed at Annex 3.

Local targets (apportioned from the national targets) will be established for each individual protected landscape – the focus of this contract. These will be set by local partnerships of relevant stakeholders, convened by the relevant Protected Landscape body, and be embedded within the statutory management plan for each National Park/National Landscape within 18 months of the publication of the national targets (summer 2025). Where a new management plan is not due to be published within the 18-month window, the local partnership should set and publish provisional targets, which should then be formalised in their next management plan review.

- 2) **Indicators:** A suite of national indicators (see Annex 3) will be regularly monitored to track progress both towards the targets, with an additional set providing additional context for Protected Landscapes. A range of national data holders will provide data on the agreed indicators, which Natural England will collate and supply annually. It is expected that local evidence and data will also be used to supplement the national data provided.

Apportioning national targets to individual Protected Landscapes

- 1.6 Natural England will support individual Protected Landscape bodies and their partnerships in calculating the contributions that their areas could make to each of the national targets. In anticipation of this work, consultants produced a 'think piece' for Natural England (Rural Focus, March 2023), exploring a potential methodology for apportionment. This work has informed our approach to the requirements of this contract and will be made available to the successful tenderer on appointment.

2.0 Contract requirements

Aims

2.1 The aims of this project are to:

- a. Provide national guidance on the process by which each local partnership should calculate/estimate the contributions of their Protected Landscape towards each of the national targets.
- b. Provide tailored initial advice to each of the individual Protected Landscape bodies to help their local partnership to develop bespoke contributions to the national targets, using the guidance/process developed under a) above.

Tasks

- 2.2 We invite contractors to develop their own methodology to meet the above aims through undertaking the following tasks:

Task 1: Design a process for apportioning the national targets between individual Protected Landscapes

- 2.3 Design a process by which individual Protected Landscape bodies and their partnerships can calculate the contribution that their protected landscape should make to each of the collective national targets. This will be for those targets (three in total) which have a numeric, quantifiable element. These are highlighted in Annex 3.
- 2.4 Most of the national targets are set on a long-term trajectory. The work therefore needs to consider:
- Protected Landscape contributions to the long-term targets.
 - More short-term contributions to embed into the timeframe of the current / forthcoming management plan (5 years).
- 2.5 In calculating the national target level, Defra has collated information on the '*pro-rata*' breakdown for each Protected Landscape. Natural England will provide the contractors with these figures and the method used by Defra for calculating the collective targets, both as context for the guidance and to inform the local refinement undertaken in Tasks 2 and 3.
- 2.6 The process for undertaking the apportionment (sharing) should take account of the following aspects:
- The current 'stock' of features/attributes within a protected landscape. For example, Protected Landscapes that do not contain peat will not be expected to contribute to the national target for peat restoration.
 - Any local priorities and targets already set locally (e.g. in management plans, National Park Nature Recovery Prospectuses and National Landscapes' Nature Recovery Plans¹).
 - Any published local evidence / data to supplement that provided nationally – to help gain a more accurate picture of potential target delivery.
 - The potential for places to 'do more' through actions for restoration and/or enhancement.
 - The natural beauty, special qualities and landscape characteristics of each individual Protected Landscape. This should consider how working towards each of the targets can be tailored to help to conserve and enhance the most valued aspects of that particular Protected Landscape, particularly where these aspects may act as constraints on target delivery.
 - The opportunity for joint working across 'clusters' of Protected Landscapes to deliver targets together in a geographic region.
 - Other relevant processes and plans that require joint action or set joint targets, particularly Local Nature Recovery Strategies.

- 2.7 The existing resources (e.g. current levels of funding or staffing) of Protected Landscape bodies and delivery partners should not limit the level of ambition, given the long-term nature of most of the targets.
- 2.8 The output of this task should take the form of a **short guidance document** outlining a step-by-step process for calculating individual Protected Landscape contributions to the national targets. In addition, the guidance should set out, with examples, how the Protected Landscape bodies and partners will agree bespoke interim targets for the current 5-year management plan period and a clear pathway for how the longer-term targets will be achieved.
- 2.9 This should be presented at a meeting to the Project Steering Group (PSG) for comment. The draft guidance will also be circulated to the wider family of Protected Landscape bodies for feedback. Any comments should be accounted for before testing its implementation under Task 2.

Link to work on 30x30 contributions

- 2.10 In relation to the Nature targets, contractors should be aware that Natural England is exploring case studies with six National Landscape bodies and two National Park Authorities regarding what their contributions to 30x30 (as areas) may be. This work should be considered when undertaking the above process; further information will be made available upon appointment. For further background on 30x30 and its key underlying importance to the Outcomes Framework, see [guidance published by the IUCN](#) and Chapter 2 of the Government's response to the Landscape's Review [here](#).
- 2.11 Consultants should liaise closely with the national Nature Recovery Co-ordinators (hosted by National Parks England and the National Landscapes Partnership) to ensure co-ordination with their work on 30x30.

Task 2: Test the process in two Protected Landscapes

- 2.12 Test the implementation of the guidance by working on two of the targets for two contrasting Protected Landscapes - one National Park and one National Landscape, to be agreed with Natural England and the PSG. We suggest allowing one day's support for working with the relevant National Park Authority and two days for working with the relevant National Landscape team.
- 2.13 The output of this task will be **amendments made to the guidance document** drafted under Task 1 (in light of lessons learnt through testing), and **case study write-ups** summarising the results of the testing in the two Protected Landscapes.

Task 3: Implement guidance

- 2.14 Implement the guidance with the remaining 42 Protected Landscapes, providing at least one day of consultancy support per National Park and two days per National Landscape. This should:
- **Provide initial advice to the Protected Landscape body on following the process set out in the guidance for making individual contributions to national targets.** It is not anticipated that agreement will be reached on each Protected Landscape's contribution to every national target by the end of the contract, given

the need for negotiations with partners. Rather, we envisage the production of a tailored 'road map' (or similar) for each Protected Landscape to set out the steps the Protected Landscape body and its local partnership need to take (and when) to agree the apportioned targets, noting the need for this to be completed within 18 months of Defra publishing the targets and accompanying Outcomes Framework. It should include advice on setting the bespoke interim targets (covering 5-year management plan cycles) mentioned in 2.8.

- **Enhance understanding of how local evidence can complement national data to inform the individual contributions.** This may require some support from the contractor in helping to analyse any available evidence/data (where possible within the time/resource constraints of this contract). The PLP's evidence co-ordinators should also be consulted to inform/potentially help with this element of the work.

- 2.15 Tenderers are encouraged to consider efficiencies in how the above tasks are carried out. For example, whilst contractors are not expected to run face-to-face workshops, tenderers may propose running two to three virtual sessions to explain the process to a number of Protected Landscapes bodies at the same time.
- 2.16 Contractors should also take account of the management plan review process and timings, which will vary from place-to-place (e.g. some National Parks have recently published their latest management plans, while most National Landscapes are starting their next reviews imminently). Partners' discussions regarding Local Nature Recovery Strategies may also provide a 'hook' for discussions on local contributions to relevant national targets.
- 2.17 It is anticipated that support for the process will be available from Natural England (including at area level), to help ensure join-up with any wider management plan discussions, as well as the National Park and National Landscapes' Nature Recovery Co-ordinators.

Task 4: Final guidance on apportionment process

- 2.18 This task will be to finalise the guidance, taking account of Task 3. This should include lessons learnt from the exercise (with case studies/examples from the National Parks and National Landscapes) and any recommendations for how the Protected Landscape bodies and their local partnerships continue the process beyond completion of this contract.

Summary of outputs required

- 2.19 This contract will require the following outputs:
- a. **Short guidance document** outlining a proposed step-by-step process to calculating individual Protected Landscape contributions to the national targets (Task 1).
 - b. **Amendments to the guidance document** drafted under Task 1 (in light of lessons learnt through testing in two Protected Landscapes, and comments from the wider PL family) and **case study write-ups**.
 - c. **Advice to Protected Landscape bodies and their local partnerships** on implementing the guidance, resulting in tailored 'road maps' or similar setting out the steps and timings for completing the apportionment process in each National Park /

National Landscape (within 18 months of Defra publication of the targets and Outcomes Framework).

- d. **Final guidance.** The report should be written in plain English, using Arial 11 or 12 or an equivalent font size. It should be produced in Word and PDF formats and be fully quality assured. A summary should also be provided in PowerPoint format.

- 2.20 An online presentation to stakeholders (which summarises the result of the work) may also be required. This should be priced as an optional extra.

Meetings

- 2.22 Meetings and key contact points should be built into the tender response, including:

- An inception meeting with the PSG upon contract award. The membership of the PSG will be confirmed, but is likely to comprise Natural England, Defra, the Forestry Commission, representatives from the Protected Landscapes Partnership and representatives from the Protected Landscape bodies. The meeting will confirm the scope of the work and the steps the contractor intends to meet the project requirements.
- A virtual meeting with the PSG during Stage 1 to discuss the draft guidance.
- A second virtual meeting to discuss the results of testing with two Protected Landscapes.
- A final virtual meeting with the PSG during stage 4 to discuss and present the final guidance.
- An online stakeholder presentation (to be confirmed on appointment).

- 2.23 In addition to the above PSG meetings, e-mail or phone liaison with the Natural England Project Manager will take place on an ad hoc basis as the work progresses. The schedule for these progress updates will be agreed at the Project Inception meeting.

3.0 Skills requirements

- 3.1 To cover the work required, we are looking for a professional contractor with the following skills and experience. Please provide evidence to support this:

- Research and analytical skills.
- Knowledge of Protected Landscapes, including National Park/National Landscape Management Plans and their planning/policy context.
- Strong knowledge of the wider policy context – including the Landscapes Review, Environment Act, 25 Year Environment Plan and Environment Improvement Plan 2023.
- Knowledge of landscape monitoring approaches, including State of the Park and State of the AONB reporting in particular.
- Knowledge of landscape character and Protected Landscapes' 'special qualities'.
- Good knowledge of the range of data and information relevant to monitoring environmental change – particularly covering aspects relevant to nature and climate.
- Ability to write clear, concise, and accurate reports.
- Good project management skills and a track record of delivering contracts on time.
- An awareness of the nature of Natural England's and partners' work.
- Ability to find pragmatic, creative and proportionate solutions to complex problems.

4.0 Payment

- 4.1 The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.
- 4.2 The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. A first invoice should be submitted after completion of Stage 2 and a final invoice after completion of Stage 4. Payment will be made once the project manager has reviewed the outputs and deemed them to be satisfactory.
- 4.3 It is anticipated that this contract will be awarded by in early April 2024, with work starting shortly afterwards. The contract is expected to run until October 2024, and will take approximately 90 fee days. 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.

5.0 Evaluation Methodology

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

Technical (quality) – 60%

Commercial (price) – 40%

Evaluation criteria

- 5.2 The 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 proposal	Proposed method/ approach to delivering project aims	Q1 (50% of technical score available)
			Skills, knowledge and experience	Q2 (20% of technical score available)
			Key personnel	Q3 (20% of technical score available)
			Risks and constraints	Q4 (10% of technical score available)
Commercial	40%	Whole cost of the proposed contract	Commercial Model	Q1 (100% of commercial score available)

Technical (60%)

Criteria	Detailed Evaluation Criteria
Q1 Please provide details of your proposed method/approach to delivering the project aims.	To include: <ul style="list-style-type: none"> Proposed timetable. Quality assurance measures.
Q2 Please provide evidence of previous research/analytical skills, knowledge and experience.	To include: <ul style="list-style-type: none"> Details listed under 3.0 Skills Requirements. Detail of two similar projects in scope and complexity, completed in the last five years.
Q3 Please provide details of your key personnel, their roles and contributions to the project.	To include CVs for key staff.
Q4 Please provide details of your understanding of the risks/constraints of this project.	To include a risk assessment and contingencies for ensuring the successful completion of the contract.

5.3 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.
	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.

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

- 5.5 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.

Commercial (40%)

- 5.6 The Contract is to be awarded as a **fixed price** which will be paid according to the completion of the outputs stated in the Specification of Requirements.
- 5.7 Suppliers are required to submit a total cost to provide the outputs 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 output used in the delivery of this requirement.

Calculation Method

- 5.8 The method for calculating the weighted scores is as follows:

Technical

Score = (Bidder's Total Technical Score / Highest Technical Score) x 60% (Maximum available marks)

Commercial

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

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

6.0 Information to be returned

- 6.1 Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.
- 6.2 Please complete and return the following information:
- Separate response submission for each technical question, including the items specified against each one under 'Detailed Evaluation Criteria'.
 - Mandatory Requirements (Annex 1).
 - Acceptance of Terms and Conditions (Annex 2).
 - Commercial Response template.

7.0 Award

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

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

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

Part 1.1 Potential Supplier Information:

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

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

Part 1.2 Contact details and declaration

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

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

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

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

I am aware of the consequences of serious misrepresentation.

Question no.	Question	Response
1.2(a)	Contact name	
1.2(b)	Name of organisation	

Question no.	Question	Response
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)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.</p> <p>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.</p>	

Question no.	Question	Response
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 , 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	(Yes / No) If yes, please provide details at 2.2 (f)

Question no.	Question	Response
	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?	
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 2 Acceptance of Terms and Conditions

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

Note that completion of the terms and conditions themselves are not necessary at this stage. A copy is included with this RFQ for reference only.

Company _____

Signature _____

Print Name _____

Position _____

Date _____

Annex 3: List of targets and indicators in the Protected Landscapes Targets and Outcomes Framework

Yellow highlights indicate those national targets that need to be apportioned.

Targets	Indicators
Thriving Plants and Wildlife	
Target 1: Restore or create more than 250,000 hectares of a range of wildlife-rich habitats within Protected Landscapes, outside protected sites by 2042 (from a 2022 baseline).	<ul style="list-style-type: none"> Extent of wildlife rich habitat created or restored within Protected Landscapes, outside of protected sites
Target 2: Bring 80% of SSSIs within Protected Landscapes into favourable condition by 2042.	<ul style="list-style-type: none"> Percentage of SSSIs within Protected Landscapes in favourable condition
Target 3: 60% of SSSIs within Protected Landscapes assessed as having 'actions on track' to achieve favourable condition by 31 January 2028.	<ul style="list-style-type: none"> Percentage of SSSIs within Protected Landscapes assessed as having 'actions on track' to achieve favourable condition
Target 4: Continuing favourable management of all existing priority habitat already in favourable condition outside of SSSIs (from a 2022 baseline) and increasing to include all newly restored or created habitat through agri-environment schemes by 2042.	<ul style="list-style-type: none"> Extent of priority habitat within Protected Landscapes, outside of protected sites, in favourable management through agri-environment schemes
Target 5: Ensuring at least 65% to 80% of land managers adopt nature friendly farming on at least 10% to 15% of their land by 2030.	<ul style="list-style-type: none"> Percentage of land managers adopting nature-friendly farming on a percentage of their land
Mitigating and adapting to climate change	
Target 6: Reduce net greenhouse gas emissions in Protected Landscapes to net zero by 2050 relative to 1990 levels.	<ul style="list-style-type: none"> The level of greenhouse gas emissions within Protected Landscapes
Target 7: Restore approximately 130,000 hectares of peat in Protected Landscapes by 2050.	<ul style="list-style-type: none"> Extent of peat under restoration in Protected Landscapes
Target 8: Increase tree canopy and woodland cover (combined) by 3% of total land area in	<ul style="list-style-type: none"> Extent of tree canopy and woodland cover in Protected Landscapes

Protected Landscapes by 2050 (from 2022 baseline).	
Enhancing beauty, heritage and engagement with the natural environment	
Improve and promote accessibility to and engagement with Protected Landscapes for all using existing metrics in our Access for All programme.	<ul style="list-style-type: none"> Improve and promote accessibility to and engagement with Protected Landscapes for all using existing metrics in our Access for All programme (see further in the Annex of the published Framework).
Decrease the number of nationally designated heritage assets at risk in Protected Landscapes.	<ul style="list-style-type: none"> Number and percentage of nationally designated heritage assets in Protected Landscapes to be deemed at risk. To separately cover the categories of: <ul style="list-style-type: none"> scheduled monuments registered parks and gardens registered battlefields listed buildings (grade I or II*) protected wreck sites
Additional contextual statistics (note – depends on data availability)	
<ul style="list-style-type: none"> Extent of priority habitat and other habitats within Protected Landscapes 	
<ul style="list-style-type: none"> Total area of land within Protected Landscapes designated at international, national and local level for nature conservation 	
<ul style="list-style-type: none"> Area of woodland within Protected Landscapes under ‘sustainable management’ 	
<ul style="list-style-type: none"> Extent of ancient woodland within Protected Landscapes 	
<ul style="list-style-type: none"> Ecological status of watercourses and water bodies within Protected Landscapes 	
<ul style="list-style-type: none"> Number of Protected Landscape Climate Change Adaptation Plans produced – these can be embedded in, or linked with the Protected Landscape’s Management Plan 	
<ul style="list-style-type: none"> The area, depth, % cover and condition of peatland within Protected Landscapes 	
<ul style="list-style-type: none"> The amount of carbon stored by habitats within Protected Landscapes (tbc) 	
<ul style="list-style-type: none"> Area and % of the Protected Landscape that has accessible green infrastructure (tbc) 	
<ul style="list-style-type: none"> Length of National Trails within Protected Landscapes 	
<ul style="list-style-type: none"> Number of nationally designated heritage assets in Protected Landscapes. To separately cover each of these categories: <ul style="list-style-type: none"> Scheduled Monuments Registered Parks and Gardens Registered Battlefields 	

<ul style="list-style-type: none"> ○ Listed Buildings ○ Protected Wreck Sites
<ul style="list-style-type: none"> • Length of hedgerows and other traditional field boundaries (drystone walls) within Protected Landscapes
<ul style="list-style-type: none"> • Total area of land managed under agri-environment schemes and total value of AES within Protected Landscapes
<ul style="list-style-type: none"> • Area of land under different agricultural land uses within Protected Landscapes and numbers of livestock
<ul style="list-style-type: none"> • Area and distribution of main landcover types within Protected Landscapes
<ul style="list-style-type: none"> • The number of and percent of geological and geomorphological heritage features in SSSIs in favourable or recovering condition
<ul style="list-style-type: none"> • Extent of dark skies within Protected Landscapes
<ul style="list-style-type: none"> • Levels of tranquillity within Protected Landscapes
<ul style="list-style-type: none"> • Characteristics of agricultural businesses within Protected Landscapes (number and size of holdings, number of agricultural workers)
<ul style="list-style-type: none"> • Key socio-economic indicators: <ul style="list-style-type: none"> ○ Population ○ Average age ○ Ethnic group ○ Average earnings ○ Housing affordability ○ Businesses by size and type ○ Levels of deprivation ○ Number of pupils on the school roll (against total capacity)