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Request for Quotation

**Prototyping a centralised system to capture data on projects contributing to the nature recovery network, including detailed spatial data on wildlife-rich habitats being created/restored**

##

## Request for Quotation

**Prototyping a centralised system to capture data on projects contributing to the nature recovery network, including detailed spatial data on wildlife-rich habitats being created/restored**

You are invited to submit a quotation for the requirement described in the specification below.

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

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

Email: raymond.kidd@naturalengland.org.uk

Date: Monday 12th of December

Time: 12:00

Ensure you state the reference number and ‘Final Submission’ in the subject field to make it clear that it is your response.

**Contact Details and Timeline**

Ray Kidd ([raymond.kidd@naturalengland.org.uk](file:///C%3A%5CUsers%5Cm1009428%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CZSVE26UI%5Craymond.kidd%40naturalengland.org.uk)) will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

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| Action | Date |
| Date of issue of RFQ | 21-11-2022 at 12:00 GMT |
| Deadline for clarifications questions | 28-11-2022 at 12:00 GMT |
| Deadline for receipt of Quotation | 12-12-2022 at 12:00 GMT |
| Intended date of Contract Award | 20-12-2022 |
| Intended Contract Start Date | 09/01/2023 |
| Intended Delivery Date / Contract Duration  | 31/03/2023 |

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

###

### Conditions applying to the RFQ

You should examine your response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

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

The supplier by submitting a quotation is deemed to accept the terms and conditions in the RFQ. Failure to comply with the instructions set out in the RTQ may result in the supplier’s exclusion from this procurement.

### Acceptance of Quotations

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

#### Costs

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

#### Mandatory Requirements

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation will not be evaluated. All mandatory requirements are set out in Bravo.

#### Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your quotation with you prior to any award of Contract to clarify matters.

#### Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

#### Conditions of Contract

The terms and conditions [are available online](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/914956/standard-condensed-terms.odt) and will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

#### Specification

The Authority is Natural England. The Authority’s priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: [Natural England](http://www.naturalengland.org.uk/)

**Project Background**

**The Nature Recovery Network (NRN)** will be a single, national network of wildlife-rich places. It will benefit people and wildlife by increasing, improving and joining-up wildlife-rich places across England, stretching from our cities to countryside, mountains to coast. At its core will be sites designated for nature conservation and other existing wildlife-rich places. Additional newly created or restored wildlife-rich habitat connected via wildlife corridors and stepping-stones will help wildlife populations grow and move. It will improve landscape resilience to climate change, provide natural solutions that reduce carbon and manage flood risk, and sustain vital ecosystems that support improved soil, clean water, and clean air. It will reinforce the natural and cultural diversity of our landscapes, help to protect their historic environments, and enable us to enjoy and connect with nature where we live, work and play - benefiting our health and wellbeing.

Collecting data on the creation/restoration of wildlife-rich habitats will be necessary to monitor the development of the NRN and inform national-scale reporting. While data collection exists or is being developed for some national-scale delivery mechanisms (BNG, ELM etc.), many conservation projects sit outside of any systematic national-scale data collection effort. Individual approaches to data collection are already being developed locally, which may result in regional inconsistencies, and present a challenge to national-scale collation/interpretation. The development of a centralised system to capture data from conservation projects and the partner organisations involved in these projects within a common framework is therefore desirable.

**Project description**

The aims of this project are:

1. To develop specific recommendations for a centralised system to capture spatial data on projects contributing to the nature recovery network, including detailed spatial data on wildlife-rich habitats being created/restored. These projects are outside the scope of existing or in-development systematic data collation for national-scale delivery mechanisms (e.g. BNG, ELM).

*Note: a working definition of ‘wildlife-rich habitat’ will be agreed with the NE monitoring and evaluation team in introductory discussion (see Anticipated Project Milestones below).*

1. To construct a working prototype of this system (or parts thereof)

The system should:

* Allow the capture of ‘project-level’ spatial data, with polygons demarcating the boundaries of conservation projects
* Allow the capture of ‘project-level’ attribution data associated with these polygons in a specified framework (see **note on attribution** below)
* Allow the capture of more detailed spatial data, with polygons demarcating where habitats are being, or are planned to be, created/restored
* Allow the capture of attribution data associated with these more detailed polygons in a specified framework (see **note on attribution** below)
* Allow for the direct receipt of spatial and attribution data from organisations which have sufficient capacity/expertise to produce this data themselves (e.g. upload of shapefiles/geodatabases)
* Allow the user-friendly input of spatial and attribution data from organisations which do NOT have sufficient capacity/expertise to produce this data themselves (e.g. ‘drawing in’ polygons and ‘form-style’ addition of associated attribution data)
* Allow project partners to control and update their own data, perhaps via a trusted-user approach to log-in and edit
* Allow project partners to download their own data
* Allow project partners to record progress in their projects from conceptual/planning/commitment stages, through delivery of different stages of intervention (e.g. capital works, ongoing management) to completion, and to record the creation/restoration of wildlife-rich habitats delivered by their projects
* Enable QA of the captured data, both at the point of entry and at a later stage
* Allow the visualisation of the captured data as a map or set of map layers accessible to project partners
* Allow the capture of relevant metadata, including any licensing restrictions
* Handle sufficient volumes of data to allow national-scale data capture
* Allow other contextual datasets to be displayed alongside this data (e.g. Priority Habitat Inventory, Ancient Woodland Inventory)
* ‘Data dashboard’ functionality, the ability to display statistical summaries of the captured data (e.g. total wildlife-rich habitat created) **is desirable, but not a firm requirement**.

Consideration should be given to interoperability with existing and future NE systems. This will be part of initial discussions, and the general direction of development will be agreed with the NE monitoring and evaluation team (see Anticipated Project Milestones, below).

**Data Licensing:**

Consideration should be given to the identification of potential data licensing issues and how they may be addressed at the point of data collection. All data collected by the system should comply with Defra’s policy for open data [https://www.gov.uk/government/publications/defra-open-data-strategy](https://www.gov.uk/government/publications/defra-open-data-strategy%2Ca) and will require a clear indication of suitability for use in any Natural England product published under an Open Government Licence.

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| **Note on attribution:**It is desirable to capture basic information relating to each project contributing to the nature recovery network attached to the project boundary polygon, and specific data on wildlife-rich habitats created/restored, attached to more detailed habitat parcels. In some instances, it may be desirable to attach specific data on wildlife-rich habitats created/restored to line or point geometry rather than polygons (e.g. boundary features such as hedgerows).Basic ‘project-level’ information may include: * The name of the project
* The URL of the project website (if available)
* A description of the project and its aims
* The start and end date of the project
* The current status of the project
* The lead and other partner organisations involved in the project
* Funding organisations, funding mechanisms and funding amounts
* The Natural England area team/s involved in the project
* The name of the ‘parent project’ if this project sits within some larger umbrella
* The URL of the ‘parent project’ website (if available)

More detailed habitat-specific information may include:* The pre-project habitat classification, in an appropriate classification system (to be agreed with the NE monitoring and evaluation team)
* The pre-project habitat quality
* The target habitat classification, in an appropriate classification system (to be agreed with the NE monitoring and evaluation team)
* Start Date of creation/restoration works.
* The status of this intervention (e.g. planned, underway, completed)
* Is on-going management in place?
* Is this creation or restoration?
* The creation/restoration mechanism (e.g. relevant project name). Crucially, this provides a link between the detailed habitat-specific data and the ‘project-level’ data described above. By associating parcels of habitat creation/restoration with a mechanism (i.e. project) it should be possible to aggregate statistics showing the extents and types of habitats being created/restored by specific projects/partners/funds.
* Date of data collection

The attributes listed above are provisional and subject to change. A flexible system that can accommodate changes to the data structure is therefore desirable. |

**Anticipated project milestones**

* Introductory meeting, initial discussions regarding the task (by 20/01/2023)
* Decision taken regarding preferred software platform/general direction of travel, to be agreed with NE NRN monitoring and evaluation team (by 03/02/2023)
* Attribution structure agreed with NE NRN monitoring and evaluation team (by 10/02/2023)
* Outline of process in principle (by 24/02/2023)
* Functional prototype/s developed (by 17/03/2023)
* Iteration of prototype/s in response to feedback from NE monitoring and evaluation team (by end of project)
* Delivery of working prototype/s and associated documents/guidance (see Outputs/Deliverables below) (by end of project)

**Outputs/Deliverables**

1. A concise document clearly detailing the proposed system
2. A functional prototype of the system (or parts thereof) and associated guidance documentation
3. Three online workshops to walk various audiences through the system developed

It is anticipated that this contract will be awarded for a period of 12 weeks to end no later than 31/03/2023. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

**Prices**

Prices must be submitted in £ sterling, inclusive of VAT. The deliverables set out below should be costed separately

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| ***Deliverable*** | ***Price*** |
| *A concise document clearly detailing the proposed system* |  |
| *A functional prototype of the system (or parts thereof) and associated guidance documentation* |  |
| *Three online workshops to walk various audiences through the system developed* |  |

**Quotation Submission**

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

Price – 50%

Quality – 50%

The following quality criteria are weighted in accordance with the importance and relevance

attached to each one.

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| **Quality Criteria** | **Max score** | **Weighting** | **To Include** |
| Experience developing user-friendly interfaces for capturing complex spatial data, particularly habitat/natural environment data | 100 | 40 | Details of projects which demonstrate relevant experience |
| Proposed methodology and approach to collaborating with NRN monitoring and evaluation team | 100 | 60 | Outline of proposed approach to delivering the required outputs |

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| **Score** | **Justification** |
| For a score of hundred (100):   | Excellent - Response is completely relevant and excellent overall.  The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |
| For a score of seventy (70):   | Good - Response is relevant and good.  The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.  |
| For a score of fifty (50):   | Acceptable - Response is relevant and acceptable.  The response provides sufficient evidence to fulfil basic requirements. |
| For a score of twenty (20):   | Poor - Response is partially relevant and/or poor.  The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| For a score of zero (0):   | Unacceptable - Nil or inadequate response.  Fails to demonstrate an ability to meet the requirement. |

**Contract Management**

This contract shall be managed on behalf of the Authority by Ray Kidd (raymond.kidd@naturalengland.org.uk)

The contractor will work collaboratively with Natural England’s NRN monitoring and evaluation team (including local delivery teams) to develop the system. Weekly meetings (~1 hour) are anticipated to discuss progress, share ideas, divide up work, and address issues.

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award. Payment can be made in two instalments, with 25% to be invoiced upon receipt of the inception note, and the remaining 75% to be invoiced upon agreement of the final deliverables.

### 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.

By submitting a quotation you consent to these terms as part of the procurement.

### Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

* make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
* accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
* accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

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

**Protection of Personal Data**

In order to comply with the General Data Protection Regulations 2018 the contractor must agree to the following:

* You must only process any personal data in strict accordance with instructions from the Authority
* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only 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.