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Request for Quotation

Request for Quotation

Continuation of the Spatial Audit of External Partners Habitat Creation/Restoration Activity

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

Your response should be returned to the following email address by: 11-11-2022 at 18:00 BST to Jeff.edwards@naturalengland.org.uk

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

Jeff Edwards will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

Action	Date
Date of issue of RFQ	25 th October 2022
Deadline for clarifications questions	2 nd November 2022
Deadline for receipt of Quotation	11 th November 2022
Intended date of Contract Award	21 st November 2022
Intended Contract Start Date	28 th November 2022
Intended Delivery Date / Contract Duration	31 st March 2023

Glossary

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

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

Conditions applying to the RFQ

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

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

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

Acceptance of Quotations

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

Costs

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

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 attached (Annex 4) 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.

Project Specification

Continuation of the Spatial Audit of External Partners Habitat Creation/Restoration Activity

Introduction

Natural England (NE) is the government's statutory adviser for the natural environment and aim 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](#). We play a vital role in delivering the Government's 25 Year Environment Plan, supporting the Government's ambitions for agriculture, fisheries and the natural environment including the Government's commitment to net zero by 2050. The twin challenges of biodiversity loss and climate change mean Natural England's work is more important now than ever. Our vision is of thriving nature for people and planet. Our ambition is not just to improve nature, but to see it thriving everywhere, because a healthy natural environment is fundamental to everyone's health, wealth and happiness. Natural England's launched an [Action Plan](#) which contains more information on our priorities for the year ahead.

We are aware that our current environmental data holdings (biodiversity, ecosystem and related natural capital) are considered to be fragmented, outdated, of variable quality and expensive to collect and access. This is highlighted in the final report of the Natural Capital Committee that identified the requirement for a comprehensive environmental baseline census focused on measuring the extent and condition of all natural capital assets across England (Helm *et al.*, 2020). Similarly, the recent Dasgupta Review on The Economics of Biodiversity (Dasgupta, 2021) recommended embedding natural capital accounting into environmental decision making to ensure benefits for both people and nature. Finally, the new Environmental Land Management scheme (ELM) will require data to ensure that public funds are delivering both environmental outcomes and value for money.

In July 2020 the Natural Capital Ecosystem Assessment (NCEA) was announced. This programme aims to improve data collection and integration within the UK to enable improved environmental decision making and delivery across government and more widely (Fig. 1). Specifically, the NCEA will:

- Improve understanding of the status and condition of natural capital assets,
- Determine how and why these might be changing;
- Enable action to address pressures on the environment;
- Target interventions (restoration and management) for the greatest benefit;
- Assess the effectiveness of policies.

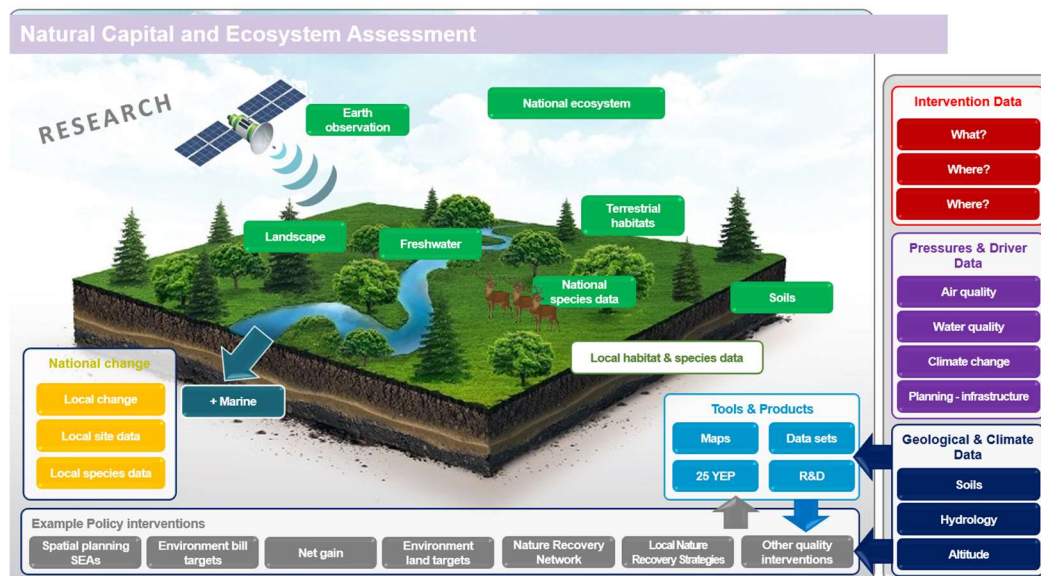


Figure 1. Schematic showing the components of the Natural Capital and Ecosystem Assessment programme. The NCEA will collect data various elements of the environment (green boxes) and combine these with other biophysical data (dark blue boxes). This information will be used to report on the status and change in natural capital assets (yellow and light blue boxes). These changes will be interpreted using data on pressures and drivers (purple and red boxes), together with the effectiveness of policy interventions (grey boxes).

A desired objective of the EBS 2020 was;

“to ensure that the right types of additional habitat is delivered in appropriate places, to contribute to the establishment of more resilient and coherent ecological networks - the types, extent and pattern of priority habitats are all important factors in restoring biodiversity and delivering other ecosystem services”

In 2020 NE published a series of [National Habitat Network Maps](#) which have been used across a wide range of national and local projects to support their work planning future nature recovery. These were developed to help understand how habitat creation was contributing towards meeting the EBS objective. The maps form the key component of the Natural Capital Ecosystem Assessment (NCEA) workstream 1.4 - ‘Opportunity Mapping’ and the outputs of which are intended to inform local decisions regarding the development of [Local Nature Recovery Strategies](#) (LNRs) and the NRNs.

These maps consider how existing priority habitat and habitat creation form network clusters with the habitat creation data being predominantly derived from agri-environment schemes. We are aware that lots of additional habitat creation activity has currently omitted from the maps but is also contributing towards nature recovery. Better spatial data relating to habitat creation and restoration is therefore required to:

- Ensure the National Habitat Network Maps are as comprehensive as possible.
- Inform BNG strategies and future reporting
- Inform the development of the LNRs and the NRN
- Support any other local mapping for nature recovery
- Form a baseline for reporting against the Environment Act, the 25 YEP and the delivery of 30x30 target
- Report on the status and change in natural capital assets more generally and assess the effectiveness of policy interventions

Previous work to develop the HCSA focussed on the England Biodiversity Strategy 2020 (EBS 2020) reporting process which predominantly relied on figures relating to the extent and type of habitats delivered that were supplied by external partners drawn from information relating to national delivery mechanisms e.g. agri-environment schemes (AES), figures by Forestry Commission (FC) and the Environment Agency (EA). Little of this information was backed up by spatial information and therefore it was not possible to ascertain the contribution such activity was making towards nature recovery to reduce habitat fragmentation and/or contribute towards ecological networks. NE has been undertaking work to further develop the spatial database of habitat creation see (Annex 2) and wishes to extend this work,

1 – Project Aims & Objectives for 2021/22

This project seeks to increase the coverage of partner projects included in the Habitat Creation Spatial Audit (HCSA). The HCSA is a collection of GIS spatial data sets of relevant locations (sites and habitats) where activity relating to either habitat creation or restoration is completed, underway or planned. This contract involves investigating and collating additional spatial information as GIS shape file(s) from the following national delivery mechanisms and local partnerships as outlined below.

2 - Project Outputs

The outputs of this contract will be:

Data, Licences & Report

Prior to the final payment the following are to be provided to Natural England at the end of the contract;

- 1 - GIS shape file(s)** in relevant format for NE use identifying locations of habitat creation and restoration activity with relevant attributes as outlined in the common standard data framework.
- 2 - Metadata** relating to all the data collected during the project using the NE template.
- 3 – Licences** – a set of data licences for all the data sets supplied to NE at the end of the contract in accordance with NE guidance (see below).
- 3 – Data Audit** - a record of all the relevant data sets available that were not possible to include with details of the communications with the data holders in relation to a data licence.
- 4 - Report** – A short report outlining the methodologies used and the work undertaken. It should highlight any issues relating to data collation, a gap analysis and a section on potential next steps.

Interim payments may be provided on delivery of agreed milestones according to the proposed payment schedule as outlined in Section 6.

3 - Data Licences Guidance

Natural England aspires to publish our outputs under the Open Government Licence. This can only be done if third party data sources are chosen with care.

Any data used in a Natural England project must be owned by or licensed to Natural England.

You can request to use data and complete some of our contractor licences at <https://www.gov.uk/guidance/how-to-access-natural-englands-maps-and-data#request-data>

If you require data that isn't already licensed to Natural England please use Natural England's standard wording to explain our data licensing requirements [[download](#) and attach a copy remembering to delete the text in blue].

Before the data is used in the project you must have received a licence in Natural England's name and sent it to data.services@naturalengland.org.uk for checking and signing, and been issued with a contractor's licence for you to use it.

The details of any third party data and the processes used to create the derived data should be captured in the Lineage section of the metadata (which is a required output).

Contact data.services@naturalengland.org.uk if you need advice.

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.

Additional Data Licence Guidance

All data contributing towards the HCSA must compile with Defra's policy for open data <https://www.gov.uk/government/publications/defra-open-data-strategy>

Each data set supplied as part of this contract will require a clear indication that the data is compliant to allow the data to be used in any Natural England products published under an Open Government Licence.

Negotiation for use of data by contractors on behalf of Natural England is expected to proceed as follows:

- 1- If the data is derived from a public sector organisation an [Open Government Licence](#) should be used;
- 2- If the organisation is not a public sector organisation, the contractor must determine if the data provider already has a suitable standard data licence that they would normally use to release data, if so, this should be passed to Natural England for review and comment by the Natural England legal team.
- 3- Where a data provider does not have a suitable standard licence the contractor should request a Natural England Standard Third Party Licence for the data provider to sign;
- 4- If the data provider is unwilling or unable to provide data under any of the above conditions the contractor will discuss use of the data with Natural England and whether a bespoke licence can be provided by Natural England for this purpose.

This process may be subject to change according to the latest guidance from Natural England.

All data provided under this contract needs to have accompanying metadata following Natural England's metadata template and the use of a Natural England data tracker is recommended. Any issues relating to licence requirements need to be flagged to Natural England as part of this exercise.

4 - Project Outline

This project seeks to expand the initial GIS spatial data so far acquired. The work involves the collation of additional spatial information as GIS shape file(s) relating to habitat creation and restoration from range of delivery mechanisms, organisations, projects and partnerships as outlined in Tasks 1 to 4 below.

Task 1 – Nature Based Solutions

There are a number of data sets outlined below that are hosted by a range of organisations. These list specific actions or projects that have been implemented in relation to river or floodplain restoration and/or the delivery of nature-based solutions (NbS). There is likely to be a degree of overlap between the information held on each of these sites that may well also overlap with that held on the EA habitat creation data base (see Task 2 below and [EA open data portal](#)). The task is to review all the databases and confirm which of the action types need to be investigated in more detail to determine if they should be added to the audit. There is likely to be a degree of overlap between each dataset with one possibly holding more details than another. After reviewing each of these data sources (listed in Task 1 and 2) it will be important to determine which provides the best information for extraction and inclusion within the HCSA. To determine which sites to select the selection criteria for inclusion should be agreed with NE prior to commencing this work. Once the assessment has been undertaken of all the data sources the task will be to filter out the relevant sites that are suitable for inclusion within the HCSA and extract that data and prepare a GIS shape file for each site with relevant attributes in accordance with the Common Standard Data Framework (Annex 1). It is also important to obtain a data licence to use any of the data where this is not already available in the public domain that is OGL compliant. See section 3 for guidance.

1A - National Rivers Trust

The [National Rivers Trust](#) has provided a database ([NFM database](#)) of projects delivering Defra funded '**Natural Flood Management**' (NFM) under licence to NE for use within the Habitat Creation Spatial Audit. The NFM includes projects funded by Defra **which aimed to:**

1. reduced flood or coastal erosion risk to homes
2. improve habitats and increase biodiversity
3. support and develop partnership working with and between communities
4. contribute to research and development

The task for this contract is to extract relevant data and create polygons for the area of habitat created or restored and to include information as attributes as outlined in the CSDF. (Note: NE already holds a data licence to use this data).

The task, following the review of all the data sources, is to explore the extent of the data available and filter out the relevant sites that are suitable for inclusion within the HCSA. To extract that data and prepare a GIS shape file for each site with relevant attributes in accordance with the Common Standard Data Framework (Annex 1). It is also important to obtain a data licence to use any of the data where this is not already available in the public domain that is OGL compliant. See section 3 for guidance.

1B - CABA

The [CABA database link provides a](#) record of natural flood management assets (small features installed in the landscape to retain water upstream of communities vulnerable to flooding) collated from 79 separate Defra funded NFM projects. The database provides information on the type, location & scale of over 4,000 actions. Similar in nature to the River Trust site the database can be filtered to identify relevant activity against specific sites. The data licence relating to this is here: <https://catchmentbasedapproach.org/caba-hubs-privacy-policy/> and an OGL compliant license request will need to be made to data@therivertrust.org if any sites from the database are identified as being relevant and have so far not already identified within any other database.

The task is to explore the extent of the data available and filter out the relevant sites that are suitable for inclusion within the HCSA. To extract that data and prepare a GIS shape file for each site with relevant attributes in accordance with the Common Standard Data Framework (Annex 1). It is also important to obtain a data licence to use any of the data where this is not already available in the public domain that is OGL compliant. See section 3 for guidance.

1C - River Restoration Centre project register

The River Restoration Trust hosts the [National River Restoration Inventory](#) (NRRI) of over 4,700 projects from across the UK. A [UK projects map](#) provides details, often with more information linked as pdfs, for each project plus a set of [case studies](#) that are not displayed on the map.

The task is to explore the extent of the data available and filter out the relevant sites that are suitable for inclusion within the HCSA. To extract that data and prepare a GIS shape file for each site with relevant attributes in accordance with the Common Standard Data Framework (Annex 1). It is also important to obtain a data licence to use any of the data where this is not already available in the public domain that is OGL compliant. See section 3 for guidance.

1D - Defra

The Defra site '[*Working with natural processes to reduce flood risk*](#)' outlines the development of an [evidence directory](#) relating to the concept of working with natural processes in relation to reducing flood risk. The database includes 65 case studies with pdfs each providing a brief project description identifying the range of activities undertaken. Some project descriptions include reference to habitat creation which may be relevant to the HCSA. The evidence directory pdfs also include a site plan that can provide an outline of the extent and type of habitat created.

The task is to explore the extent of the data available and filter out the relevant sites that are suitable for inclusion within the HCSA. To extract that data and prepare a GIS shape file for each site with relevant attributes in accordance with the Common Standard Data Framework (Annex 1). It is also important to obtain a data licence to use any of the data where this is not already available in the public domain that is OGL compliant. See section 3 for guidance.

1E - JBA Trust

Jeremy Benn Associates Ltd established the JBA Trust in 2011 as an independent charity that supports research and promotes the development of knowledge and skills in environmental risk management, especially in the water environment. One of their projects involved creating a [geo-database of schemes](#) where nature-based approaches to catchment improvement have been deployed with the objective (not necessarily exclusively) of helping to manage flood risk. This database includes over 130 schemes including 'projects on the ground'. For each project information has been collated from the implementing organisations of the details of each project. Each of the mapped point data has a brief description of the works undertaken and a link for more data. Note that the links sometimes refer to either the Defra, or River Restoration Centre case studies so the extent of overlap needs to be determined.

The task is to explore the extent of the data available and filter out the relevant sites that are suitable for inclusion within the HCSA. To extract that data and prepare a GIS shape file for each site with relevant attributes in accordance with the Common Standard Data Framework (Annex 1). It is also important to obtain a data licence to use any of the data where this is not already available in the public domain that is OGL compliant. See section 3 for guidance.

Task 1 – Overall Action Required

Create a list of relevant data sets - All of the above sources of data as outlined plus the EA data (which is available on-line as point data) needs to be reviewed to ascertain if the action includes habitat creation or restoration and whether the type and extent of habitat is suitable for inclusion within the HCSA. A composite list of projects/sites and supporting information should be created in accordance with an agreed template to be designed in association with NE. The list should identify which database/website the data has been extracted from and the licence issues with preference given to using data that is available as open data compliant with OGL. See section 3 for guidance.

Create Spatial Data layer - To prepare a GIS data layer of the project/site boundaries for incorporation into the HCSA along with the relevant information to populate the Common Standard Data Framework as attributes within the GIS shapefile. If insufficient time to available to complete this aspect of the task the focus should be to map the project that are delivering non-woodland habitats and to record on a project registrar the details of the sites delivering areas of new woodland e.g. tree planting or woodland creation as this could be picked up later perhaps by FC.

There is an obvious link to Task 2 below and it may be that much of the information required to complete Task 2 can be found within the information extracted from Task 1. Further information relating to work undertaken with EA will be provided to the successful contractor.

Task 1 - Expected work programme tasks

- Review all the existing on-line databases and associated information on the projects including the shape files created by previous contractors (to be supplied to the successful contractor) to produce a compendium of sites/projects most likely to of delivered habitat creation relevant to the HCSA. The review of EA data base should also be included in this.
- Where there are duplication of sites/projects decide which data source provides the best data in terms of details, accessibility and note the relevant data licence associated with the data
- Systematically review the source data sets and extract the details required and prepare site and habitat boundaries as GIS polygons attributed in accordance with the HCSA SDF
- Determine if there are any EA projects without relevant information available from any of the other data sources and use that as a guide to determine which EA regions need to be contacted as outlined in Task 2.
- In addition to Task 1, to determine which, if any, of the sites/project identified has insufficient information available on-line and identify the relevant organisation will need to be contacted to obtain this information.
- Initiate contact with the relevant organisation to request both the data and a data licence. See section 3 for guidance.
- Review and digitise any additional data received from organisations to complete the data framework

Desired Outcome

A GIS data layer of sites where habitat creation or restoration are underway or completed compatible with the requirements of the HCSA including all metadata and licence details. A licence will be required from the contractor for any derived data created during this work when it is supplied to NE. See section 3 for guidance.

Task 2 - Environment Agency

The task is to contact 8 Environment Agency Offices and work with these teams to convert their point data records into polygon share files, as outlined in the report attached to Annex 2. Point of contract will be given to the successful supplier after the inception meeting.

Environment Agency's Habitat Creation point data is available online [here](#). EA have limited staff resources to support this work. The process for communicating with EA area teams is to filter the data to select out the sites of highest priority and engage with the relevant area team members. The engagement is best undertaken via an interview with the relevant EA local staff member best able to provide the additional details on the location and site boundaries. The contact details for which staff member to contact needs to be agreed with the EA central biodiversity team who will identify the most relevant staff member and provide the contact details. The interviews to discuss individual cases can then be used to prepare the necessary outputs. This system of working is envisaged to be the way forward for the remaining EA data.

Task 2 - Action Required

Subject to the outcomes of Task 1 - to progress, where possible the work with EA to convert their point-based data into polygons. It may be that the information required to complete this task is actually contained in one or more of the data bases outlined Task 1 above. It is therefore important that an overall review of all the data bases is undertaken before engaging with EA staff. A licence will be required from the contractor for any derived data created during this work when it is supplied to NE. See section 3 for guidance.

Task 3 - Back from the Brink Projects

This was an HLF project that finished last year and the [Summary Report - Back From The Brink \(naturebftb.co.uk\)](http://naturebftb.co.uk) was produced which outlines the 19 sub-projects achievements. A spreadsheet of achievements is summarised outlining the capital works undertaken to manage/restore/create 644 hectares of habitat for priority species. Further information is now required to ascertain the extent and types of new habitat delivered that would be suitable for inclusion within the HCSA.

Task 3 - Action Required

To analyse the data provided and identify the projects and organisations most likely to of delivered new habitat pertinent to the HCSA. To make contact with each of the individual lead partners for each project and/or review their reports to get more specifics concerning what data they hold or what additional information they might be able to provide that would be suitable to contribute to the HCSA. Where the organisation holds suitable data to ascertain whether this would be available spatially and to determine if the organisation would be willing to provide their data to NE for use in the HCSA and publication under an OGL. See section 3 for guidance. Where this is not easily accessible as GIS data as shape files it will be part of the project to ascertain the details of the data held e.g. paper maps, pdf reports etc: and prepare a list of data sets with details (to be agreed with NE) to help determine the scale of the task required to access this including whether there are any data licencing issues. Where data can be provided to NE it will be necessary as part of this contract to obtain a data licence. A licence will be required from the successful contractor for any derived data created during this work when it is supplied to NE. See section 3 for guidance.

Task 4 - Water Companies –

There are 7 water companies that need to be contacted to see if they also hold relevant data that might be available for the project to use.

- [Anglian Water](#)
- [Severn Trent Water](#)
- [South West Water](#)
- [Thames Water](#)
- [United Utilities](#)
- [Wessex Water](#)
- [Yorkshire Water](#)

Task 4 - Action Required

To make contact with the organisation and investigate if they have undertaken any habitat creation or restoration activities. To ascertain of the company retains any information relating to the activity and whether this is available spatially and to determine if they would be willing to provide their data to NE for use in the HCSA and publication under an OGL. See section 3 for

guidance. Where this is not easily accessible as GIS data as shape files it will be part of the project to ascertain the details of the data held and prepare a list of data sets available with details (to be agreed with NE) e.g. paper maps, pdf reports etc: to determine the scale of the task required to access this including whether there are any data licencing issues. Where data can be provided to NE it will be necessary as part of this contract to obtain a data licence. A licence will be required from the contractor for any derived data created during this work when it is supplied to NE. See section 3 for guidance.

5 - Data Supply Protocols

The information provided from any of the above should, where possible, be digitised in accordance with the agreed protocols (see below). If the supply of data results in more time being required than allocated within a quote then the raw data must be stored and supplied to NE with a data licence as part of the project. See section 3 for guidance.

The collation of data must use the Common Spatial Data Framework to classify the results. This uses the relevant BAP target definitions in relation to habitat creation ('expansion') and restoration (see Annex 1 for clarification of terminology).

It is important that the boundaries for delivery are included and that the extent shown accords with reporting criteria used to Biodiversity Action Plan actions e.g. 'completed', 'underway' or 'planned'. The commencement date for action is also required if this is available including those that are currently planned where the work is guaranteed to take place.

A standard set of attributes has been developed and this should continue to be used when collecting and digitising data (see Annex 1). The project will need to provide data that is compatible with NE systems to allow easy conversion of existing data and easy entry of additional data sets.

It will be important that priority is given to collating information on sites that make more significant contribution e.g. sites over a certain size (0.5 ha or 1 ha) and relevant to particular habitats e.g. those for which a habitat network exists.

Staff resources should be wisely allocated towards the task of digitisation of data and where insufficient time is available it may be acceptable to identify the site in another way e.g. reference points rather than digitised shape files. All data collected from partners that is not digitised must be provided to NE as an output of this project.

It is important that this data should be available as open data (see section 3 for guidance, and this may need to be flagged as part of the next steps.

6 – Timetable & Payment Schedule

It is anticipated that this contract will be awarded for a period of 4 months to the end no later than end of March 2022. Prices will remain fixed for the duration of the contract award period. The anticipated programme for this project

- 28st November 2022 – Inception meeting
- Monthly Steering Group teleconferences thereafter as required

- 17th March 2023 - Draft report due in digital format via e-mail
- 31st March - Final report due.
- Date to be determined - Presentation and Wash up meeting

Potential Payment Schedule

Milestone	Deliverable	Payment	Due date
Task 1.1 & 1.2 complete	GIS Shapefiles, metadata, licences, data record, outline report.	1 st payment	31/12/22
Task 2 complete	GIS Shapefiles, metadata, licences, data record, outline report.	2 nd payment	15/02/23
Task 3 complete	GIS Shapefiles, metadata, licences, data audit record, outline report.	3 rd payment	28/02/23
Task 4 complete	GIS Shapefiles, metadata, licences, data audit record, draft and final report.	Final payment	31/03/23

7 - Quotation Submission

All quotes need to include sufficient information to allow the submission to be assessed, the criteria for assessing quality will be based on the following;

- Experience of carrying out similar contracts
- Methodology and overall approach
- Key personnel directly involved with this contract.

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

Price – 40%

Quality – 60%

8 - Prices

Prices must be submitted in £ sterling, inclusive of VAT.

Please supply details of price divided according to the specific tasks listed above if possible;

Activity/task		Daily rate exc VAT	Number of days	Total exc VAT
1.1	Nature Based Solutions – review all websites & databases. Clarify & negotiate data licences.			
1.2	Nature Based Solutions – Prepare a GIS data layer with metadata of habitat/site boundaries for incorporation into the HCSA.			
2.	Environment Agency - – Prepare a GIS data layer with metadata of remaining environment agency point-based data into polygons.			
3.	Back from the Brink – analyse the data and identify projects/organizations likely to have delivered new habitat pertinent to HCSA. Contact organisations, obtain data and licence.			

	Clarify any outstanding data licence issues and produce data audit.			
4	Water Companies - Contact specified water companies and investigate if they have undertaken any habitat creation or restoration activities. Determine the suitability of the available data pertinent to HCSA and produce data audit.			
	Total excluding vat			

The following quality criteria are weighted in accordance with the importance and relevance attached to each one.

Please also detail how you will manage any H&S risks.

Quality Criteria	Quality Weighting%	To include:
Approach & Methodology	20%	Please set out, in detail, each element of the intended methodology and how this will be carried out, including the approach, design and analytical strategy. Any required input from Natural England should be outlined, as well as the approach to dissemination and review of the findings. Please ensure your answer covers each Task as outlined in this document
Proposed Staff (inc Pen Portraits) and Contractor's experience/accreditations.	15%	Please provide details of the proposed project team and team structure that you intend to use to deliver this project, including any sub-contractors and/or associates. CVs for all staff should be submitted to support your response and include a table showing the staff days expected to be spent on the project per task, this table should match the staff days in the cost proposal.
Project Management (including project plan)	10%	Please provide project management arrangements including day to day working for the project, the proposed timetable for the project, risk log and mitigation actions. Please include a Gantt chart presenting milestones, deliverables, timelines and inter-dependencies
Quality Assurance	5%	<p>Please provide details of how you intend to quality assure work undertaken as part of this contract and outputs, so that deliverables are provided efficiently, to a high standard, and on time. Your Response must include the following:</p> <p>Details of the strategies, policies or systems you will use to ensure the delivery of the project meets quality requirements and key performance indicators, including work delivered by sub-contractors or through consortium arrangements</p>

		<p>A demonstration of your awareness of the consequences of low-quality data and service for the Authority</p> <p>How you would respond to the Authority if any complaints or concerns about quality were raised</p>
Sustainability – Mandatory	Pass/Fail	<p>As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring Natural England is not contracting with a supplier whose operational outputs run contrary to Natural England's objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project. The successful contractor is likely to be able to provide a copy of their environmental policy and any environmental accreditation schemes.</p>

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 Jeff Edwards, 07500 942389, jeff.edwards@naturalengland.org.uk

The contract will be managed through a small Project Management Group consisting of NE staff and the project staff from the successful consultancy.

There will be at least 4 project meetings as follows

- An inception meeting to confirm understanding of the project, agree details for delivering outputs and the intervening tasks and work programme
- Regular progress meetings at least every 3 or 4 weeks
- Final Presentation and wrap-up

It is anticipated that draft outputs from the tasks will be provided for NE to comment on and that a draft report will be provided for NE to comment on at least 2 weeks before the end of the contract.

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

Invoices would be expected to be issued either on completion of a number of agreed tasks / milestones / output(s) including the draft final report. We do not expect the contractor to issue more than 3 invoices during the period of this contract.

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.

Annex 1 - Common Spatial Data Framework v8



Common Spatial
Data Framework v8.pr

Annex 2 – Report 1 (redacted)



EC_103 NE Spatial
Data Final report 300{

Annex 3 – Report 2



NAT_REP_End of
Project Report for NR

Annex 4 - Conditions



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