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Request for Quotation

##

## Request for Quotation

**Analysis of People and Nature Surveys data**

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:** People\_and\_Nature@naturalengland.org.uk

**Date:** 18th November 2022

**Time:** 12:00pm

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

**Contact Details and Timeline**

Tom Marshall will be your contact for any questions linked to the content of the quote pack or the process. He can be reached via the People\_and\_Nature@naturalengland.org.uk email address. 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 | 1st November 2022 at 12:00 GMT |
| Deadline for clarifications questions | 11th November 2022 at 12:00pm GMT |
| Deadline for receipt of Quotation | 18th November 2022 at 12:00pm GMT |
| Intended date of Contract Award | 25th November 2022 |
| Intended Contract Start Date | 28th November 2022 |
| Intended Delivery Date / Contract Duration  | 4 months (estimated completion 31st 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 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 RFQ 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/).

Fully details of the contract specification are included as Annexe 1 of this RFQ.

It is anticipated that this contract will be awarded for a period of 4 months, 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. Prices must be submitted in an Excel spreadsheet.

**Quotation Submission**

Completed submissions should include the following items:

* evidence that you meet the quality criteria set out in the specification;
* your proposed workplan for the project – including how you will meet the key milestones outlined in the specification;
* your proposed pricing structure – see specification for items to cover (please send this in a separate Excel spreadsheet).

Submissions will be reviewed and then evaluated as set out below:

* each criteria will be given a score from 0 to 100;
* the criteria scores will be weighted to create a final submission score;
* all of the final submission scores will be ranked;
* the field date will be confirmed;
* the agency with the highest weighted score for the chosen field date will be awarded the contract - subject to the terms and conditions within the RFQ.

If the start date of the contract should substantially change, then agencies will be asked for their availability in the order of ranked final submission score.

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%

A detailed breakdown of how the quality criteria will be assessed is included in the table below:

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| --- | --- | --- | --- | --- |
| **Question Number** | **Question** | **Maximum Available Score** | **Weighting % of quality score** | **Maximum length** |
| E01 | **Understanding of Requirements and Demonstration of Familiarity with the People and Nature Surveys** | 100 | 20% | 500 words |
| Please outline your understanding of Natural England’s requirements and demonstrate your familiarity with the People and Nature Surveys and wider research exploring human engagement with nature. |
|  |
| E02 | Outline the **approaches and methodologies** you will use to deliver this contract, giving justification for the methods proposed. The response should include details about the analysis methods that will be used as well as the number of days required for each task.Please include a provisional project plan, including details of how the project will meet the key milestones detailed above. Include a short assessment of risks and dependencies affecting the project including input required from Natural England, and your proposals for how risks will be managed and mitigated.Provide a brief description of how the work will be quality assured prior to submission to Natural England. | 100 | 40% | 1000 words |
| E03 | **Experience of the project team** | 100 | 40% | 800 words (N.B. CVs will be excluded from this word count) |
| Provide details of the project team (including any sub-contractors if appropriate) and the key personnel, with their seniority, who will be involved in delivering the project. You should demonstrate the team’s skills and experience in:* data analysis
* delivering contracts for public sector clients, particularly contracts with an environmental focus.
* producing outputs for publication by public sector bodies.

Please indicate a CV and the number of days each member of the team has allocated on this project. |
| In addition, please provide two (2) examples of your current or previous work within government departments, wider public sector, or equivalent that are similar in subject matter, scope and complexity to this requirement. |
|  |
| **Total**  |  |   | **100%** |  |

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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 Tom Marshall (tom.marshall@naturalengland.org.uk).

The outputs of the contract are included in the specification. Monthly updates should be sent to the contract manager via email.

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 invoiced in two instalments, with 25% of the quoted price 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.

# ANNEXE 1: TENDER SPECIFICATION

1. **Introduction**

The following contract opportunity is for a suitably experienced supplier to carry out analysis of People and Nature Surveys data in four key thematic areas.

1. **Background to the contract**

**Natural England**

[Natural England](https://www.gov.uk/government/organisations/natural-england) is an arms-length body sponsored by Defra. The Natural Environment and Rural Communities (NERC) Act 2006 sets out Natural England's purpose: to ensure that the natural environment is conserved, enhanced and managed for the benefit of present and future generations, thereby contributing to sustainable development. The Act states that this purpose includes:

a. promoting nature conservation and protecting biodiversity

b. conserving and enhancing the landscape

c. Securing the provision and improvement of facilities for the study, understanding and enjoyment of the natural environment

d. promoting access to the countryside, open spaces and encouraging open air recreation

e. contributing in other ways to social and economic wellbeing through management of the natural environment.

Natural England set out its strategic objectives for 2020-2025 in the [Building Partnerships for Nature’s Recovery](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/924682/Natural-England-building-partnerships-for-natures-recovery.pdf) document. One of the five-year aims laid out in the strategy is for

‘people connected to the natural environment for their own and society’s wellbeing, enjoyment and prosperity’. To support this objective, Natural England’s Connecting People with Nature programme identified that its aims in this period include:

* gathering evidence on the barriers to access that prevent people from enjoying Nature, as well as of how enabling access for those who would benefit most will improve the quality of people’s lives, meet health targets and reduce costs for the health service
* using our in-depth People and Nature survey data to understand exactly how people use, and want to use, the natural world to help government shape better policies to reduce inequality and deprivation.

In 2020, Natural England published a new [Science, Evidence and Evaluation Strategy](http://publications.naturalengland.org.uk/publication/5027096999231488), which laid out the organisation’s plan to become an evidence-led organisation, which:

* uses science and evidence to identify strategic opportunities, priorities, and innovation, and act on them
* ensures that the best available evidence is central to all our decision making, delivery, advice and risk assessment
* is a learning organisation that evaluates the outcomes of our actions
* is an organisation that invests in science, evidence and evaluation capability.

**The People and Nature Surveys**

Reflecting these ambitions, Natural England wishes to use insights from the People and Nature Survey about how people engage with the natural environment to support its delivery via 14 area-based teams and to inform policy development nationally and locally through its advice to local authorities, land managers, developers and other partners.

[The People and Nature Surveys](https://www.gov.uk/government/collections/people-and-nature-survey-for-england) are long-term surveys funded and developed by Natural England and Defra and delivered on behalf of the partnership by Natural England since 2020. The surveys monitor how people engage with the natural environment, their environmental attitudes and behaviours and respondents’ views on their local natural environment. These surveys replaced Natural England’s [Monitor of Engagement with the Natural Environment](https://www.gov.uk/government/collections/monitor-of-engagement-with-the-natural-environment-survey-purpose-and-results) (MENE) survey, that ran between 2009 and 2019. The People and Nature Surveys include two main elements, an adult survey and a children’s survey:

*The Adult’s People and Nature Survey for England*

The adult’s survey (known as PaNS) is an annual survey that engages with around 25,000 adults each year through an online panel. The aim of the survey is to collect data that will enable Natural England, Defra and partners (including in other government departments) to:

* Understand how people use, enjoy and are motivated to protect the natural environment.
* Monitor changes in use of the natural environment over time, at a range of different spatial scales and for key groups within the population.
* Understand how being in the natural environment can have an effect on wellbeing.
* Understand environmental attitudes and the actions people take at home, in the garden and in the wider community to protect the environment.

PaNS contributes to the delivery of Natural England’s statutory duties and informs Defra policy, natural capital accounting and helps underpin the 25 Year Environment Plan Indicator Framework.

As of October 2022, the survey has published data from the [first two years of data collection](https://www.gov.uk/government/collections/people-and-nature-survey-for-england#adult-survey-data-) (April 2020-March 2022). An annual report has also been published for [year one](https://www.gov.uk/government/statistics/the-people-and-nature-survey-for-england-data-and-publications-from-adults-survey-year-1-april-2020-march-2021-official-statistics/the-people-and-nature-survey-for-england-data-and-publications-from-adults-survey-year-1-april-2020-march-2021-official-statistics-main-finding) and [year two](https://www.gov.uk/government/statistics/the-people-and-nature-survey-for-england-year-2-annual-report-data-and-publications-april-2021-march-2022-official-statistics-main-findings/the-people-and-nature-survey-for-england-year-2-annual-report-data-and-publications-april-2021-march-2022-official-statistics-main-findings) of the survey.

*The Children’s People and Nature Survey for England*

The children’s survey (known as C-PaNS) provides Natural England with information about how children and young people experience and think about the natural environment. It gathers evidence from children aged 8 -15 years old about their access to, understanding of and engagement with the natural environment, along with nature’s contribution to wellbeing and their pro-environmental behaviours. C-PaNS is delivered annually through two waves of data collection, a school holiday wave in August and a term time wave in September. Each wave involves data being collected from 2,000 children.

Data from the survey is [published annually in November](https://www.gov.uk/government/statistics/the-childrens-people-and-nature-survey-for-england-2021-update), and an [annual report](https://www.gov.uk/government/statistics/the-childrens-people-and-nature-survey-for-england-2021-update/the-childrens-people-and-nature-survey-for-england-2021-update) is published alongside the publication of the data. At the time the RfQ is published, the most recent data is the summer 2021 release, but by the time the contract commences, the summer 2022 release will also be available.

To provide users with access to the data and more information about the surveys, Natural England has developed a [user hub](https://people-and-nature-survey-defra.hub.arcgis.com/), an [online data viewer](https://natural-england.shinyapps.io/People_and_Nature_Data_Viewer/) and a [technical report](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021829/The_PeopleandNature_Survey_For_England_Technical_Report_v2.pdf) which cover all aspects of the two surveys.

1. **Aims of the Contract**

Natural England procures annual reports and specific ad hoc analysis through its existing contract with Kantar. To build on this existing work, Natural England wishes to broaden and deepen the conversation around the existing data by commissioning additional analysis through another contract.

We would like the contractor to carry out a statistically robust, rapid analysis of adults’ survey data across four priority areas, specifically:

* Ethnic minority groups’ engagement with nature;
* How individuals with a disability/health condition engage with nature;
* Environmental attitudes and behaviours;
* Gardening behaviours and actions taken to improve biodiversity in gardens.

In each of these four areas, we require the contractor to analyse multiple questions across the survey to provide a robust and contextualised insight. Natural England will work with the contractor in the early stages of the contract to agree which questions should be analysed and the methods for carrying out the analysis.

More details of the requirement for each of the priority areas can be found below.

Ethnicity questions

Natural England and Defra would like to understand what the survey data collected over the first two years tells us about different ethnic groups’ access to the natural environment and how they experience the environment.

Natural England and Defra would like to explore what is possible with the successful contractor, but we anticipate that the analysis might include:

* Number of visits (if any) by ethnicity;
* Visits vs no visits by ethnicity;
* Reasons for not visiting by ethnicity;
* Of visits, what type of green space was visited by ethnicity;
* Of visits, was it routine or exceptional by ethnicity.

It is particularly important that the analysis is statistically robust for these questions due to the small sample size around some of these cross-tabs.

Disability/Health Conditions Questions

Natural England and Defra would like to understand what the survey data collected over the first two years tells us about the impact of disability/health conditions on engagement with, access to and experience of the natural environment.

Natural England and Defra would like to explore what is possible with the successful contractor, but we anticipate that the analysis might include:

* Number of visits (if any) by disability/health condition compared to the whole population;
* Visits vs no visits by disability/health condition compared to the whole population;
* Reasons for not visiting by disability/health condition compared to the whole population;
* Of visits, what type of green space was visited by disability/health condition compared to the whole population;
* Of visits, was it routine or exceptional by disability/health condition compared to the whole population.

Again, it is particularly important that the analysis is statistically robust for these questions due to the small sample size around some of these cross-tabs.

Attitude questions

Natural England and Defra would like to understand what the two years of survey data shows us about people’s attitudes and behaviours towards the environment. This analysis will mainly be drawn from Module 4 of the survey (environmental attitudes and behaviours).

Natural England and Defra would like to explore what is possible with the successful contractor, but we anticipate that the analysis might include:

* Providing an overall picture of what people’s attitudes are towards the environment;
* Reviewing whether people’s attitudes and behaviours have changed over two years;
* Assessing whether there is a relationship between visits to green space and how it affects their attitude and behaviour towards it;
* Cross tabulations within the data to assess whether there are differences between different groups. Examples are but not limited to age groups, regions and urban vs rural areas.

Gardening Questions

The adult’s survey contains a number of questions about gardening and gardening behaviours. To build on the analysis carried out in the annual reports, Natural England and Defra are interested in a more in-depth analysis of two specific further areas of analysis about gardening behaviours:

* An analysis of gardening questions to understand whether people see gardens as places for nature and whether they do anything to encourage nature in their garden (Questions 59b, 59c, 59d, 60, 61);
* An analysis of gardening questions in relation to perceptions of local areas and engagement behaviours to understand whether people see gardens as a substitute for local green and natural spaces.
* Assessing whether there is a relationship between visits to green space and taking action for nature in their gardens.

Natural England requires the supplier to produce a report outlining the findings of the analysis. The supplier will also be required to present this data to stakeholders from Natural England and the wider Defra group, in both an initial emerging findings format and then a final presentation of findings. In addition to the analysis of data from years 1 and 2 of the survey, Natural England also wishes the supplier to provide the source code/formulae used for the analysis, to enable the People and Nature Surveys team to reproduce the analysis in future years.

1. **Methods**

People and Nature Survey data is published on Gov.uk, and is publicly accessible. No primary research will be required from the contractor. We anticipate that the following activities will be needed to deliver the contract:

* A virtual inception meeting to agree objectives and scope of the work with members of the project steering group;
* Initial consultation with key staff in Natural England and Defra to further define the scope of the analysis (i.e. which questions will be analysed and how the analysis will be carried out);
* Fortnightly project update meetings with the Natural England contract manager to be held via Microsoft Teams;
* Desk-based analysis of the published data;
* An online presentation to discuss findings with the project steering group in advance of producing the final report;
* An online presentation of findings to Natural England and Defra stakeholders.

We require the contractor to adopt appropriate, statistically robust methods to conduct the analysis. In particular, as some of the cross-tabulations may involve small numbers of data points, it is important that the analysis conducted is appropriate for the sample size available.

We welcome suggestions from contractors on the best way to carry out the analysis in a rapid, statistically robust fashion.

1. **Deliverables, Budget and Timetable**

**Deliverables**

Natural England requires the following deliverables to be produced during the course of this contract:

* An inception note produced within two weeks of the contract start date;
* An emerging findings presentation to the project steering group and other relevant stakeholders;
* A draft report, to be submitted for comments from the project steering group prior to drafting the final report;
* A concise final report, produced in a format suitable for publication on Gov.uk. An example report published on [Gov.uk](https://www.ethnicity-facts-figures.service.gov.uk/culture-and-community/culture-and-heritage/visits-to-the-natural-environment/latest) can be found here;
* Code/formulae used for the analysis to enable Natural England to easily reproduce analysis;
* A final presentation of findings to Natural England and Defra stakeholders.

**Budget**

The maximum budget for this contract is £24,999 inc. VAT. Proposals in excess of the maximum budget will not be considered.

**Timetables and milestones**

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| **Activity** | **Proposed Dates** |
| Deadline for receipt of tenders | 18th November 2022 |
| Contract awarded | 25th November 2022 |
| Project inception meeting | w/c 28th November 2022 |
| Presentation of emerging findings | w/c 30th January 2023 |
| Receipt of draft report | 6th March 2023 |
| Agreement of final report | 31st March 2023 |
| Final presentation of findings | TBC – April 2023 |