Ref. CR2023/24/006

REQUEST FOR QUOTATION for the Production of 'mini-explainers' for the Trees Outside of Woodlands Project

**SUPPLIER QUESTIONS & ANSWERS Issue 1, 11 May 2023**

The following are questions received by Forest Research from prospective bidders in relation to this RFQ, together with Forest Research’s responses. Please take due account of these when compiling your quotation.

| **SUPPLIER QUESTION/QUERY** | **FR RESPONSE** |
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| 1. In the specification and scope the RFQ says that the outputs will be used internally - can you expand a bit more in what context this will be? For example is it to be read/viewed by individuals, used in meetings or conferences?
 | All your examples are relevant, and the outputs will not be for internal use only – the commissioned outputs will be published on the FR website. |
| 1. The scope refers to a range of publics - could you expand on what audience you would like to reach? For example specialists or the general public? Professionals / scientists / educationalists / environmentalists / age range - do you anticipate any children or young people in the audiences?
 | We’re assuming you’re asking about the audience for the outputs rather than the groups we’re seeking to understand. The primary audience is the project researchers and policy/practice colleagues who will be using the research to better understand public values. The secondary audience will be others who work in this area. It is possible it could be of public interest but this is not the primary intended audience. |
| 1. Would I need to identify specific stakeholder(s)/ public group(s) I’d like to engage with prior to submitting a bid?
 | It’s not our intention to commission new primary data collection with the public, however we would expect any proposals to specify the relevant communities and the planned approach. |
| 1. Would it be feasible to propose a set figure for the design and illustration of a guidebook specific to the criteria of this study? Or, would a breakdown of costs i.e. initial design process (£), design consultation (£), final design (£) be required?
 | We’re asking for a costed proposal and detail of how the proposal relates to our aims concerning public values around Trees Outside Woodland. |
| 1. Can I confirm that the maximum value for the commission of £30,000 Ex VAT is for provision of up to 3 explainers (i.e not £30,000 per explainer).
 | Yes, it is £30,000 in total for 3 explainers, and applicants can bid to supply part or all of this. |
| 1. I note that the Contracts Finder page states that the contract is not suitable for VCSE’s - is the opportunity only open to academics / UKRI research organisations, and would we be eligible to quote as a registered charity? We have extensive related experience and would greatly value the opportunity to put our case forward.
 | VCSE’s are eligible to apply so long as they are allowed to do fee paying work (the Contracts Finder page has been amended). |
| 1. Under Form of Outputs, the brief says that the final format should follow Government Guidelines, however there is no mention of Video Files or Photography in the Guidelines provided. If we were to pitch a three-part video series or mini-documentary, would this be accessible?
 | Any text or diagrams included in the video should follow Government Accessibility guidelines. We would also ask that all videos should be subtitled or have a subtitled version, and a short text description of the video as a whole. |
| 1. If a Video format like a mini-Documentary or Video Series was pitched, how long would you like them to be? For example, a Short Video Series could be 2-5 minutes per video or a mini Documentary could be up to 20 minutes.
 | The methodology in the proposal (including video length if relevant) should fit the aim of the content and the budget available |
| 1. As part of the service provided by the supplier, are you looking for a creative team to provide and apply their own research and perspective to the final outputs, or will the outputs be showcasing the research and work already done within Forest Research?
 | We’re looking for an understanding of how the arts and humanities have contributed to and capture the range of values held by the public around Trees Outside Woodland. We wouldn’t expect this to be limited to outputs by Forest Research and could include coverage (for example through review) of research available by those inside and outside the creative team. |
| 1. Will the species of trees that the mini-explainers will concern to be selected by the Forestry Commission? i.e. not selected by the successful applicant. Has this already been decided, and would the successful applicant know this as soon as the contract is awarded?
 | If applicants decide to focus on specific species of trees, they will need to decide this and outline it in the proposal. |
| 1. Once the trees are installed, will they be easily accessible from London?
 | This project is not funding tree planting – no trees will be installed. We are looking to fund explainers relating to the public values of trees from arts and humanities perspectives. |