



Department
for Environment
Food & Rural Affairs

www.gov.uk/Defra

Appendix 2 – Call-Off Procedure:

for The Research, Development and Evidence Framework 1

Tender Reference:

Date: 24th July 2023

1.0 Request for Proposal

1.1 The following document is to be used as a Call-Off template to be sent to all

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Version 4.0

LIT 58468

Contractors on a sub-lot by the Project Manager of the Contracting Authority for completion and return in accordance with the Call-Off procedures detailed in the Form of Agreement.

Research, Development and Evidence Framework				
REQUEST FOR PROPOSAL				
Project title:		Review of the implementation of the NPPF PARA 180 (c) on Ancient Woodlands and ancient veteran trees – Additional work		
Call off Reference:		RDE331		
Atamis project ref (if applicable):				
Cost Centre Code (for admin purposes only)				
Date:		24/07/2023		
Contracting Authority (Defra and its arms-length bodies etc)	Defra			
Project Manager:	REDACTED	Phone number:	REDACTED	
Authorized by:	REDACTED	Email:	REDACTED	
Commercial Contact (if applicable):	REDACTED			
Project Start Date		24 th July 2023		
Project Completion Date		25 th August 2023		
For any projects over the direct award threshold, full competition is required (i.e. all contractors on the Sub-Lot are invited to quote).		Direct Award	Y	Mini-comp
Call off from Sub-Lot number		4.1		

Proposal return date:	25 th July 2023
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Evaluation criteria:		
Contractors: Failure to meet any minimum score threshold stated will result in the bid being removed from the process with no further evaluation regardless of other quality or price scores.		
Quality	Weighting	70%
Price	Weighting	30%
Quality Sub-Criteria Weightings: (Indicative only)		
Approach & Methodology	As discussed via email	N/A
Proposed Staff (inc Pen Portraits) and Contractor's experience/accreditations.	As discussed via email	N/A
Project Management (including project plan)	As discussed via email	N/A
Risk:	As discussed via email	N/A
Health & Safety		N/A
Sustainability – Mandatory	<p>The Authority has set itself challenging commitments and targets to improve the environmental economic and social impacts of its estate management, operation, and procurement. These support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at: https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement</p> <p>Within this context, please briefly explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organization's approach for this requirement</p>	

Specification

1. Description of work required – overall purpose & scope (including reporting requirements)

Additional piece of work on top of previous NPPF contract.

Original proposal for Part II.II. Qualitative desk-based analysis of sub-set:

Methodological approach incorporated a desk based review of secondary data. PartII.II output to include:

- Summary of secondary data presented in mini-report
- Draft interview guides
- Preliminary list of interviewees

Proposed revision to above approach:

- Detailed analysis of secondary data presented in **three** (Ancient woodlands, Ancient and veteran trees, Appeals) mini-reports. **Additional** analysis required to address comments in mini-report. This to include:
 - i. Additional queries to be extracted from secondary data not outlined in original brief:
 - 'Did the officer identify ancient woodland or ancient / veteran trees?'
 - 'Did the planning authority or inspector identify any loss or deterioration to ancient woodland and ancient and veteran trees in the application?'
 - 'When the application was refused, was it refused due to impacts on Ancient Woodland?'
 - ii. Presentation of secondary data in flowchart / decision tree format to enable cross referencing of data (e.g. links between consultee advice and eventual officer decision, correlation between process, consultee opinion and outcome) Approach and output detailed below:
 - Microsoft PowerPoint and Excel will be used to generate the flow charts / decision trees which will define the different decision pathways.
 - The flow chart / decision tree will demonstrate the different steps involved in the application process and whether the steps result in an approval or refusal of the application.
 - A dynamic interrogation spreadsheet will be generated with a control sheet at the beginning to enable different users to choose different approval / refusal pathways based on the application planning process.
 - Different control functions will allow users to interrogate different reasons that led to approval or refusal outcome.

Total: £14, 050 (REDACTED)

Original proposal for Part II.III & II.IV. Qualitative desk-based analysis of sub-set:

Methodological approach incorporated 10-15 semi-structured interviews. Part II.III & II.IV output to include:

- Case studies and short report with key findings from interviews

iii. Proposed revision to above approach:

- Two additional interviews with Planning Inspectorate linked. This to include:
 - Modification of existing interview guide
 - Interview (Max. 2) – coordination, conduct and cleaning of transcript
 - Two additional case studies

Total: £3,050 (REDACTED)

We have been able to reduce the amount required for the interviews and case study creation for Task iii (original proposal: £REDACTED) based on the expectation that we can take advantage of the interview guide prepared for the planning officers. We have not been able to fully incorporate the costs into the original uplift request as a significant proportion of the uplift will be required for Tasks i & ii. This is explained further in the Comments Log that Sarah has developed (see attached). In column D, Sarah has attributed each comment to the level of effort required to address them. A significant proportion relate to Task i and ii.

Timescales: We anticipate delivery of draft versions of the above (in addition to the revised mini-reports and original case studies) by 4th August with final versions for sign off by Friday, 25th of August. This latter date reflects the fact that a significant proportion of the project team have holidays in the month of August and so may not have the ability to respond quickly to the next round of comments.

If the above is acceptable, I will have a Gantt available for discussion in our meeting on Tuesday (18th).

2. Required skills / experience from the contractor and staff. Include any essential qualifications or accreditations required to undertake the work.

N/A

3. Proposed program of work and payment table (Detailing specific tasks, key milestones, deliverables & completion date where appropriate)

Task no.	Task and deliverable	Completion date	Payment schedule

4. Risk

Note: This section is to be used to detail any risks or key elements relevant to the project i.e. Programme deliverable dates, workshops or external requirements, data, consultees, stakeholders etc that could impact the success of the project if they are not managed.

N/A

5. Health and Safety Requirements

Note: Only include if high risk activities being undertaken e.g. working at height, near or over water). Do not request RAMS or similar risk assessments are returned with submissions. These should only be requested at contract award.

N/A

6. Further Sustainability Considerations

N/A

2.0 Proposal

- 2.1 The following document is to be used as a Call-Off template to be sent to all Contractors on a sub-lot for completion and return in accordance with the Call-Off procedures detailed in the Form of Agreement.

Research, Development and Evidence Framework 2

PROPOSAL

Contractor's Name: RSK ADAS

Call off Reference: RDE331

Sub-Lot Number:4.1

Date: 24th July 2023

1. Approach & Methodology

Additional piece of work on top of previous NPPF contract.

Original proposal for Part II.II. Qualitative desk-based analysis of sub-set:

Methodological approach incorporated a desk based review of secondary data. PartII.II output to include:

- Summary of secondary data presented in mini-report
- Draft interview guides
- Preliminary list of interviewees

Proposed revision to above approach:

- Detailed analysis of secondary data presented in **three** (Ancient woodlands, Ancient and veteran trees, Appeals) mini-reports. **Additional** analysis required to address comments in mini-report. This to include:
 - iv. Additional queries to be extracted from secondary data not outlined in original brief:
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 - 'Did the planning authority or inspector identify any loss or deterioration to ancient woodland and ancient and veteran trees in the application?'
 - 'When the application was refused, was it refused due to impacts on Ancient Woodland?'
 - v. Presentation of secondary data in flowchart / decision tree format to enable cross referencing of data (e.g. links between consultee advice and eventual officer decision, correlation between process, consultee opinion and outcome) Approach and output detailed below:
 - Microsoft PowerPoint and Excel will be used to generate the flow charts / decision trees which will define the different decision pathways.
 - The flow chart / decision tree will demonstrate the different steps involved in the application process and whether the steps result in an approval or refusal of the application.
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Original proposal for Part II.III & II.IV. Qualitative desk-based analysis of sub-set:

Methodological approach incorporated 10-15 semi-structured interviews. Part II.III & II.IV output to include:

- Case studies and short report with key findings from interviews

vi. Proposed revision to above approach:

- Two additional interviews with Planning Inspectorate linked. This to include:

- Modification of existing interview guide
- Interview (Max. 2) – coordination, conduct and cleaning of transcript
- Two additional case studies

Total: £3,050 (REDACTED)

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Timescales: We anticipate delivery of draft versions of the above (in addition to the revised mini-reports and original case studies) by 4th August with final versions for sign off by Friday, 25th of August. This latter date reflects the fact that a significant proportion of the project team have holidays in the month of August and so may not have the ability to respond quickly to the next round of comments.

If the above is acceptable, I will have a Gantt available for discussion in our meeting on Tuesday (18th).

2. Project Management (inc Project plan). A project plan may be provided as an attachment with your reply (delete if not required)

N/A

3. Proposed Staff who will do the work and briefly state previous relevant qualification/experience. Contractors experience of undertaking similar projects and accreditations (if requested).

N/A

4. Risk

Note: This section is to be used to detail any risks relevant to the project i.e. Programme deliverable dates, data, consultees etc.

N/A

5. Health & Safety (only complete if requested in defined evaluation criteria)

N/A

6. Sustainability (only complete if requested in defined evaluation criteria)

N/A					
7. Cost Proposal <i>Please use day rates, including any applicable discounts, as agreed under the framework contract. A full cost schedule may be attached to support the costs summarised below.</i>					
Task No.	Name	Framework grade	Day rate	No. of Days or part thereof	Cost
		Director	REDACTED	REDACTED	£REDACTED
		Senior Consultant	REDACTED	REDACTED	£REDACTED
		Consultant	REDACTED	REDACTED	£REDACTED
Total Staff Costs				£17,100	
Expenses (please detail type i.e. travel, accommodation etc.)					
Overall Costs					
By signing this form (Insert Contractors Name) agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Research, Development & Evidence Framework 1 Conditions of Contract.					
Contractor Project Manager:					
Signature:					
Date:					

3.0 Order Form

- 3.1 The following document is to be completed by the Contracting Authority and sent to the Contractor for counter signature to form a Call-Off contract.

Research, Development and Evidence Framework 2	
ORDER FORM	
Project title: Review of the implementation of the NPPF PARA 180 (c) on Ancient Woodlands and ancient veteran trees – Additional work Call off Reference: RDE331	

Atamis project ref (if applicable):

Date: 24th July 2023

THE Contracting Authority: Defra, 2 Marsham Street London SW1P 4DF

THE CONTRACTOR: RSK ADAS limited, Spring Lodge, 172 Chester Road, Helsby, Cheshire, United Kingdom, WA6 0AR

[Contracting Authority guidance: This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated [Insert date of issue]. It's issued under the Research Development & Evidence Framework Agreement reference 30210 for the provision of [Insert name of project].

CALL-OFF SUB-LOT: 4.1

CALL-OFF INCORPORATED TERMS The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. Defra Framework Terms and Conditions;
2. Request for Proposal;
3. Proposal;

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF CONTRACT START DATE: 24th July 2023

CALL-OFF CONTRACT EXPIRY DATE: 30th August 2023

CALL-OFF PERIOD: 5.5 weeks

For and on behalf of the Supplier:

For and on behalf of the Buyer:

