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Request for Quotation

**Arts as evidence: Exploring the potential role of arts-based research and practice in developing NE’s evidence base and approach**

**June 2023**

## Request for Quotation

**Arts as evidence: Exploring the potential role of arts-based research and practice in developing NE’s evidence base and approach**

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Please confirm, by email, receipt of these documents and whether you intend to submit a quote or not.

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

Email: [Alexia.Coke@naturalengland.org.uk](mailto:Alexia.Coke@naturalengland.org.uk)

Date: 7 August 2023

Time: 10:00

Ensure you include the name of the quotation and ‘Final Submission’ in the subject field to make it clear that it is your response.

**Contact Details and Timeline**

Dr Alexia Coke will be your contact for any questions linked to the content of the quote pack or the process. Please submit any clarification questions via 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 | 09.06.2023 |
| Deadline for clarifications questions | 04.07.2023 at 19:00 BST/GMT |
| Deadline for receipt of Quotation | 07.08.2023 at 10:00 BST/GMT |
| Intended date of Contract Award | 17.08.2023 |
| Intended Contract Start Date | 04.09.2023 |
| Intended Delivery Date / Contract Duration | 31.03.2024 |

**Section 1: General Information**

### Glossary

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

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| “Authority” | means Natural England who is the Contracting Authority. |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

### Conditions applying to the RFQ

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

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

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

**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.

**Self-Declaration and Mandatory Requirements**

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

**Clarifications**

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

**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 via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

**Conditions of Contract**

The Authority’s standard condensed terms and conditions provided as part of the RFQ (see [Procurement at Natural England - Natural England - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/natural-england/about/procurement)) will be included in any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

**Prices**

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

**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.

Further to the Government’s transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

* Central Contracting Authority’s: £12,000
* Sub Central Contracting Authority’s and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Central Contracting Authority with a publication threshold of £12,000 inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, 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 supplier 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.

**Equality, Diversity & Inclusion (EDI)**

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to:

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

**Sustainable Procurement**

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf

**Conflicts of Interest**

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

Section 2: The Invitation

Specification of Requirements

**Background to Natural England**

Natural England (NE) is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone. Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy. Further information about the Authority can be found at: <https://www.gov.uk/government/organisations/natural-england>.

One of Natural England's five priority Key Performance Indicators is to be evidence-led. There is also increasing emphasis on the potential benefits of interdisciplinary research. This requirement is to explore what arts-based research and practice might contribute to the building of Natural England's evidence base to support nature recovery. Currently Natural England's evidence-gathering and analysis draws on natural science, and to a lesser extent, social science. Research approaches and findings from arts-based research and practice are largely absent.

**Background to the specific work area relevant to this purchase**

The social science team in the Chief Scientist's Directorate is seeking a supplier to:

(a) develop at least 6 informative case studies of how arts-based research and practice have been supported and used by other organisations and partnerships to shape the research process and/or evidence generated, particularly in the field of conservation and science (Stage 1);

(b) classify different arts-based approaches into categories and map them against relevant programmatic work undertaken within Natural England; then use this classification to produce stimuli for the focus groups (Stage 2);

(c) conduct 4 focus groups (each of 2 hours with 6-8 participants per focus group) with Chief Scientist's Directorate staff to explore their perspectives on the potential of integrating arts-based approaches into Natural England's evidence base and approach.

The contract will start by the beginning of September 2023 and will be completed by the end of March 2024.

**Requirement**

Arts-based approaches are now a common, sometimes required, element for evidence generating research proposals. Several major research programmes funded by the UKRI over the past few years have incorporated arts-based approaches to explore issues related to landscape and nature recovery research and decision making ([About - UK Treescapes](https://www.uktreescapes.org/about/), [WetlandLIFE - Research activities](https://defra-my.sharepoint.com/personal/alexia_coke_naturalengland_org_uk/Documents/Migrated%20Data/Other%20social%20science%20inputs/Arts%20as%20evidence%20project/WetlandLIFE%20-%20Research%20activities), [About - Aalert (reading.ac.uk)](https://research.reading.ac.uk/aalert/about/)). This research has shown how artistic and creative practices can offer methods and outputs that generate valid evidence which complement and broaden scientific and environmental evidence and understanding (IPBES, 2022; Edwards et al., 2016; Galafassi et al., 2018).

Its relevance is also increasingly being recognised for policy innovation. For example, Policy Lab in the Cabinet Office, has an eight-year history of testing approaches such as participatory art and design in open policy making. They launched Manifest this year, [our new initiative to evaluate the role of art in policy - Policy Lab (blog.gov.uk)](https://openpolicy.blog.gov.uk/2023/01/18/launching-manifest-our-new-initiative-to-evaluate-the-role-of-art-in-policy/).

Natural England is already embracing creative practices in several ways through its partnerships with other organisations and in its public engagement and communication work. However, the evidence base that NE currently builds upon draws mainly on natural and to a lesser extent social science and economic perspectives. There is less appreciation of the significant contribution arts-based approaches can bring to broadening ways of understanding ecological and human-nature relationships and it has been largely absent from NE’s evidence base.

This project will explore the potential for arts-based research and practice to enhance NE’s evidence base and approach for nature recovery and how this might be accomplished. The research will provide a cutting-edge assessment of the potential for arts-based approaches to broaden and deepen NE’s evidence base and development in light of experience elsewhere. It will also map the opportunities and barriers to realising this potential within NE, and what support might be required to make the most of any such collaborations.

The aim of the research is to broaden thinking on being evidence-led (a key element of NE’s current plan) and what fostering interdisciplinarity might entail, exposing staff to new ways of thinking and doing which could contribute to better understanding of how nature recovery can be supported effectively. The findings will support decision-making on how, where and when to go about bringing in innovative arts-based evidence practices, highlighting what the benefits – and any potential pitfalls -- might be. Specifically, the learning from this project will inform whether to trial the involvement of creatives in evidence processes within NE’s Chief Science Directorate and how to maximise the chance of success of such collaborations.

The proposed research will have three stages:

**Stage 1: Development of case studies with particular focus on conservation and science** where arts-based approaches contributed to shaping the research process and/or evidence generated. This will be achieved by reviewing published resources, and where needed, via online interviews with key actors (academics and creatives). This exploration aims to answer the following (indicative) questions: What role have creatives played within the research/evidence process? What benefits, if any, have been perceived from including the arts and creatives in such processes? What challenges have been faced (by creatives, other researchers, or the project) in incorporating the arts into such processes? What kind of evidence has been produced and how has it been incorporated into existing evidence bases? How are judgements made in terms of quality assurance in terms of arts-based approaches? What mechanisms have been identified for supporting creatives in engaging productively in research and evidence processes?

**Stage 2: Classification of different arts-based approaches** into categories relevant to the types of evidence and related programmatic work undertaken within Natural England (e.g., monitoring of site condition, data mapping, evaluation, landscape character assessments, natural capital assessments, health & well-being measurements, social science, agri-environment research, etc). This process will identify areas where bringing creatives might add to NE’s research and evidence base. Insights will guide the creation of stimuli materials to be used during the focus groups discussions in Stage 3.

**Stage 3: Exploring perspectives of a range of Chief Scientist Directorate (CSD) staff** on the potential for integrating arts-based approaches into NE’s evidence. This will be done though four online focus groups, one for each of NE’s three CSD sub-directorates (Science, Analysis and Evidence) and one which focuses more specifically on either interdisciplinarity and/or current larger research programmes. The discussions will be guided, but not limited, by the following questions: What sorts of methods and techniques identified are most useful, and for what and whom within CSD? What are the opportunities and barriers to engaging with arts-based research within CSD and how might any obstacles identified be overcome? How should arts-based approaches engage with other forms of evidence used within NE? How would success be defined in terms of a successful evidence-focused collaboration with creatives? Are there contexts in which arts-based approaches are less appropriate?

The focus groups will be followed by a webinar and workshop with CSD staff, where findings and analysis from all 3 stages will be presented and tested.

**Expected outputs (deliverables)**

* At least 6 written case studies of previous collaborative research -- each should clearly outline how creatives were involved and the contribution of their work to the evidence base and/or research approach -- and, where feasible, an assessment of the impact of their involvement. The case studies should also address how the creatives were supported to participate and any lessons that can be drawn for facilitating their involvement. The case studies should be of sufficient depth to draw out these points (c. 10 pages per case study to include references and graphics/figures)
* An easily-understood table/graphic that represents the classification of arts-based approaches in relation to NE evidence needs
* Stimuli materials and topic guide(s) for the focus groups
* Initial summary of main findings from the focus groups that identifies synergies and differences between different parts of CSD in terms of potential opportunities and challenges (can be bullet points)
* A webinar-workshop for CSD on initial findings and suggestions
* An internal report that synthesises the findings of the three stages that outlines (a) the potential of arts-based approaches to contribute to NE’s research and evidence; (b) the opportunities and challenges that exist to realise this potential, and (c) what support would be required to facilitate potential involvement of creatives in CSD's evidence processes; the report should also explain and justify the methodologies used, as well as identify any limitations (c. 20-25 pages, plus any appendices)
* A slide pack outlining key findings and suggestions in a visual and easy to communicate format.
* Anonymised data sets (for example, transcripts) for qualitative research in appropriate formats to be agreed with Natural England, advised by the advisory group.

Given the internal focus of the research, it is not expected that the research will lead to any publications.

**References:**

Edwards, D.M., Collins, T.M. and Goto, R., 2016. An arts-led dialogue to elicit shared, plural and cultural values of ecosystems. Ecosystem Services, 21, pp.319-328. Available at: [An arts-led dialogue to elicit shared, plural and cultural values of ecosystems - ScienceDirect](https://www.sciencedirect.com/science/article/abs/pii/S2212041616303540)

Galafassi, D., Kagan, S., Milkoreit, M., Heras, M., Bilodeau, C., Bourke, S.J., Merrie, A., Guerrero, L., Pétursdóttir, G. and Tàbara, J.D., 2018. ‘Raising the temperature’: the arts on a warming planet. Current Opinion in Environmental Sustainability, 31, pp.71-79. Available at: [‘Raising the temperature’: the arts on a warming planet - ScienceDirecthttps://www.sciencedirect.com/science/article/abs/pii/S1877343517300714?via=ihub](https://www.sciencedirect.com/science/article/abs/pii/S1877343517300714?via%3Dihub)

IPBES, 2022. [Methodological assessment of the diverse values and valuation of nature of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services | Zenodo](https://zenodo.org/record/7687931). Balvanera, P., Pascual, U., Christie, M., Baptiste, B., and González-Jiménez, D. (eds.). IPBES secretariat, Bonn, Germany

**Sustainability**

Natural England protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 Year Environment Plan and our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

**Outputs and contract management**

The project will be overseen by an NE project management team within NE with input from an Advisory Group made up of both Natural England stakeholders and ideally external experts in the area. The contractor will meet the project lead, plus others from the project management group if available, every two weeks to discuss progress and any issues faced. The contractor will provide a brief written summary of main points and what was agreed.

The contractors will also attend up to 4 Advisory Group meetings of c. 1.5 hours duration during the course of the project to get advice and feedback on their plans and draft outputs. The NE Project Officer will organise these and will provide a summary of main points and actions after each meeting. The project team will also be on hand to advise and agree the content of research materials at key points (interview guides, consent forms etc.).

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| Task/activity and key outputs | Timing |
| Inception meeting | Early Sep |
| Stage 1: Case study development | Sep-Oct |
| Advisory group meeting 1 | End Sep |
| Milestone A: Case study drafts | End Oct |
| Stage 2: Classification & arts-based approaches to NE needs | Oct-Nov |
| Draft classification table | Mid-Nov |
| Advisory group meeting 2 | Mid-Nov |
| Drafting stimuli for focus groups | Nov |
| Milestone B: Agreed classification table & finalised case studies | End Nov |
| Stage 3: Focus groups | Dec |
| Milestone C: Drafting of focus group summary synthesis | Mid-Jan |
| Advisory group meeting 3 | 2nd half Jan |
| Milestone D: CSD webinar-workshop & finalising summary | End Jan |
| Further analysis & drafting report | Feb-Mar |
| Milestone E: Draft report | End Feb |
| Advisory group meeting 4 | Early Mar |
| Milestone F: Final report & completed slide deck | End Mar |

The contractors will be expected to provide a detailed work plan once the contract is awarded, guided by the above timeline. Please note that there is a requirement for at least one round of feedback and comments on drafts of the case studies, the classification table (or agreed other output for Stage 2), the summary synthesis of focus group findings, the slide pack and the final report. A final version of the report and the slide pack should be submitted by the 31st March 2022. Though there will be some flexibility to adapt to emerging context within this overall timeframe, any delays to this timetable during the contract should be immediately discussed with the Project Officer.

Please note that the contractor will need to fill in an ethics checklist for the research to be considered by NE's ethics committee, although the latter is not necessary if the supplier has adequate ethics processes in place.

The outputs will need to be written in line with good practice guidance on writing and accessibility (see: <https://www.gov.uk/guidance/guidance-and-tools-for-digital-accessibility#designing-accessible-content>). There is also a standard template and guidance on formatting reports which the Authority will make available if needed.

To deliver this contract, we are seeking social scientists who are experienced and knowledgable about culture and arts-based research and practice (for example, researchers from cultural geography, cultural economy and cultural sociology, environmental/geo-humanities and/or social anthropologists), and who also have demonstrable experience and knowledge of qualitative social research skills (including appropriate approaches to analysis).

**Payment**

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

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. For this contract, the expectation will be for three invoices to be submitted after reaching set milestones (see tasks table later), with each of the invoices being for a third of the contract value.

It is anticipated that this contract will be awarded for a period of 7 monthsto end no later than 31/03/2024. 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 writing in advance of any work commencing and may be subject to further competition.

**Evaluation Methodology**

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

Technical – 70%

Commercial – 30%

Evaluation criteria

Evaluation weightings are 70% technical and 30% commercial, the winning tenderer will be the highest scoring combined score.

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| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 50% | Service / Product Proposal | Methodology | 1 Question  Q1 (30% of technical score available) |
| Staff experience and knowledge | 2 Questions  Q2.1 (35% of technical score available)  Q2.2 (10% of technical score available) |
| Research project management | 2 Questions  Q3.1 (15% of technical score available)  Q3.2 (10% of technical score available) |
| Commercial | 50% | Whole life cost of the proposed Contract | Commercial Model | 1 Question  Q4 (50% of commercial score available) |

**Technical (**70**%)**

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

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| Description | Score | Definition |
| Very good | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met. |

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

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| **Methodology** | Detailed Evaluation Criteria |
| Q1.What methodology (research and analysis) and approaches will you use to deliver the requirements of this project.  Responses should not exceed 4 sides of A4, and use Arial font, size 11. | Your response should:  1) Demonstrate a clear understanding of the nature of the requirements.  2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements that includes an outline of appropriate analytical approaches  3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

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| **Staff experience & knowledge** | Detailed Evaluation Criteria |
| Q2.1 Who will be involved in the project and what relevant experience, skills and knowledge do they bring?  Responses should not exceed 3 sides of A4, and use Arial font, size 11. In addition, please include CVs.  Please outline:  the team's past contributions that best evidence their ability to carry out the proposed project  examples of previous outputs (provide links or DOI)  other relevant skills, such as managing research, experience of applied and policy-related research, data management, and writing reports, etc | Your response should demonstrate the team has:   1. Relevant research and analytical experience and skills to deliver this research project to a high standard. 2. Sufficient knowledge and understanding of the contribution of arts research and practice in applied research settings (ideally the conservation sector) 3. Produced high quality, accessible, imaginative and user-friendly outputs, including reports for non-academic audiences |
| Q2.2 How much time will each staff member spend on the project and on which aspects?  Responses should not exceed 1 side of A4, and use Arial font, size 11. | Referring to the tasks/activities outlined, your response should demonstrate:   1. Sufficient time allowed for each stage and task 2. Staff with appropriate level of experience and knowledge involved in each stage and task |

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| **Research project management** | Detailed Evaluation Criteria |
| Q3.1 How will you manage the project to ensure delivery on time and to a high standard, taking into account sustainability considerations, and the following risks: difficulties finding sufficient relevant case studies, engaging with sufficient NE staff within CSD (CSD has c. 500 staff) and/or project continuity in the face of any staff absences?  Responses should not exceed 1 side of A4, and use Arial font, size 11. | Your response should briefly indicate:   1. How the project will be managed, by whom, and what measures will ensure successful delivery. 2. Any sustainability policies your organisation has and how these apply to this project 3. Risks to project delivery and how you would mitigate these |
| Q3.2 What processes and experience do you have in relation to quality assurance, research ethics and data management?  Responses should not exceed 1 side of A4, and use Arial font, size 11. | Your response should briefly demonstrate:   1. Your quality assurance processes and measures 2. Your proposed data management processes 3. Any ethics processes your organisation has and any research ethics considerations that might apply in this project |

**Commercial (**30**%)**

The Contract is to be awarded as a fixed price which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements.

In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against key personnel used in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

* Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x **30%** (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x **70%** (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

**Information to be returned**

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

* completed Commercial Response template
* separate response submission for each technical question (in accordance with the response instructions)
* completed Mandatory Requirements (Annex 1)
* completed Acceptance of Terms and Conditions (Annex 2)

**Award**

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.

The successful supplier will be issued the contract, incorporating their Response, for signature. The Authority will then counter sign.

**Annex 1 Mandatory Requirements**

**Part 1 Potential Supplier Information**

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

**Part 1.1 Potential Supplier Information:**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

**Part 1.2 Contact details and declaration**

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

**Part 2 Exclusion Grounds**

**Part 2.1 Grounds for mandatory exclusion**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. | |
|  | Participation in a criminal organisation. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Corruption. | ((Yes / No)  If yes please provide details at 2.1 (b) |
|  | Fraud. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)  If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

**Part 2.2 Grounds for discretionary exclusion**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Annex 2 Acceptance of Terms and Conditions**

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_