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Request for Quotation

## 

## Request for Quotation

**Specification for the revision of Natural England’s ‘Historic Parkland Handbook’**

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: 21:00 on 09 January 2023

Email: louise.brown@naturalengland.org.uk

Date: 09 January 2023

Time: 21:00

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

**Contact Details and Timeline**

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

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 15-Dec-2022 at 13:00 GMT |
| Deadline for clarifications questions | 06-Jan-2023 at 15:00 GMT |
| Deadline for receipt of Quotation | 09-Jan-2023 at 21:00 GMT |
| Intended date of Contract Award | 13-Jan-2023 |
| Intended Contract Start Date | 16-Jan-2023 |
| Intended Delivery Date / Contract Duration | 28-Feb-2023 |

### Glossary

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

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

### Conditions applying to the RFQ

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

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

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

### Acceptance of Quotations

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

#### Costs

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

#### 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: 'Condensed Terms and Conditions’ (<https://www.gov.uk/government/organisations/natural-england/about/procurement>) 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/)

**Background to Natural England**

Natural England are the government’s adviser for the natural environment in England. We help to protect and restore our natural world. Natural England is an executive non-departmental public body, sponsored by the [Department for Environment, Food & Rural Affairs](https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs).

Our vision is ‘Thriving Nature for people and planet.’ We aim to achieve this through our mission ‘Building partnerships for Nature’s recovery.’ Our priorities for 2020 to 2025 support our mission and the ambitions of the [government’s 25 Year Environment Plan](https://www.gov.uk/government/publications/25-year-environment-plan). We aim for:

* a well-managed Nature Recovery Network across land, water, and sea, which creates and protects resilient ecosystems rich in wildlife and natural beauty, enjoyed by people and widely benefiting society
* people connected to the natural environment for their own and society’s wellbeing, enjoyment, and prosperity
* Nature-based solutions contributing fully to tackling the climate change challenge and wider environmental hazards and threats
* improvements in the natural capital that drives sustainable economic growth, healthy food systems and prospering communities
* evidence and expertise being used by a broad range of partnerships, organisations, and communities to achieve Nature recovery and enable effective regulation and accreditation
* being a values-led organisation that delivers excellent service standards to all partners, organisations and communities engaged in achieving Nature’s recovery.

For more information about our procurement policies please see [Procurement at Natural England - Natural England - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/natural-england/about/procurement)

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

The Farm and Conservation Service (FCS) is a national team that sits within the Greener Farming and Fisheries Operational Delivery directorate. FCS supports Area Teams to deliver Government’s 25 Year Environment Plan and Natural England’s roadmap by co-ordinating and delivering technical advice to the Rural Payments Agency in delivery of Countryside and Environmental Stewardship Schemes.

Within FCS, a small team of historic environment professionals provides expert technical advice on all aspects of operational historic environment delivery. A large component of this advice and support concerns historic parklands and designed landscapes. Although many look natural, they are a product of human management, design and fashion, often over hundreds of years. The resulting layers of history and archaeology have influenced and supported local biodiversity. These complex landscapes require bespoke, integrated management plans that can lead to a better understanding of the site, the issues that it faces, and realising opportunities. The importance of this planning, and the time and resource it requires is not fully understood.   

**Project requirement**

An ‘Historic Parkland Handbook’, developed in-house, underpins our parkland work and advice – though remains in draft. It was based on the Natural England commissioned Defra-funded project undertaken by Cookson & Tickner 2013 (see <https://randd.defra.gov.uk/ProjectDetails?ProjectId=18839>). Associated with this handbook is the ‘Historic Parkland Prioritisation Assessment’ and a template brief for commissioning Parkland Management Plans. These all require revision to reflect changing priorities, e.g. climate change, tree disease, etc.

The four outputs of the project are aimed at Natural England Advisers.

*Note* – this commission does not seek to replicate or update Cookson & Tickner 2013.

*TASK 1: Historic Parkland Handbook*

The draft handbook (attached) requires revision.

The new handbook should be written in such a way as to be clear, concise and engaging to a non-historic environment audience. It should clearly define the process of carrying out a Parkland Management Plan, timescales, risks, realising multi-objective opportunities, and set out clearly and concisely why a Parkland Management Plan is required – including scenarios when we may not carry out a plan, or not engage further with the process and stop the project. As well as outlining the how and why it should also include how to relay these key messages to applicants/agents. The handbook should not be agri-environment scheme specific recognising that, whilst agri-environment schemes are currently the primary delivery mechanism, advisers may be involved in management planning for parklands through a range of mechanisms, e.g. Nature Recovery Network projects.

The model for the handbook is the approach used for peatland restoration:[https://historicengland.org.uk/images-books/publications/peatland-restoration-historic-environment*/*](https://historicengland.org.uk/images-books/publications/peatland-restoration-historic-environment/)

*TASK 2: Fact Sheets*

A series of ‘fact sheets’, or ‘how to’ guides are required to support the Historic Parkland Handbook. Six topics have been identified. Implications, issues, and opportunities should be addressed for each – with the aim of guiding the adviser into what they should be thinking about. Where possible, they each should include where to find out more, and suggest sites that could be used as case studies. (Note – case studies are not required as part of this task.)

Topics:

* implications of multiple ownerships and tenancies
* small and fragmentary parklands (proportional response to parkland planning)
* climate change (future-proofing designed landscapes in a changing climate)
* water features and lakes (water availability and hydrological management)
* tree disease and pests
* nature recovery (increasing biodiversity in a designed landscape)

*TASK 3: Historic Parkland Prioritisation Assessment*

This assessment tool (attached) was developed using the prioritisation criteria outlined in Cookson & Tickner 2013. It is used by Advisers when first approached about a parkland. It helps the Adviser understand the significance and risks associated with a parkland, ultimately assigning a priority to the site being assessed. The resulting priority enables the Adviser and Area Team to assess the availability of resource (time and budget) that would be required in taking forward a parkland. The Excel spreadsheet sits in a central location and is a record of all parklands that have been scored.

The results of the Prioritisation Assessment are to give the parkland a priority score of High / Medium / Low. In its current form this assessment is about enforcing agri-environment scheme eligibility criteria. We are now looking for non-scheme specific guidance and we require a review of the process to assess the priority for funding a particular site in an ideal world. You should ascertain if the process is still fit for purpose. At present, all designated RPGs are regarded as High priority and Advisers are asked to complete the Prioritisation Assessment to better understand significance and vulnerability of the site. Does the current approach place too much weight on designation? Is there a way to identify priority non-designated sites? In addition, vulnerability to the impacts of climate change must be considered as an addition.

The general format of the Assessment should be retained, it should be easy to complete and not require historic environment knowledge.

*TASK 4: Template Brief for Parkland Management Plans*

This is an editable document that sets out the brief in an ‘easy to use’ format for Advisers. Each site is different, and the current format of the Template Brief (attached) provides guidance on how it can be tailored to an individual site, whilst clearly highlighting mandatory content that must be included in every brief.

The revised Template Brief should be in a format that is easy to use, ensuring clarity for the Adviser on how to complete it and what to think about (linking directly to the Historic Parkland Handbook’). It should not refer to agri-environment schemes to ensure it can be used through different funding mechanisms.

**Site visits**

It is not envisaged that site visits will be required to carry out this piece of work.

**Supporting documents**

Contractors submitting a tender for this project will be asked to provide Natural England with:

* a copy of their environmental and sustainability policy
* VAT number
* CVs of the staff and subcontractors contributing to the project
* examples of your past work
* Risk assessments

Contractors should include details of:

* The personnel who will be directly involved with this contract, including brief CVs.
* Proposed methodology for each task.
* Timetable.
* Past experience of carrying out similar work, including experience in commissioning or better still delivering parkland management plans.
* Risk assessment and contingencies for ensuring successful completion of the contract.
* Quality assurance measures.

**Sustainability**

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring Natural England is not contracting with a supplier whose operational outputs run contrary to Natural England’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project. The successful contractor is likely to be able to provide a copy of their environmental policy and any environmental accreditation schemes such as ISO 14001 or EMAS which they have been awarded or are working towards.

1. Operational Sustainability – Explain to Natural England what your organisation is doing to incorporate sustainability within its operations. This may include any details you are able to provide in relation to steps you may be taking to reduce your carbon footprint.
2. Environmental Management – Detail what you will do to assess the environmental impact of completing this project and provide mitigations. Examples may include operational measures to reduce emissions and noise impacts, efficient energy use, efficient use of raw materials and minimisation of waste where possible.
3. Transport – Please explain how your organisation goes about minimising the environmental impact of transport in delivery, particularly emphasising any aspects that could be relevant to the delivery of this contract. This could include the transport distances of materials, promoting green travel plans to site for employees, car sharing, use of minibuses, use of cleaner fuels for transport etc.
4. Raw Materials – How will you manage the potential environmental impacts of any raw materials you intend to utilise. Examples may include:

* Ensuring all products purchased have comprehensive labelling detailing information for safe storage, use and disposal.

1. Packaging/waste – What steps will you take to reduce waste throughout the projects life and how and where will site waste be disposed of?
2. References – Provide references from previous works where sustainability was integrated throughout delivery
3. Local communities – Encourage suppliers to provide information concerning the community impacts associated with the delivery of the contract, so we can assess the socio-economic impact.
4. Please provide details of any carbon reporting currently being undertaken.

**Prices**

Bids must show a fixed price for the project. Prices will remain fixed for the duration of the contract award period. They should follow the below format in providing a breakdown of the overall fixed price against the outputs required.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Output** | **Input (days)** | **Total (excl VAT)** | **Total (incl VAT)** |
| TASK 1: Historic Parkland Handbook |  |  |  |
| TASK 2: Fact Sheets |  |  |  |
| TASK 3: Historic Parkland Prioritisation Assessment |  |  |  |
| TASK 4: Template Brief for Parkland Management Plans |  |  |  |
| **Total** |  |  |  |
| **Grand total** |  |  |  |

**Quotation Submission**

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%

The following quality criteria are weighted in accordance with the importance and relevance

attached to each one:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| Proposed methodology | 25% |
| Past experience of carrying out similar work | 25% |

The contract will be awarded to the supplier who provides the lowest priced quote that in the opinion of the project officer meets the requirements of the specification. This is true even if only one supplier is invited.

|  |  |
| --- | --- |
| **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 project must be completed and invoiced by 28/02/2023. We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

This contract shall be managed on behalf of the Authority by Louise Brown, louise.brown@naturalengland.org.uk / 07880 154238

**Outputs**

*TASK 1: Historic Parkland Handbook* – we require copy and images only and do not require it to be designed into the final product. Text should be provided in MS Word with no macros or embedded graphics. URLs should be provided in full rather than links. High-resolution images should be provided in tiff or jpeg format, preferably at 600 dpi. There should be accompanying captions, and alt text. Images should not include people and must be licenced for use by Natural England for a variety of projects.

*TASK 2: Fact Sheets* – these should be c.800 words. Copy and images to be supplied as per Task 1.

*TASK 3: Historic Parkland Prioritisation Assessment* – this should be presented as an Excel tool. No images are required.

*TASK 4: Template Brief for Parkland Management Plans* – MS Word. No images are required.

### 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.