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Request for Quotation

## 

## Request for Quotation

**Species Evidence Base data gathering- Fungi**

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: 17:00 7/10/2022

Email: [Patrick.shannon-hughes@naturalengland.org.uk](mailto:Patrick.shannon-hughes@naturalengland.org.uk)

Date:7/10/2022

Time: 17:00

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**

Patrick Shannon-Hughes and Jon Webb ([jon.webb@naturalengland.org.uk](mailto:jon.webb@naturalengland.org.uk)) will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email to both contacts 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 | 14-09-2022 at 17:00 BST |
| Deadline for clarifications questions | 3-10-2022 at 17:00 BST |
| Deadline for receipt of Quotation | 7-10-2022 at 17:00 BST |
| Intended date of Contract Award | 14-10-2022 |
| Intended Contract Start Date | 17-10-2022 |
| Intended Delivery Date / Contract Duration | 28/02/2023 |

**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):

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| “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.

Page Break

**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 attached Condensed Terms and Conditions 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/)

**Species Evidence Base**

Currently, species information is scattered, held in the heads of specialists, NGOs, cryptic spreadsheets and many publications. Much information is not available at all e.g., what habitat is a species found in? what are its critical needs? For most practitioners, entertaining the thought of incorporating species recovery is near-impossible without this evidence.

The Species Evidence Base (SEB) will meet these needs by containing novel and useful information on species that can be queried and analysed. It will provide a command of the underlying species evidence, representing the first steps towards holistic species recovery within Natural England’s Nature Recovery Network. It does so by centralising species information in one place in a novel and new way. This Species Evidence Base (SEB) will focus on important species listed in Environment Act targets, notably those associated with the abundance target and the extinction rate target.

This project will serve as a proof-of-concept for a larger project in developing a tool to be used by a wide range of stakeholders. If this pilot proves successful, this project will seek to bring in stakeholders to expand the scope the Species Evidence Base and then develop a website to host SEB, alongside features to assist in extracting and analysis data in the SEB. The first users of this analysis are likely to be Defra, Natural England and other stakeholders like Responsible Authorities, and other Government bodies like the Environment Agency and Forestry Commission.

**Requirement**

We require specialists to gather the data for Fungi that includes 125 species (Species listed in Annex 1). Evidence gathered for each species is split into five categories: Trends, Habitats, Pressures, Climate Change and Actions.  In total there will be approximately 50 fields that need addressing for each species (Provisional fields and parameters list in Annex 2- attached) .

For most fields, there will parameters on what can be entered- either Yes/No or multiple choice based on a range. Supplier will fill out the fields based on their current knowledge and understanding for each species. We do not expect there to be existing evidence for all the fields for all species and expect that supplier will use their expertise and experience of Fungi to provide their best estimate.

A workbook with the fields will be provided for each Category. Fields that cannot be left blank will be indicated. We expect the supplier to fill in as many of the fields as possible for each species. A comments section will be provided on each workbook for the supplier to provide any extra information they think is relevant, but not recorded elsewhere. There will also be a place to record any comments for a species overall.

After the data gathering exercise has been completed, supplier will be required to attend a three-hour online workshop with specialists who have been gathering evidence for other taxa. The workshop will aim to draw out common themes on the challenges of completing the current dataset, future changes, and additions.

Suppliers will also be required to attend a second workshop specifically on the continued development and refinement of actions for improving species abundance to be held in February

We require personnel who can demonstrate a high degree of expertise in Fungi who can draw upon their own knowledge alongside a command of sources of information on Fungi to rapidly find answers to complete fields on the range of species included.

**Outputs**

* Attend initiation meeting in the first week of project commencing. Keep NE project manager up to date on progress
* Completed datasets for Fungi for Trends, Habitats, Pressures, Climate Change and Actions that includes comments on information not captured and explanations for any gaps in data not supplied.
* Attendance on 3 -hour online workshop for evaluating task and next steps
* Attendance on 3 -hour online workshop for developing actions to increase species abundance
* A brief (2 page maximum) evaluation report on

**Skills Required**

* High degree of expertise in Fungi who can draw upon their own knowledge alongside a command of sources of information on Fungi to rapidly find answers to complete fields on the range of species included.
* Confidence to provide answers based on limited evidence to complete dataset
* Excellent organisational skills.
* Excellent time management and project management skills to deliver the contract on time and to a high quality.

It is anticipated that this contract will be awarded tor a period of 4 months to end no later than 28/02/2023 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.

**Evaluation Criteria**

Submissions will be evaluated 50% on cost and 50% on quality of submission.

Cost will be evaluated on two criteria:

1. Price per species completed (including VAT) (80%)
2. Total cost of bid (including VAT) (20%)

Quality will be based on the following criteria:

* Personnel: Experience and qualifications of proposed personnel to undertake task. Including describing their range and depth of knowledge for Fungi. (60%)
* Project plan: Including timeline and risk management for ensuring project is delivered on time and is of high quality (25%)
* Experience: Previous projects of a similar nature where expertise in Fungi and ability to complete project on time is demonstrated (15%)

**Quotation Submission**

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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 Patrick Shannon-Hughes (Patrick.shannon-hughes@naturalengland.org.uk)

This contract will be managed by a project manager withing Natural England. After an initiation meeting, there will be a scheduled online bi-weekly call with the project manager and a NE expert on Fungi. However, if there are no issues a meeting can be replace with a brief update in an email to the project manager to report on progress.

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award. Invoices can be submitted with 50% on submission of draft and 50% upon completion.

### 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.

**Annex 1: List of Species**

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| *Amanita friabilis* |
| *Armillaria ectypa* |
| *Aureoboletus gentilis* |
| *Bankera fuligineoalba* |
| *Battarrea phalloides* |
| *Boletus aereus* |
| *Boletus armeniacus* |
| *Boletus bubalinus* |
| *Boletus declivitatum* |
| *Boletus depilatus* |
| *Boletus fechtneri* |
| *Boletus fragrans* |
| *Boletus immutatus* |
| *Boletus legaliae* |
| *Boletus luridiformis var. discolor* |
| *Boletus luridus var. rubriceps* |
| *Boletus moravicus* |
| *Boletus pinophilus* |
| *Boletus pseudoregius* |
| *Boletus pseudosulphureus* |
| *Boletus rhodopurpureus* |
| *Boletus ripariellus* |
| *Boletus satanas* |
| *Boletus torosus* |
| *Bovista aestivalis* |
| *Bovista paludosa* |
| *Bovista pusilla* |
| *Buchwaldoboletus lignicola* |
| *Buchwaldoboletus sphaerocephalus* |
| *Butyriboletus regius* |
| *Cantharellus amethysteus* |
| *Cantharellus aurora* |
| *Cantharellus cinereus* |
| *Cantharellus ferruginascens* |
| *Cantharellus friesii* |
| *Cantharellus melanoxeros* |
| *Chlorencoelia versiformis* |
| *Chrysomyxa pirolata* |
| *Cotylidia pannosa* |
| *Dentipellis fragilis* |
| *Entoloma bloxamii* |
| *Geastrum berkeleyi* |
| *Geastrum britannicum* |
| *Geastrum campestre* |
| *Geastrum corollinum* |
| *Geastrum coronatum* |
| *Geastrum elegans* |
| *Geastrum floriforme* |
| *Geastrum fornicatum* |
| *Geastrum lageniforme* |
| *Geastrum minimum* |
| *Geastrum pectinatum* |
| *Geastrum quadrifidum* |
| *Geastrum schmidelii* |
| *Geoglossum atropurpureum* |
| *Hericium cirrhatum* |
| *Hericium coralloides* |
| *Hericium erinaceus* |
| *Hohenbuehelia culmicola* |
| *Hydnellum concrescens* |
| *Hydnellum ferrugineum* |
| *Hydnellum sp. Hydnellum Group I* |
| *Hydnellum scrobiculatum* |
| *Hydnellum spongiosipes* |
| *Hygrocybe spadicea* |
| *Hygrophorus pudorinus* |
| *Hypocreopsis lichenoides* |
| *Hypocreopsis rhododendri* |
| *Laxitextum bicolor* |
| *Leccinum albostipitatum* |
| *Leccinum cyaneobasileucum* |
| *Leccinum duriusculum* |
| *Leccinum melaneum* |
| *Leccinum schistophilum* |
| *Leccinum vulpinum* |
| *Lycoperdon atropurpureum* |
| *Lycoperdon decipiens* |
| *Lycoperdon dermoxanthum* |
| *Lycoperdon ericaeum* |
| *Lycoperdon lambinonii* |
| *Lycoperdon mammiforme* |
| *Lycoperdon radicatum* |
| *Lycoperdon umbrinum* |
| *Lyophyllum favrei* |
| *Microglossum olivaceum* |
| *Mycena renati* |
| *Myriostoma coliforme* |
| *Octaviania asterosperma* |
| *Phellodon confluens* |
| *Phellodon melaleucus* |
| *Phellodon niger* |
| *Phellodon sp. Phellodon Group II* |
| *Phellodon sp. Phellodon Group IX* |
| *Phellodon tomentosus* |
| *Phylloporus pelletieri* |
| *Pholiota astragalina* |
| *Piptoporus quercinus* |
| *Podoscypha multizonata* |
| *Poronia punctata* |
| *Porphyrellus porphyrosporus* |
| *Puccinia physospermi* |
| *Puccinia scorzonerae* |
| *Puccinia thesii* |
| *Rubinoboletus rubinus* |
| *Sarcodon sp. 1 (with Fagaceae)* |
| *Sarcodon sp. 2* |
| *Sarcodon joeides* |
| *Sarcodon scabrosus* |
| *Sarcodon squamosus* |
| *Sarcodontia crocea* |
| *Sarcosphaera coronaria* |
| *Stephanospora caroticola* |
| *Strobilomyces strobilaceus* |
| *Tephrocybe osmophora* |
| *Tracya hydrocharidis* |
| *Tremella moriformis* |
| *Tremellodendropsis tuberosa* |
| *Tulostoma brumale* |
| *Tulostoma melanocyclum* |
| *Urocystis colchici* |
| *Urocystis primulicola* |
| Uromyces gentianae |
| *Wakefieldia macrospora* |
| *Xerocomus chrysonemus* |
| *Xerocomus silwoodensis* |