

www.gov.uk/naturalengland

Request for Quotation

**Investigating ecohydrology and exploring opportunities for habitat restoration via re-wetting**

## 

## Request for Quotation

**Investigating ecohydrology and exploring opportunities for habitat restoration via re-wetting**

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 23:59 on Friday 25th November 2022.

Email: sarah.smith@naturalengland.org.uk

Date: Friday 25th November 2022

Time: 23:59

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**

Molly Easton 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 | 09-Nov-2022 at 17:30 GMT |
| Deadline for clarifications questions | 23-Nov-2022 at 17:30 GMT |
| Deadline for receipt of Quotation | 25-Nov-2022 at 23:59 GMT |
| Intended date of Contract Award | 29-Nov-2022 |
| Intended Contract Start Date | 29-Nov-2022 |
| Intended Delivery Date / Contract Duration | 29-Nov-2022 to 31-March-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 RFQ 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 [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/).

**Investigating ecohydrology and exploring opportunities for habitat restoration via re-wetting**

1. **Background to Natural England** 
   1. Natural England 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.
   2. Natural England aims 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.
   3. Through our core programmes, we aim to achieve resilient landscapes and seas, sustainable development, greener farming and fisheries with an emphasis on connecting people with nature for their own and society’s wellbeing, enjoyment and prosperity.
   4. For us, nature encompasses natural beauty, wildlife and the geology that underpins landscape character. Hence, a key part of our work relates to supporting the conservation, enhancement, understanding and enjoyment of England's protected landscapes - National Parks and Areas of Outstanding Natural Beauty. These areas are designated for the exceptional scenic quality of their landscapes - which are the result of centuries of interaction between people and nature
   5. We work with farmers and land managers; business and industry; planners and developers; national and local government; interest groups and local communities to help them improve their local environment.
2. **Background to this work** 
   1. Defra and Natural England are investing over £2.4 million in 12 landscape-scale nature recovery projects across the country, working with partners to conserve and restore nature and adapt to climate change.
   2. The 12 projects are:
      * Somerset Wetlands
      * Purple Horizons
      * Cambridge Nature Recovery
      * Wye Valley, Peak District
      * Wendling Beck, Norfolk
      * G7, Cornwall
      * Tees Estuary Recovering Nature (T.E.R.N), Northumbria
      * The Lost Wetlands, Cheshire to Lancashire
      * Cuckmere and Seven Sisters – Drink-ing the Downs, Sussex and Kent
      * North Pennines Western Scarp, Cumbria
      * Heathland Connections, Thames Solent
      * Bradford and South Pennines, Yorkshire and Humber
   3. These multi-partnership projects take forward the objectives of the Nature Recovery Network (NRN) at scale, including delivering habitat creation and restoration, species recovery, carbon sequestration, clean air and water, and improved access.
   4. These projects are led by Natural England’s area teams, working collaboratively with local partners, and supported nationally. They provide a focal point for nature’s recovery in the chosen areas. They build on and complement other large-scale nature recovery projects at Purbeck in Dorset, Wigan Flashes in Greater Manchester.
   5. The projects will help improve our landscape’s resilience to climate change, enabling species to thrive while supporting livelihoods and the local economy. They will provide natural solutions to reduce carbon emissions, and manage flood risk and enable people to enjoy and connect with nature where they live, work and play – benefiting people’s health and wellbeing.
   6. The projects will demonstrate national delivery of the international commitment to protect at least 30% of land by 2030 (30by30) and help to achieve the Environment Act’s new, legally binding target to halt the decline in species abundance by 2030.
   7. The Heathland Connections projects aim to enhance and create habitat, alongside other objectives, to create ‘biodiversity units’ that could be sold to developers. This will show how biodiversity net gain (BNG), alongside other public and private finance, can support the delivery of the NRN.
   8. Heathland Connections is an ambitious partnership of landowners, foresters, and farmers across over 8,000ha of the western most section of the Surrey Hills AONB (Area of Outstanding Natural Beauty). The project will enhance, restore, and create wildlife-rich habitat across the landscape, with large areas already designated as Thursley, Hankley and Frensham Commons Site of Special Scientific Interest (SSSI), Special Area of Conservation (SAC) and Special Protection Area (SPA), surrounded by heathlands owned by partners keen to work closer together. Currently attracting 30 million visitors annually, aided by its proximity to London and other significant urban areas, the project will also produce and deliver a ‘gold standard’ sustainable recreation plan to not only encourage active travel and improve access and connection to nature, but also find innovative solutions to associated management challenges, such as habitat degradation, disturbance to ground nesting birds, and the emerging threat of more frequent and more devastating wildfires.
   9. As part of Heathland Connections, partners are keen to understand the potential for re-wetting heathland and restoring peatland in order to restore natural, hydrological processes, reduce carbon losses and minimise the impact of wildfires (uncontrolled vegetation fire). At least one third of lowland heathland is wet and occurs on shallow peats or soils with peaty pockets. In common with the rest of the country, natural hydrological processes across this landscape have been highly modified over many centuries, including river and stream deepening and straightening, drainage of peatlands and other wetlands, and loss of groundwater flows as a result of abstraction from aquifers. It is known that the hydrology across the area has been modified and that re-naturalising these processes, with a particular focus on re-wetting drained peatland and other wet habitats, could help to bring about a number of benefits for people and the environment. Note that references to heathland in this document refer to the whole heathland mosaic as relevant, including wet habitats, such as mire, as well as grassland, scrub and such.
   10. The main aim of this project is to understand the hydrological characteristics of the area, improve understanding of peat in the landscape, and to identify priority areas for heathland and peatland restoration.
   11. The objectives are:
       * Carry out a high-level, desk-based hydrological assessment of the project area in order to identify focus areas that are more likely to have been hydrologically modified.
       * Identify and map known and likely presence of peat across the project area.
       * Prepare detailed hydrological mapping and peat mapping for selected areas.
       * Identify priority areas and actions needed to restore more natural hydrological regimes, across landscapes including peatlands, heathlands other semi-natural habitats and watercourses.
       * Develop detailed proposals for habitat restoration projects, based on the priority areas and actions identified above, to be delivered in year two of the project.
3. **Project Scope**

**Phase 1: Desk Study**

* 1. The first phase of the project involves a high-level, desk-based study to gain an overview of the project area as a whole in terms of hydrology and peatland, which will be used to identify areas for more detailed investigation (see Phase 2). The project area is focused on the westernmost part of the Surrey Hills AONB (shapefiles provided). It may also be appropriate to include a buffer around the project area (for example, to incorporate the wider catchment), which should be justified and agreed with the steering group.
  2. The desk-based study should include identification, collation and analysis of relevant existing data and literature. The study should identify and, where possible map:
     + Overall ecohydrological characteristics of the area, including areas where natural hydrological processes are likely to be most heavily modified.
     + Areas of known peat deposits and areas where peat is likely to be present (see below).
     + Areas of uncertainty due to lack of data availability.
  3. A limited amount of data on peat deposits and hydrology is likely to already exist, particularly at designated sites, within the project area. Where this exists, it will be provided by project partners. In order to identify areas where peat is likely to be present, consultants could consider Natural England’s Peaty Soils Location data layer, hydrology, and habitat type.

**Phase 2: Site-specific studies**

* 1. In discussion with the project board, the desk study should be used to identify specific sites for more detailed investigation and mapping. It is anticipated that this will focus on areas most likely to be hydrologically modified and where peat is likely to be present, although practical considerations, such as site access, will also need to be considered.
  2. Each site survey should include an eco-hydrological characterisation of the area and related adjacent land following the Wetland Framework approach (Wheeler et al., 2009), presented in a report with the following sections:
     + Site description (topographical context & wetland description)
     + Hydro-ecology (geology, water sources, surface water, groundwater)
     + Water Supply Mechanisms
     + References
     + Schematic hydrogeological model diagram
     + Map with surface water catchment defined. This should include detail of where the water that feeds the site comes from (all contributions – inflows, groundwater, etc), its origins, and its general chemical composition, i.e. pH ad EC. Details should be provided on the direction and movement of water around and through the site and wider landscape. Additional information on locations of field drains in the catchment should be sought from the Estate / land managers / Environment Agency / Natural England.
  3. Site-specific studies should also include a field survey, including:
     + Mapping of all hydrological features, including springs, seepages, watercourses, drains (including depth) etc.
     + pH/electrical conductivity of all available water features particularly all above ground inflows (pH, conductivity).
     + Nutrient status of water.
     + Broad description of vegetation, using National Vegetation Classification.
     + Topographical survey - produce a topographic map of the site using available data. Obtain available LIDAR data from EA Geomatics Group. If data is not sufficient for purpose, conduct levels survey of sites.
     + Identification of peat deposits, including a map of known or estimated distribution, depth and condition across the site. Consultants will need to agree the final methodology, including sampling strategy and data structure, with Natural England’s England Peat Mapping Project team.
  4. Site-specific surveys also need to include an historic environment assessment, in order to understand the potential effects of changes to hydrology on the historic environment. This should be in line with Annex 5 of the Nature for Climate Peatland Grant Scheme: Restoration Grant, Guide for Applicants (2022).
  5. While the number of areas to be surveyed is to be agreed with the steering group, bids should give an estimation of the number of sites / area that can reasonably be subject to detailed surveys within the project budget.

**Phase 3: Restoration proposals**

* 1. The first two phases should be used to identify priority areas and actions for heathland and peatland restoration. Within these areas, detailed project proposals should be prepared, centred on a naturalised state, so as to realise the landscapes full wetland potential and show how this could be practically achieved. Peatland restoration proposals should be aligned with the requirements and best practice set out in the Nature for Climate Peatland Grant Scheme: Restoration Grant, Guide for Applicants (2022).
  2. Project proposals should include:
     + A description of the likely outcomes, such as vegetation, natural hydrology restored in terms of nutrients, water supplies (and routes of water courses) and water resources, and steps in the process to such a recovery. In addition, it may be useful to consider partial restoration scenarios and likely outcomes.
     + A description of how the restoring land should be managed sustainably.
     + A map showing how the ‘ideal’ restoration could be produced. This should show conditions in terms of likely vegetation and expected water levels. It should show the extent of land that would be likely to be affected by re-naturalised/modified water levels.
     + A map showing practical changes required to achieve restoration, for example channel re-naturalisation, drain blocking/infilling, location of water control structures, changes in water level, sources of pollution, and ‘designed wetland’ features to manage water quality.
     + The final plan should include a schedule of works recommending operations required to address the threats facing the heathland and peatland, and further restore them to good condition. This is likely to include locations where management change is needed off-site to prevent nutrient losses into the site. It should include details of where and how to block or in-fill drainage ditches to rewet the heathland and peatland and to restore a more natural hydrological regime in the catchment. The proposals should identify permissions from relevant statutory bodies that may be required to undertake the works.
     + Identify potential environmental effects of restoration proposals, for example on habitat composition, protected species and surrounding land uses, as well as on the historic environment.
     + A breakdown of anticipated costs for each proposal.
     + Details of how proposals should be monitored.

1. **Project Requirements** 
   1. Natural England would like to commission consultants to deliver a report detailing the following:

* Methodology and findings of the desk-based study of hydrology and peat in the area.
* Methodology and findings of the site-specific surveys including:
  + Eco-hydrological characterisation of the area and related adjacent land
  + Hydrological maps.
  + Map of known and likely presence of peat across the project area.
  + Map of known and estimated peat depth and condition data and for selected sites.
* Map of priority areas for peatland and heathland restoration and a description of how these were identified.
* Series of project proposals for habitat restoration via hydrological re-naturalisation to be delivered in Year two.
  1. All data collected during the project will need to be provided in full, including raw data, GIS shapefiles and metadata (to be formatted in Natural England’s standard metadata templates (template provided)). Data collected during the course of this project will be owned by Natural England and published under the Open Government Licence[[1]](#footnote-2).
  2. It is anticipated this contract will combine desk-based and fieldwork, with each site selected for detailed study to be visited once. Meetings will generally be virtual and it is expected that the successful consultants will make regular contact with the project manager and wider steering group, where appropriate.
  3. It is expected the consultants will hold/attend the following meetings:
     + An inception meeting with the project manager and steering group to finalise the scope of the project, agree milestones and frequency of project updates.
     + A steering group meeting after the desk-based research (phase 1) to discuss progress and agree locations for more detailed site surveys.
     + A steering group meeting to discuss initial ideas regarding project proposals for year two, to sense-check these before they are written up in detail.

1. **Timetable**
   1. PLEASE NOTE – It is anticipated that this contract will run from November 2022 to March 2023, to end no later than 31/03/2023. 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.
   2. An indicative timetable is set out below. Bidders are welcome to suggest an amended timetable, noting the final deadline of end of March 2023. The final timetable will be agreed at the inception meeting.

|  |  |
| --- | --- |
| Inception meeting | November 2022, date to be confirmed once appointed |
| Phase 1: Desk Study | November – December 2022 |
| Steering group meeting to agree locations for site-specific studies | January 2023 |
| Phase 2: Site-specific studies | January – February 2023 |
| Phase 3: Restoration proposals | February - March 2023 |
| Steering group meeting to discuss initial project ideas | February 2023 |
| Regular meetings between consultants and steering group to agree content, direction and progress | To be agreed |

1. **Supplier skill requirements**
   1. To cover the work required, we are looking for a professional contractor with a proven track record of producing ecohydrological studies, as well as peatland and heathland investigations. Proven experience of preparing peatland and heathland restoration plans is required, including experience in lowland areas.
   2. Consultants will be expected to have a proven ability to design and carry out relevant surveys. To be proficient in collating, evaluating and effectively presenting data and findings within reports, maps and presentations, including making good use of GIS.
   3. The following generic skills will also be required for all elements of the work:
      * excellent written skills.
      * the ability to meet tight deadlines whilst maintaining high quality outputs.
      * identifying risks to project delivery and appropriate mitigation measures.
      * the ability to establish good working relationships with the project team (project manager and steering group).
      * Appropriate health and safety protocols, and specific understanding of health and safety issues at peatland and wetland sites.
   4. Suppliers are expected to provide a quote for the full duration of the project (all figures to be ex VAT and inclusive of VAT).

**Prices**

Prices must be submitted in £ sterling, inclusive of VAT. **Please note that the maximum value for this contract is £24,999**. Please ensure you scope your submission so that it is achievable within this upper limit.

**Include a pricing schedule** ensuring that costs can clearly be seen against personnel, travel and subsistence (T&S), materials, other identified costs, and that these link to core activities/tasks. Example below (adapt as appropriate). Please confirm whether your business is VAT registered.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Individual | Number of days | Daily rate excluding VAT | Additional costs incl T&S (please specify) | Total excluding VAT |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| Final total excluding VAT |  |  |  |  |  |
| Final total including VAT (if relevant) |  |  |  |  |  |

**Evaluation Criteria**

Please ensure your response includes the following:

* Proposed methodology.
* Overall cost and breakdown of this (see above).
* Proposed timetable.
* Key personnel who will be directly involved with this contract, their relevant skills and experience.
* Recent experience of carrying out similar contracts.
* Quality Assurance measures.
* Health and Safety.

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

Price – 30%

Quality – 70%

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

attached to each one.

|  |  |  |
| --- | --- | --- |
| Criteria | weighting | To include: |
| 1**. Method**  Proposed methodology to deliver the tasks outlined above. | 35 | Demonstrate an understanding of the key aims and objectives of the project and the required outputs.  Identification of key tasks, with a proposed timeline and milestones.    Outline what tools/expertise are to be used, how evidence will be collected, and how findings will be presented. |
| **2.Experience and skills**  Evidence of experience and expertise in ecohydrological studies. Proven experience of preparing peatland/heathland restoration plans, particularly in lowland areas.  Key personnel, their roles, and contributions to the project. | 30 | List of recent, similar contracts undertaken, including dates. At least one of these should include an overview of the methodology used and the outputs delivered (any resulting reports and mapping should be provided, a link to these, or an explanation provided of why this is not possible).  Names and contact details of at least two referees, for whom you have carried out similar work.  The team structure and projected time allocations for all individuals in days, set against your identified main tasks (to be reflected in the pricing schedule).  CVs for key personnel in your proposed team, setting out their relevant qualifications, skills and experience. |
| **3. Quality assurance and risk** | 5 | Set out quality assurance processes to ensure robust outputs.  Identify project risks and how they will be mitigated.  Set out potential health and safety considerations for site visits and how these will be managed. |
| **Total** | 70 |  |

Criteria 1 to 3 above will be scored as set out in the table below:

|  |  |
| --- | --- |
| **Score** | **Justification** |
| For a score of seventy (70) (maximum): | 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 sixty (60): | 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 forty (40): | 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. |

**Sustainability**

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. a. 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.

b. 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, minimising the environmental impact of transport in delivery, efficient use of raw materials and minimisation of waste where possible.

**Contract Management**

This contract shall be managed on behalf of the Authority by:

* Sarah Smith, Local Nature Recovery Senior Adviser, Thames Solent Area Team, Natural England
* [sarah.smith@naturalengland.org.uk](mailto:sarah.smith@naturalengland.org.uk)
* Telephone: 07464492742

Natural England reserves the right to change the contract manager at any time. If this is the case, consultants will be notified and supplied with the new contact details for the new contract manager.

Natural England will raise a purchase order to cover the cost of the services following contract award.

Please invoice Natural England 50% by end of January 2023 and the remaining 50%, after the work is complete at end of March 2023. As per the terms and conditions referenced above, Natural England aims to pay undisputed invoices within 5 days, in line with the government’s prompt payment policy.

### 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.

**End**

**Appendix One**

Shapefiles can be downloaded of the following:

1. The Heathland Connections project boundary
2. The 5km buffer around the Heathland Connections project boundary
3. The Heathland Connections project boundary with a 5km buffer



**Appendix Two**

Please find a metadata template attached.



1. [Open Government Licence (nationalarchives.gov.uk)](https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/) [↑](#footnote-ref-2)