



[www.gov.uk/naturalengland](http://www.gov.uk/naturalengland)

# Request for Quotation

**Developing an accessible evidence baseline for the G7  
Legacy Project for Nature Recovery in Cornwall.**

**November 2022**

# Request for Quotation

## Data Audit and a Natural Capital Assessment of the G7 Legacy Project for Nature Recovery (G7 LPNR).

Collation and analysis of all data collected for the G7 LPNR. Interpretation to help inform spatial nature recovery, opportunity mapping and long-term measurement against natural capital indicators.

**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:

Email: [laura.guy-wilkinson@naturalengland.org.uk](mailto:laura.guy-wilkinson@naturalengland.org.uk) and [Jodene.Davey@naturalengland.org.uk](mailto:Jodene.Davey@naturalengland.org.uk)

Date: 18<sup>th</sup> December 2022 at 11.59pm

Ensure you state the words 'Final Submission' in the subject field to make it clear that it is your response.

## Contact Details and Timeline

Laura Guy-Wilkinson and Jodene Davey will be your contacts 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	05/12/2022
Deadline for clarification questions	14/12/2022 5pm
Deadline for receipt of Quotation	18/12/2022 11.59pm
Intended date of Contract Award	19/12/2022
Intended Contract Start Date	05/01/2023
Intended Delivery Date	31 <sup>st</sup> 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):

Words/Expression	Meaning
“Authority”	Means Natural England, acting in its capacity as an Arms-Length Body of the Department for Environment, Food and Rural Affairs
“Contract”	Means the contract to be entered into by the Authority and the successful supplier
“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 quotation 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.

## **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 [are available online](#) and 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

## Background to Natural England

Natural England (NE) is the Government's advisor on the natural environment. It provides practical advice, grounded in science, on how best to safeguard England's natural wealth for the benefit of everyone. Natural England's 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: [Natural England](#).

## Background to the G7 Legacy Project for Nature Recovery

The G7 Legacy Project for Nature Recovery (G7 LPNR) was announced by the Prime Minister at the G7 Summit in June 2021, as an ambitious nature recovery project looking to deliver a lasting legacy for nature, climate and people in Mid-Cornwall. Maps can be found in **Annex 1**.

The project is run and delivered by Natural England (NE), in its capacity as an arms-length body of the Department for Environment, Food and Rural Affairs, and Cornwall Wildlife Trust (CWT). Defined as a 5-year project, the aims are ambitious and look to creating new nature rich places, restoring sites, species and landscape and engaging and empowering communities to work with nature for health wellbeing and future resilience. This is a legacy project and is looking to ensure sustainable nature recovery for years – not just the life of the G7 project.

During its first year, G7 LPNR funded 26 projects all of which will contribute to the overall objectives. These projects include social prescribing, marine bycatch reduction research, improved access to nature for communities, habitat restoration, no fence livestock trials and marine mapping. A further 10 projects are currently being funded in the 2<sup>nd</sup> year.

In June 2022, the G7 project aligned with the other 5 landscape-scale Nature Recovery Projects set up by Natural England to drive nature recovery as part of its key shifts in the under the 2021/22 [Action Plan](#) and as part of the commitment in the [25 Year Environment Plan](#).

The G7 LPNR project area is a flagship example of a varied mosaic landscape with a variety of landowners and land use. The projects within G7 LPNR are also extremely varied that hit 10 ambitious outcomes. These are:

1. Improved species resilience
2. Improved and enhanced public access to nature

3. Improved health and wellbeing from nature recovery activities
4. Sustainable jobs created, and income generated from nature recovery
5. Terrestrial and marine habitats and species restored, protected and / or sustainably managed
6. Improved resilience to flooding
7. GHG emissions sequestered or avoided
8. Strengthen public policy relating to nature recovery
9. Secures additional private or public finance
10. Demonstrates ambition and potential for positive transformational change for nature

The G7 LPNR Project Board deemed that the following three outcomes were priority for this piece of work. These are

1. Improved species resilience
2. Improved and enhanced public access to nature
3. Terrestrial and marine habitats and species restored, protected and / or sustainably managed.

## Specification of Requirements

*This section sets out the contract requirements. Suppliers must explain how they will deliver the required outputs within the specified timeframe and to budget. They must further demonstrate that they have the required skills and experience. Information on how this will be evaluated can be found below under Quotation Submission.*

*This is a functional specification (as opposed to a technical specification) which means that NE knows what it wants to achieve from this work but is uncertain about the steps by which it can be achieved. This specification describes the outcomes needed and invites tenders to propose solutions. This approach is intended to make the most of the tenderer's expertise in the field.*

### **The key deliverables for this contract will be:**

#### **1. Accessible evidence baseline**

This product should enable us to interpret the evidence about the ecosystems and species in the G7 area, in terms of the key ecosystem services and ultimately, outcomes. We would like the evidence baseline to bring together the variety of data which is available for the project and interpret it for us.

#### **2. Opportunity mapping, or layers to help with opportunity mapping.**

This is only if budget and time allow. The baseline work is the priority.

Following a workshop held with the G7 LPNR team, 5 ecosystem services were identified as being important in relation to the three priority outcomes above. It is these we would like help to analyse the data against.

Along with a list of quality attributes, processes, interventions and mechanisms for investment, these are as follows:

## **1. Climate mitigation and adaptation**

- a. Soil health
- b. Connectivity of the landscape for resilience to climate change
- c. Woodland
- d. Blue and green carbon sequestration
- e. Sequestration schemes

## **2. Wellbeing**

- a. Access creation and improvement
- b. Social prescribing – blue and green
- c. Nature connection
- d. Community
- e. Volunteer hours

## **3. Water quality**

- a. Restored wetlands and flood plains
- b. Farms managed for water
- c. Nature based solutions

## **4. Flooding**

- a. Healthy catchments
- b. Floodplain restoration
- c. Farm intervention
- d. Sustainable grazing
- e. Hedge management

## **5. Biodiversity / thriving wildlife**

- a. Indicator species? Farmland birds? Species composition? Healthy working habitats?
- b. Soil?
- c. Woodland
- d. Habitat restoration land and sea
- e. Habitat creation land and sea

## **Deliverable 1 – Accessible Evidence Baseline**

We would like this contract to bring together the evidence for the G7 project and create an accessible evidence baseline. This baseline will interpret the data available to present the evidence on the state of the ecosystems and species in the G7 area, and the links to the project's 5 key ecosystem services and 3 outcomes. This will enable the project to understand the data available and what it is telling us about the project area. This baseline needs to be understandable by the project stakeholders and could be interactive (for example an Arc Story Map) to enable the project to make best use of the data going forwards.

A natural capital framework is being used by the Nature Recovery Projects (NRPs) to ensure that nature recovery provides benefits to people and wildlife, and that these benefits are captured. It is important that the evidence baseline uses this framework. We would like the baseline to include information on the state of the

ecosystems in the G7 area – including their quantity, quality, and location, all in terms of the key natural capital services that the project is focusing on (see above). Natural England's [Natural Capital Indicators](#), or [Atlases](#) as well as Natural England's [Natural Capital Evidence Handbook](#) could help with framing this evidence gathering and presenting the evidence.

## **Deliverable 2 – Opportunity Mapping**

If possible, we would also like this project to either create opportunity maps or provide outputs which would inform future opportunity mapping. Opportunity maps will be used to target actions and to understand if activity to restore or create habitats is contributing to the project's key natural capital services and ultimately, our outcomes.

Opportunity mapping should inform locations for delivering key natural capital services, as well as where they may provide multiple benefits. This could be achieved by mapping potential actions, or by finding broader opportunity areas. If opportunity mapping is included in the contract the method can be discussed in more detail at a project inception meeting. We would like suppliers to consider if any products can be delivered which will help with opportunity mapping, or opportunity maps themselves, as well as producing the accessible evidence baseline to a high standard.

## **Data**

There is a variety of evidence which needs to be brought together for the evidence baseline. This includes openly available evidence (for example Water Environment Regulations data (previously Water Framework Directive), data available to contractors through the [Government website](#) and data held by the G7 team in Natural England and Cornwall Wildlife Trust. Other evidence is available through the [LAGAS maps](#). We would like this evidence to be integrated and interpreted so that it is easily understood by the project team.

There may be data we cannot access, and this may be part of Deliverable two's recommendations. For example, there may be spatial data available in LAGAS that is not available to us but may be worthwhile pursuing in later years.

This evidence baseline will also need to interact with the project's monitoring and evaluation programme. The delivery partners in the project have a set of evaluation indicators they will report against. (See Annex 2). These should be considered in the process to develop the natural capital evidence baseline.

A comprehensive list of the data available will be provided on award of contract but informal questions will be taken at any time. Please use Laura Guy-Wilkinson as the first point of contact.



## Timetable

Project Milestone	Detail	Date
Project inception meeting	Meeting to discuss the proposed approach to the project.  The bidder should confirm that they will be availability to attend a project inception meeting during the week highlighted in the next column.	05/01/2023
Project Plan	A project plan is required to be sent to the NE Project Officer, following the Inception Meeting. This will set out in detail the refined methodology setting out key tasks, dependencies and project timeline.	Ideally, within 2 weeks of the inception meeting
<b>Deliverable 1</b>	<b>Accessible Evidence Baseline</b>	Before 31 <sup>st</sup> March 2023
<b>Deliverable 2</b>	<b>Opportunity Mapping (If possible)</b>	Before 31 <sup>st</sup> March 2023

## Contract Management

This contract shall be managed on behalf of the Authority by Laura Guy-Wilkinson

([laura.guy-wilkinson@naturalengland.org.uk](mailto:laura.guy-wilkinson@naturalengland.org.uk))

Fortnightly check ins with the project officer via a MS Teams meeting, phone call or by email to discuss progress and / or any issues will be required from January onwards for the duration of the contract.

Any reports will be clearly presented, concise, written in plain English with a target audience of an educated lay person. Reports will be supplied by email.

It is NE's expectation that all final project reports are published, NE however reserves the right to determine if and how results should be published.

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

Payment will be made in two instalments, with 25% to be invoiced upon receipt of the inception note, and the remaining 75% to be invoiced upon completion of the final deliverables.

## Prices

Prices must be submitted in £ sterling, inclusive of VAT. Prices must be submitted in an Excel spreadsheet. Bidders should note that as a guide the anticipated budget is up to **£24,999.00** inclusive of VAT. This should be used as a guide to give an indication of the depth and breadth of the study and the resources required to complete the work.

It is anticipated that this contract will be awarded for a period of 3 months, to end no later than 31<sup>st</sup> March 2023 Prices will remain fixed for the duration of the contract award period.

## Quotation Submission

Completed submissions should include the following items:

- evidence that you meet the quality criteria set out in the specification.
- your proposed pricing structure (to include name of staff, grade, day rate and total number of days allocated to each task and deliverable).
- your proposed workplan for the project
- Details of anything you need from the G7 project team to enable delivery.

Submissions will be reviewed and then evaluated as set out below:

- each criterion will be given a score from 0 to 100.
- the criteria scores will be weighted to create a final submission score.
- all the final submission scores will be ranked.
- the field date will be confirmed.
- the agency with the highest weighted score for the chosen field date will be awarded the contract - subject to the terms and conditions within the RFQ.

If the start date of the contract should substantially change, then agencies will be asked for their availability in the order of ranked final submission score. We will award this contract in line with the most economically advantageous tender. Suppliers will be scored on price and quality:

- Price – 50%
- Quality – 50%

A detailed breakdown of how the quality criteria will be assessed is included in the table below:

Question Number	Question	Maximum Available Score	Weighting %	Maximum length
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E01	<p><b>Understanding of Natural England's requirement</b></p> <p>Outline your understanding of Natural England requirements in this specification</p>	100	15%	500 words
E02	<p>Outline the <b>approaches</b> you will use to deliver this contract, giving justification for the methods proposed if they differ from those detailed in the specification above.</p> <p>Please include a provisional project plan, including details of how the project will meet the key deliverables.</p> <p>We would also ask that you allocate the number of days to the delivery of each task and deliverable.</p> <p>Include a short assessment of risks and dependencies affecting the project including input required from Natural England, and your proposals for how these will be managed and mitigated.</p> <p>Provide a brief description of how the work will be quality assured.</p>	100	50%	1200 words
E03	<p><b>Experience of the project team</b></p> <p>Provide details of the project team and the key personnel. You should demonstrate the team's skills and experience in:</p> <ul style="list-style-type: none"> <li>• Data interpretation and analysis</li> <li>• Opportunity mapping</li> <li>• Natural Capital indicators and assessment</li> </ul> <p>In addition, please provide an example of your current or previous work similar in subject matter or scope to this requirement.</p>	100	35%	800 words (N.B. CVs will be excluded from this word count)

<b>Total</b>			<b>100%</b>	
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<b>Score</b>	<b>Justification</b>
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.

## 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

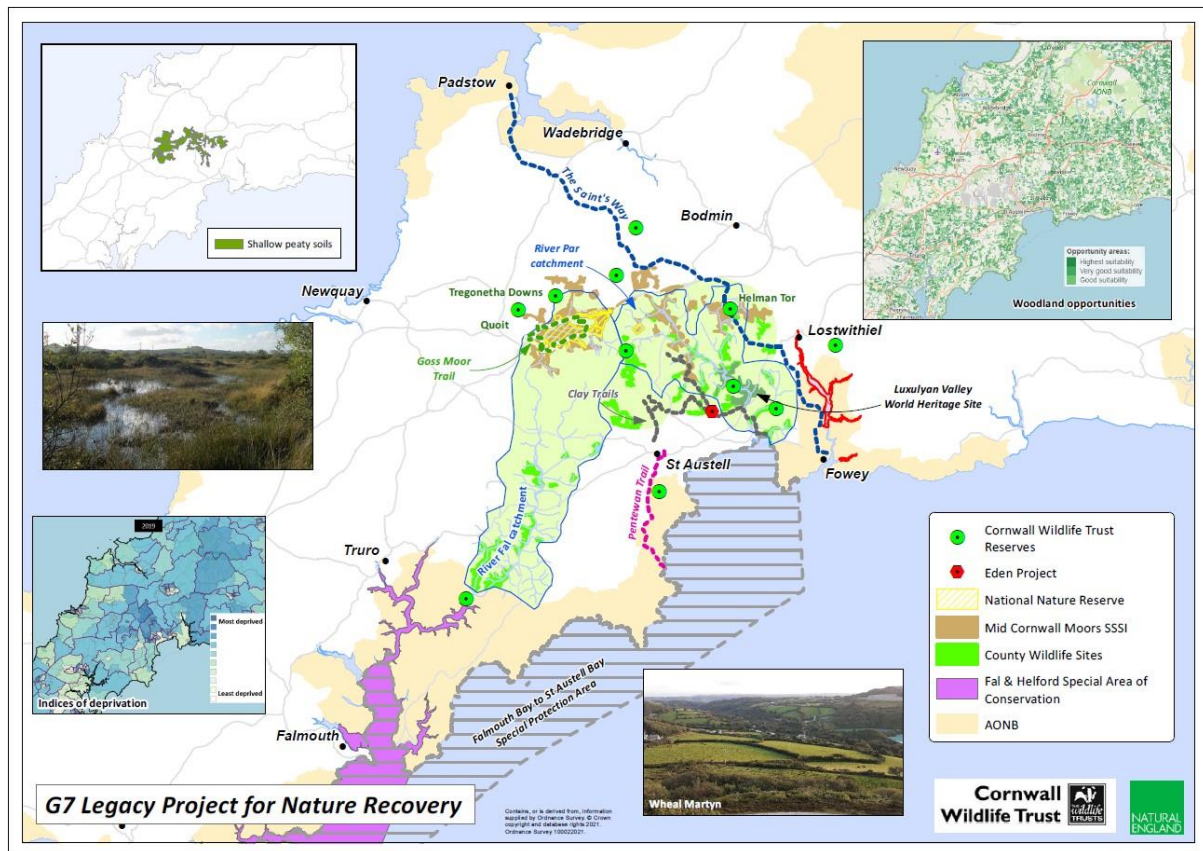
For the purposes of the Regulations the Authority is the data processor.

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

### Maps of G7



G7 Legacy Project  
OS detail.pdf



G7 Legacy Project  
aerial photo 110.pdf

## Annex 2

### Evaluation Indicators



Progress against  
evaluation indicator