

www.gov.uk/naturalengland

Request for Quotation

## 

## Request for Quotation

**Place Based Decision Making for Natural Capital – Improving communication of summary outcomes**

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:** [**tara.hooper@naturalengland.org.uk**](mailto:tara.hooper@naturalengland.org.uk)

**Date: Sunday 4th September**

**Time: 1159 hrs**

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**

Tara Hooper - Principal Specialist Marine Natural Capital will be your primary contact for any questions linked to the content of the quote pack or the process ([tara.hooper@naturalengland.org.uk](mailto:tara.hooper@naturalengland.org.uk)).

A secondary contact in Tara’s absence is Flora Cassels, Stakeholder Engagement Manager – [flora.cassels@naturalengland.org.uk](mailto:flora.cassels@naturalengland.org.uk)

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 | 25 07 2022 |
| Deadline for clarifications questions | 19 08 2022 at 1700hrs (BST) |
| Deadline for receipt of Quotation | 04 09 2022 at 1159hrs (BST) |
| Intended date of Contract Award | 09 09 2022 |
| Intended Contract Start Date | 15 09 2022 |
| Intended Delivery Date / Contract Duration | 15 09 2022 to 31 03 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 Natural England Standard Condensed Terms and Conditions[[1]](#footnote-2) 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: <https://www.gov.uk/government/organisations/natural-england>.

1. **About Natural England**

Natural England (NE) is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone. Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy.

1. **Project Background: Marine Natural Capital and Ecosystem Assessment**

The marine Natural Capital and Ecosystem Assessment programme (mNCEA)[[2]](#footnote-3) is Defra’s flagship 3-year research and development programme that will provide a robust evidence base, suite of tools and a framework where ecological, societal, and economic information is brought together in a holistic way.

Better data and evidence are required so that government and society can:

* Understand our natural capital, how and why it is changing.
* Tackle pressures on the environment and the drivers of change.
* Take biodiversity and natural capital into account in decision making.
* Target action where it will be most effective.
* Evaluate policies and interventions to improve their effectiveness.

A central component of the natural capital approach is understanding the diverse values attached to the environment, in order to facilitate decision making that better supports the protection and restoration of our natural resources.

During this first year of the 3 year mNCEA programme, Natural England is leading a number of projects concerning both the application and innovation in natural capital approaches, and the transformation of how the marine natural capital evidence base in captured, analysed and brought together.

1. **Communication about concepts from the marine NCEA**

Communication between technical experts from different scientific disciplines, policy advisors, wider stakeholders and decision makers is crucial to the success of the natural capital approach. It is therefore essential that the technical reports produced by experts within the mNCEA are accompanied by short summaries that communicate, in an accessible and appealing way, the key elements of complex and detailed work that ranges from conceptual frameworks to ecosystem models to the outcomes of analysis of qualitative and quantitative data addressing a suite of ecological, social and economic research questions. Due to their training and existing skill set, most technical specialists undertaking scientific research default to an often lengthy narrative summary and so can still struggle to ensure that the key messages from their work are taken up.

It is not possible for a communication professional to be heavily involved in the development of summaries for every individual project within the programme. It is also important that technical experts can develop the skills that allow them to become more proficient in communicating the key elements of their research to those outside their own discipline, so that they can apply these skills to future work.

1. **Project Objectives**

The purpose of this contract is to engage support for technical specialists to help them develop the necessary skills to improve the way in which they summarise the outcomes of their research in a succinct, visually appealing and easy to understand way.

The specific activities are detailed below.

1. To enable technical specialists to understand the benefits of changing their current approaches, compile a review that:

* describes the evidence behind why more visual approaches are effective for communicating technical information to non-specialist audiences
* provides examples of different mechanisms for summarising complex information (from, for example, two-page summaries, the character-limited ‘highlights’ used in scientific papers, to tabular layouts and flowcharts, mind maps, and other infographics)
* explains the pros, cons, opportunities and challenges of each, with consideration of differing contexts e.g., type of study, intended audience, intended outcomes

b). Work closely with technical experts, and those for whom the outputs are intended, to produce effective summaries for an informed but non-technical/specialist audience, for two of the individual projects within the mNCEA programme.

c). Incorporating the learning from (a) and (b) above, develop draft ‘how to’ guidance for summary documents for mNCEA projects. It is not expected that this will be rigid template, more a range of options and the possible contexts in which they could be most applicable. This should be developed with consideration of mNCEA programme branding (in development) and government publication standards – the mNCEA programme central comms and engagement team (based at Defra) will be available to support this.

d). Provide training to the wider team of mNCEA technical experts to help them use the guidance, especially to build the confidence of those who are less comfortable with the approach and their abilities to produce more visual outputs

* Initial workshop to introduce the concepts, techniques and ‘how to’ guidance (half day, online)
* Follow up workshop to discuss progress on individual project summaries (half day, online)
* Options for recording this training, for future use, will be considered.

e). Using the learning from (d) above, produce the final ‘how to’ guidance.

1. **Project Timeline**

|  |  |
| --- | --- |
| **Deliverable** | **Due date** |
| Review of methods for summarising information | 31 October 2022 |
| Example summary documents for two mNCEA projects | 16 December 2022 |
| Draft ‘how to’ guidance | 10 February 2023 |
| First training workshop on using the guidance | Week beginning 27 February 2023 |
| Second training workshop on using the guidance | Week beginning 20 March 2023 |
| Complete final ‘how to’ guidance | 31 March 2023 |

It is anticipated that this contract will be awarded for a period of 6 months 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.

**Prices**

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

**Quotation Submission**

Tenderers must submit the Form of Tender as set out in this section, using the form in Appendix 1 as a cover sheet to their tender document.

1. Format

Tenders must be submitted in either MS Word or Adobe PDF file formats to the contact named in this RFQ, by the deadline provided.

The following must be included within the tender proposal;

* Project Schedule stating the timescales you will be able to execute to deliver the products specified above.
* Proposed Methodology (including data sources to be utilised)
* Details of your Capability and Expertise (including anonymised CV’s of key personnel who will be directly involved with this contract, examples of relevant projects, and relevant peer reviewed work)

1. Evaluation

Tenders will be disqualified if they do not meet the following requirements;

* Delivery prior to deadline
* Acceptance of the Terms and Conditions Provided
* Agreement to the Protection of Personal Data
* Provision of Environmental and Quality Assurance

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

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weighting (%)** | **Evaluation method** |
| Price | 40 | Scoring criteria |
| Quality: Methodology and Schedule | 30 | Scoring criteria |
| Quality: Capability and Expertise | 30 | Scoring criteria |
|  | 100 | Scoring criteria |

|  |  |
| --- | --- |
| **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 Tara Hooper

Email: tara.hooper@naturalengland.org.uk

Phone: 07917 646636

Following a kick-off meeting on 16 September 2022, project review meetings will be scheduled monthly for the duration of the contract.

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 sent after completed deliverables are received and approved by Natural England, at the following stages:

* By end of 2022, after completion of review of methods and example summaries
* At end of contract March 2022, after acceptance of training workshops and ‘how to’ guidance.

Contact by email and phone will be expected from the contractor to update NE project manager on project schedules, plans and any issues that may arise.

The intellectual property rights and copyright for all outputs will lie with Natural England, for further information see:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/901862/NE-terms-of-use.pdf .

### 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.

**Appendix 1: Form of Tender**

**Tenderer Agreement**

|  |  |
| --- | --- |
| **Item** | **Agreed Y/N** |
| Acceptance of the Terms and Conditions Provided |  |
| Agreement to the Protection of Personal Data |  |
| Provision of Environmental and Quality Assurance Information |  |

**Proposal Checklist – Quality Weighting 60%**

|  |  |
| --- | --- |
| **Item** | **Provided in Tender Submission Y/N** |
| 1. Proposed Schedule |  |
| 2. Proposed Method Statement |  |
| 3. Details of your Capability and Expertise |  |

**Pricing Schedule – Price Weighting 40%**

|  |  |
| --- | --- |
| **Item** | **Lump Sum Price** (inc VAT) £GBP |
| Project virtual meetings |  |
| Review of methods and example summaries |  |
| Training workshops |  |
| ‘How to’ guidance |  |
| Project Management |  |
| Other (*if required please detail)* |  |
| **TOTAL** |  |

Pricing Schedule can be amended as necessary, although Total Lump Sum is required.

**Submission Details**

|  |  |
| --- | --- |
| Tenderer Organisation Name |  |
| Tenderer Contact Name |  |
| Address |  |
| Email |  |
| Telephone |  |
| Signature |  |
| Date |  |

1. Link to Natural England’s Standard Condensed Terms and Conditions: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/914956/standard-condensed-terms.odt> [↑](#footnote-ref-2)
2. [Natural Capital and Ecosystem Assessment Programme - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/natural-capital-and-ecosystem-assessment-programme/natural-capital-and-ecosystem-assessment-programme#marine-projects) [↑](#footnote-ref-3)