



Department
for Environment
Food & Rural Affairs

Bidder Pack

Project Title: A five capitals approach to defining the carrying capacity of English seas (MMO1336a)

ITT Number: C5257

November 2022

Version Date: October 2021 (Version 1.0)

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Section 1: The Invitation

Defra group Commercial on behalf of Defra group and its Arm's Length Bodies invite you to bid in this competition.

The Bidder Pack comes in two parts.

This first part, **The Core Requirements**, provides details of the General Requirements, Government Transparency Agenda and Government Priorities.

The second part, **The Procurement Specific Requirements**, provides details of the Specification Requirements, Terms and Conditions of Contract, Evaluation Methodology, Procurement Timetable and Definitions.

The Definitions that apply to both parts can be found in Section 7.

The tendering process seeks to determine the Most Economically Advantageous Tender (MEAT). The Authority will evaluate the Tenders using the tender evaluation criteria and weightings listed in Section 4, Evaluation Methodology.

The Opportunity

This opportunity is advertised by Defra group Commercial on behalf of the Marine Management Organisation (MMO).

Within England the MMO are responsible for:

Protecting and enhancing our precious marine environment and supporting UK economic growth by enabling sustainable marine activities and development.

Procurement Plan and Timetable

The timetable below is subject to change from time to time as notified by the Authority. All Tenderers will be informed via the Authority's [eSourcing System](#).

Procurement Activity	Anticipated Date	
Publish Contracts Finder Notice and Bidder Pack	18 th November 2022	
Clarification deadline	Date	Time
	09 th December 2022	14:00 GMT
Bidder Pack / ITT response date	Date	Time

	16 th December 2022	12:00 GMT
Compliance Checks	16 th December 2022	
Evaluation	20 th December 2022 – 21 st December 2022	
Moderation Meeting	22 nd December 2022	
Produce Contract Award Report and Draft Letters	06 th January 2023	
Approval of Contract Award Report	11 th January 2023	
Issue Notification of Intention to Award letters	11 th January 2023	
Finalise Contract and obtain approvals (if required)	11 th January 2023	
Contract award / contract issued	11 th January 2023	
Contract Start Date	12 th January 2023	
Publish Contract Award Notice and Redacted Contract	12 th January 2023	
Handover	12 th January 2023	
Service Commencement Date	12 th January 2023	
Contract End Date	31 st March 2023	

All timescales are set using a 24-hour clock and when referring to “days” it means calendar days unless otherwise specified (for example, working days).

Variant Tenders

The Authority shall not accept variant Tenders.

For the avoidance of doubt, if the Authority has reserved a right to waive a requirement in this Bidder Pack and chooses to exercise such discretion, the Tender will not be considered a variant Tender.

Abnormally Low Tenders or Pricing Anomalies

If the Authority considers your Tender to appear abnormally low, an initial assessment will be undertaken using a comparative analysis of the pricing proposals received from all Tenderers and the Authority’s valuation of the procurement. If that assessment indicates that your Tender is abnormally low the Authority will request a written explanation of your Tender, or of those parts of your Tender which the Authority considers contribute to your Tender being abnormally low. The Authority reserves the right to reject your Tender if the response does not satisfactorily account for the low level of price or costs proposed.

The assessment of abnormally low tenders will be undertaken strictly in accordance with Regulation 69 of the Public Contracts Regulations 2015, which outlines how abnormally low tenders must be assessed and the circumstances in which the contracting authority can reject the tender.

Pricing Anomalies

If in the opinion of the Authority your Tender contains any pricing anomalies (for example apparent discrepancies between the financial submission and other parts of your response) the Authority may seek clarification. If the clarification response indicates that the pricing anomaly was the result of a clear and obvious error, in the interest of fairness the resulting change will be taken into consideration. If the clarification response results in a change to the initial tendered Commercial Response and price, it will not be taken into account.

Section 2: The Specification of Requirements

The Authority's Priorities

The Authority have delegated powers to develop Marine Plans for England's waters as set out in the Marine and Coastal Access Act. The Marine Policy Statement sets out, at a high level.

Overview of Requirement

This project will undertake research through the five capitals approach - a lens through which to understand and quantify the carrying capacity of the east marine plan areas (more information can be found at [The Five Capitals - a framework for sustainability | Forum for the Future](#)). The Authority is at an early stage of understanding this approach and wish to explore the opportunities and challenges it presents. Some work has been done in relation to the natural capital part of this in the Marine Natural Capital Ecosystem Assessment (mNCEA) programme and also the Marine Pioneer (Marine pioneer - GOV.UK (www.gov.uk)); this should be considered, utilised and built upon in this project.

Rationale

The East Marine Plans were the first marine plans to be adopted in England in 2014, with the aim of ensuring future sustainable use of the marine area. In 2023 these plans will be amended as per the recommendation of the Secretary of State, following the last three-year progress report. With an increased roll out of offshore wind and other competing priorities for space, there is a desire for increased spatial specificity in the amended East Marine Plans. In order to understand and work through the trade-offs required from increased spatial specificity there is a need to better understand the carrying capacity of the east marine plan areas. Ultimately, as the aim is to ensure sustainable use, carrying capacity must be based on the basic premise that environmental state underpins capacity for the use of the environment. But the Authority would like the consideration of carrying capacity to encompass how other factors (human, economic, social) also affect opportunities for or barriers to development of further extension of activities in a marine plan area.

Project Aim

The five capitals approach provides a lens through which to understand and quantify the carrying capacity of the east marine plan areas (more information can be found at [The Five Capitals - a framework for sustainability | Forum for the Future](#)). The Authority is at an early

stage of understanding this approach and wish to explore the opportunities and challenges it presents. Some work has been done in relation to the natural capital part of this in the Marine Natural Capital Ecosystem Assessment (mNCEA) programme and also the Marine Pioneer (Marine pioneer - GOV.UK (www.gov.uk)); this should be considered, utilised and built upon in this project.

The Authority want to use the East Marine Plans to develop a methodology and pilot **(1)** the application of this approach and **(2)** how we consider and discuss priorities and trade-offs with stakeholders. It is likely there will be future work to further explore this approach and methodology, and potentially roll it out for the remaining activities and sectors, and for the remaining plan areas.

Scope of the problem/Objectives

1. Explore how the 5 capitals can be used to describe and identify carrying capacity of a marine plan area. A critical approach is required to highlight the benefits and challenges of using the 5 capitals and its application in managing trade-offs for space.
2. Scope out and list assets using the 5 capitals for 3 key sectors in the east marine plan areas (Offshore renewables, fishing and aggregates). A natural capital asset register has already been produced by the Marine Management Organisation which can be used to support this objective. There may also be other relevant work or data that can be utilised to populate lists of assets for the other capitals.
3. Consider how this approach can be used in managing space and trade-offs and how it can be scaled up to cover all activities/sectors in the east marine plan areas. Furthermore, consider how it can be rolled out for the remaining marine plan areas ensuring it focuses on the sustainable use of the plan areas.

Geographic area of Study

Using the five capitals approach to provide a lens which to understand and quantify the carrying capacity of the east marine plan areas. Consider how this can be scaled up to cover all the plan areas.

Project Support

The authority can provide the following support.

- The project will be supported by an MMO project team including representatives from MMO Evidence and Evaluation and MMO Marine Planning Team.
- Sector specific support from the marine planning team including on the 3 key activities
- The project may draw on the MMO's existing network of activity and government contacts for evidence work in support of marine planning

Requirements

The project has the following requirements

- Fortnightly project updates including progress against milestones, discussion about any blockers and impact, opportunity for technical discussion
- Outputs that are to be public facing must be in compliance with MMO corporate style shared at inception and are required to meet the [.gov accessibility policy](#)

Outputs/Project Milestone Timetable

- Asset register as an evidence base for the 3 key activities
- Outputs should include a debrief (no more than half a day) with relevant marine planning team members, providing opportunity for discussion about the approach and potential for rolling out and scaling up to other sectors/plan areas
- Recognising the need for some sort of report setting out the background and explanation to this approach, we would also like to see, where appropriate, short slide decks and more interactive presentation methods for communicating the outputs.

Deliverables and milestones

Project will include the following deliverables and milestones:

- Inception meeting in person or via video-conferencing with the project group
- Inception report detailing any clarifications and actions related to the contract, contractor proposal, authorities' scope of work or other agreements and actions made
- Twice-monthly, minuted meetings with the key individuals to review progress against objectives, report risks and issues, and to forward plan
- Draft output(s) in Microsoft Office suite format in plain English and in an editable format
- Final output(s) incorporating the comments and recommendations identified at the draft stage, using MMO templates.

Timetable: Key deliverables within the project

This project can be conducted within the 3-month windows from January 2023 to March 2023. Proposed milestones and deliverables dates are given below:

Deliverable / Milestone	Dates	Payment Schedule
Milestone - Inception	W/C 17/01-2023	
Deliverable 1 - Inception report	W/C 24/01/2023	10%
Deliverable 2 - Review draft objective 1	W/C 14/02/2022	20%
Deliverable 3 – Review draft asset register	W/C 07/03/2022	30%
Deliverable 4 – final asset register and obj 3	20/03/2023	30%
Deliverable 5 - Draft report	20/03/23	
Deliverable 6 - Final report	31/03/23	10%

Payment

Payment will be in line with project milestones agreed with the successful bidder following award of the contract. Marine Management Organisation (MMO) expect payments to be made in 5 stages following satisfactory completion of **deliverables 1 (10% of total cost), deliverable 2 (20% of total cost), deliverable 3 (30% of total cost), deliverable 4 & 5 (30% of total cost)** and the completion of the **deliverable 6 - final report (10% balance)**.

Reporting requirements

The delegated lead at the MMO will liaise closely with the project lead to report progress against milestones. Due to the tight timeframe, it will be important to do this regularly, to manage any blockers and address them as early as possible as not to hinder progress.

Quality Assurance

Evidence used in preparing the final report has been collected, processed and published with rigour and that appropriate quality assurance (QA) processes are in place, and embedded, within the contracting organisation. The Contractor will provide the MMO with relevant assurances around QA procedures and/or certifications from recognised standards providers (e.g. ISO). Please refer to the MMO's Quality Assurance of Evidence processes for guidance as to what the MMO will be looking for.

Travel and subsistence

All Travel and Subsistence should be in line with Defra's Travel and Subsistence Policy. Claims should always be supported by valid receipts for audit purposes and must not exceed any of the stated rates below. Should the stated rate be exceeded, Defra reserve the right to reimburse only up to the stated rate.

Rail Travel

All Journeys

Standard class rail unless a clear business case demonstrating value for money can be presented. This includes international rail journeys by Eurostar and other international and overseas rail operators.

Mileage Allowance

Mileage allowance	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Private cars and vans – no public transport rate*	45p	25p
Private cars and vans – public transport rate	25p	25p
Private motorcycles	24p	24p
Passenger supplement	5p	5p
Equipment supplement**	3p	3p
Bicycle	20p	20p

*NB the 'no public transport rate' for car and van travel can only be claimed where the use of a private vehicle for the journey is essential e.g., on grounds of disability or where there is no practical public transport alternative. If the use of the vehicle is not essential the 'public transport rate' should be claimed.

** Under HMRC rules this expense is taxable.

16.3. UK Subsistence

Location	Rate
London (Bed and Breakfast)	£130 per night
Rates for specific cities (Bed and Breakfast)	Bristol £100 per night Weybridge £100 per night Warrington £90 per night Reading £85 per night
UK Other (Bed and Breakfast)	£75 per night for all other locations

Section 3: Terms and Conditions of Contract

The Terms and Conditions of Contract for this procurement are DgC standard conditions of contract for research and development.

The Terms and Conditions are split into Core Terms and Contracting Authority Terms within the Annexes / Schedules, and details of the legal priority are similarly within the contract's Annexes/Schedules.

The Authority proposes to enter into Contract(s) for a maximum period of nine (3) months with the successful Tenderer(s) - (12th January 2023 – 31st March 2023).

The anticipated commencement date is **12/01/2023**.

Suggested Changes to Conditions of Contract

Tenderers may raise clarification questions relating to the amendment of contract terms during the clarification period only, as specified in the Timetable, if it can be demonstrated that there is a legal or statutory reason why they cannot be accepted. Where a legal or statutory reason cannot be substantiated the Authority has the right to reject the proposed changed.

Such requests must follow the Clarifications Sought by the Tenderer process set out in the Core Requirements element of this Bidder Pack.

Section 4: Evaluation Methodology

The overall aim of the evaluation process is to select the Tender that is the most economically advantageous to the Authority, having regard to the Authority's overall objectives and the criteria set out below.

Evaluation of Tenders comprise of the stages set out in the table below.

The Authority will carry out its evaluations of the Technical (70%) and Commercial (30%) elements according to the criteria, sub-criteria and weightings set out in the table below and **Appendix C**. The detailed questions and guidance are set out in the Authority's eSourcing:

Evaluation of Responses

Evaluation of Responses will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Responses applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.

During the consensus meeting, the decision may be taken that a Response will not be carried forward to the next evaluation stage if the consensus view is that the Tenderer has failed to meet any minimum or mandatory requirements, and/or provided a non-compliant response.

Stage	Section Reference	Evaluation Criteria	Question Scoring/ Weighting (%)
Stage 1	Form of Tender	This stage is not scored but if you do not upload a complete, signed and dated Form of Tender in accordance with the instructions in Atamis, your Tender will be rejected as non-compliant.	Pass/Fail
Stage 2	Selection Stage:	This stage is designed to select those Tenderers who are suitable to deliver the Authority's requirements and will be evaluated in accordance with the criteria set out in Sections 1 to 5 of the response form in Atamis and Part 1 of this Section 2 below (in respect of economic and financial	Pass/Fail

		<p>standing and technical and professional ability).</p> <p>Failure to meet the stated selection criteria will result in a Response being rejected at this stage and no further assessment of the remainder of the Response (including the Tender) pursuant to the remaining stages below will be undertaken by the Authority.</p>	
Stage 3	Technical & Professional Ability – Project Specific Requirements(Technical Questionnaire)	<p>This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire.</p> <p>Some requirements are mandatory and if you cannot provide them your Tender may be rejected.</p> <p>Scored as 70% weighting of the total available score, consisting of the following breakdown of questions:</p>	<p>Scored</p> <p>F01 - Sustainability Weighting= Pass/ Fail</p> <p>F02 - Health and Safety Weighting= Pass/ Fail</p> <p>E01 - Expertise and experience Weighting = 40%</p> <p>E02 – Project planning, management, and delivery Weighting = 30%</p> <p>E03 – Methodology Weighting = 30%</p>
Stage 4	Pricing Schedule	Prices will be evaluated in accordance with criteria set out in the Pricing Schedule on the ITT and Atamis.	Scored weighting 30%
Stage 5	Final score / Award	<p>A Response which passes stage 1 and 2 will proceed to evaluation of Tenders in accordance with stages 3 to 5</p> <p>The final score is calculated as follows:</p> <p>Total Technical Quality Requirements will make up to a maximum of 70% of total score. (Stage 3)</p>	

		<p>Total Price Requirements will make up to a maximum of 30% of total score. (Stage 4)</p> <p>The most economically advantageous Tender will be the Tender with the highest final score.</p>
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- 1.1 Tenders will be evaluated on quality and price using the evaluation criteria set out in Atamis to determine which Tender is the most economically advantageous. The Authority will award the Contract to the Tenderer which submits the most economically advantageous tender which will be the highest scoring Tender after the weightings in clause 1.3 are applied.
- 1.2 Each question will be scored separately, and no reference will be made between the questions.
- 1.3 To ensure that the relative importance of both sets of criteria is correctly reflected in the overall score, a weighting system will be applied to the evaluation:
 - the total quality scores awarded will form **70%** of the final score;
 - The score awarded for price will form **30%** of the final score.
- 1.4 Each scoring question in the quality evaluation is given a weighting to indicate the relative importance of that question in the overall quality score. Weightings for quality scores are provided with the evaluation criteria and are detailed on Atamis for each question in the response form. The evaluation criteria for price are set out in the Pricing Schedule.
- 1.5 Evaluation of Tenders will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Tenders applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.
- 1.6 Questions asked by the Authority to evaluate submission's Technical Quality can be found on Atamis. These are repeated as Appendix C of this ITT for information purposes.
- 1.7 The method for scoring price can be found on Atamis.
- 1.8 The submissions against the Technical Quality questions E01 – E03 will be evaluated using the following scoring criteria:

For a score of 100: Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a best-in-class thorough

understanding of the requirement and provides details of how the requirement will be met in full.

For a score of 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 50: Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.

For a score of 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 0: Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

If a Tenderer receives a 'Fail' in either question F01 or F02 they will be eliminated from the procurement. If a score of twenty (20) or less is awarded to a Tenderer's response to any scored question the Authority may choose to reject the Tender.

The commercial evaluation will be based on a total price and bidders will be required to provide a full price breakdown of the work package, and matched against milestones in the commercial workbook

Tenderers must provide a financial proposal, including rates and hours for each participating team member and costing analysed by work stages. The project is for a fixed cost. A breakdown of costs against each objective and against each key personnel including a detailed breakdown for equipment, consumables; overheads and travel costs are required. The Authority is keen to receive competitive Day Rates which must be set out in the "Commercial Workbook" (provided in the ITT pack); "Staff Costs" worksheet and ensure the details entered in the "Milestone" worksheet are that of the deliverables detailed in the specification.

The above is required to be uploaded to the 'Commercial Envelope' of Atamis.

Where subcontractors or joint contractors are used, a separate breakdown for each should be provided in addition to the overall project costs.

Day rates for all staff should be provided along with a general description of duties.

Tenderers will be required to submit a total fixed cost for completion of the project and include a breakdown of costs against each objective and against key personnel. Costs will need to be reasonable and competitive and offer value for money.

Commercial Evaluation

The calculation used is the following:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 30\% \text{ Maximum available marks}$$

For example, if three Tender Responses are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:

$$\text{Tenderer A Score} = \frac{£3000}{£3000} \times 30\% \text{ (Maximum available marks)} = 30\%$$

$$\text{Tenderer B Score} = \frac{£3000}{£5000} \times 30\% \text{ (Maximum available marks)} = 18\%$$

$$\text{Tenderer C Score} = \frac{£3000}{£6000} \times 30\% \text{ (Maximum available marks)} = 15\%$$

Commercial Pricing Breakdown applicable to this ITT is on Atamis. This should be downloaded; completed and attached to the commercial envelope.

***Please Note:**

Tenderers must be aware that all bids are **submitted** in acceptance of agreed Marine Management Organisation's terms and conditions of contract. Any clarifications regarding terms and conditions must be discussed & agreed during the tender period. No discussion of terms and conditions of contract shall be held following tender submission. Failure to agree with the terms and conditions of contract post tender shall result in a bid being deemed non-compliant.

Selection Questionnaire - Financial standing

The Authority will review the economic information provided as part of the Selection Questionnaire response to evaluate a Tenderer's economic and financial standing. The Authority's evaluation will be based on all the information reviewed and will not be determined by a single indicator. If, based on its assessment of the information provided in a Response, the Authority decides that a Tenderer does not meet the Authority's required level of economic standing, the Authority may:

- ask for additional information, including information relating to the Tenderer's parent company, if applicable; and/or
- require a parent company guarantee or a performance bond.

If the Authority decides that a parent company guarantee or performance bond is required, the Authority will reject a Response if the Tenderer is unable to offer a commitment to make such provision. In addition to the information provided in a Response, the Authority may, at

its discretion, consult Dun & Bradstreet reports and other credit rating or equivalent reports depending on where a Tenderer is located.

The Authority's assessment of economic and financial standing will consider financial strength and risk of business failure. Financial strength is based on tangible net worth and is rated on a scale of 5A (strongest) to H (weakest) obtained from Dun & Bradstreet. There are also classifications for negative net worth and net worth undetermined (insufficient information). Financial strength will be assessed relative to the estimated annual contract value.

The Authority will also consider annual turnover.

In the case of a joint venture or a consortium bid, the annual turnover is calculated by combining the turnover of the relevant organisations in each of the last two financial years.

Risk of Business Failure is rated on a scale of 1 (minimal) to 4 (significant) obtained from Dun & Bradstreet. There is also a classification of insufficient information. The Authority regards a score of 4 as indicating inadequate economic and financial standing for this procurement. The Authority will also calculate and evaluate the Tenderer's:

- operating performance: growth or reductions in sales, gross profit, operating profit, profit before tax and earnings before interest, tax, depreciation, amortisation, exceptional items and profit/loss on sale of businesses;
- liquidity: net current assets, movements in cash flow from operations, working capital and quick ratios, and average collection and payments periods; and
- financial structure: gearing ratios and interest cover.

Section 5: Performance Management Framework

1. Overview of the PMF

- 1.1. As part of the Authority's continuous drive to improve the performance of all Contractors, this PMF will be used to monitor, measure, and control all aspects of the Supplier's performance of contract responsibilities.
- 1.2. The PMF purpose is to set out the obligations on the successful Contractor, to outline how the successful Contractor's performance will be monitored, evaluated and rectified for performance.
- 1.3. The Authority may define any reasonable performance management indicators for the Contractor under the following categories:
 - Updates to Authority
 - Data Handling
 - Participatory Outputs
 - Reports
 - Presentations
- 1.4. The above categories are consistent with all Contract awards allowing the Authority to monitor Contractor' performance at both individual level and at the enterprise level with the individual Contractor.

2. Management of the PMF

- 2.1. Key Performance Indicators (KPI's) shall be monitored on a regular basis and shall form part of the contract performance review. Performance of KPI's will be reported by the Contractor to the Authority on monthly basis. The Contractor shall detail performance against KPI's in Monthly Reports and at quarterly Contract Meetings with the Authority, who will review this and make comments if any.
- 2.2. The Contractor shall maintain their own management reports, including a Risk and Issues Log and present these as requested by the Authority at any meeting requested by the Authority.
- 2.3. Any performance issues highlighted in these reports will be addressed by the Contractor, who shall be required to provide an improvement plan ("Remediation Plan") to address all issues highlighted within a week of the Authority request.
- 2.4. Key Performance Indicators (KPIs) are essential in order to align Contractor's performance with the requirements of the Authority and to do so in a fair and practical way. KPIs must be realistic and achievable; they also have to be met otherwise indicating that the service is failing to deliver. The successful Contractor will ensure that failure and non-performance is quickly rectified.

- 2.5. The Authority reserves the right to amend the existing KPI's detailed in section 6 below or add any new KPI's. Any changes to the KPI's shall be confirmed by way of a Contract Change Note.

Section 6: Key Performance Indicators (KPI's)

KPI and deliverables	Measurement	Fail	Acceptable
1. Updates to Authority	Regular, and ad hoc, verbal and written updates summarising progress and challenges	Updates are infrequent or lacking enough detail to assure the Authority of progress	Updates are timely and include enough detail to assure the Authority of progress
2. Data handling	Secure, accessible and organised collecting and storage of data/information relating to the project	Data, information and files are not kept up-to-date and are unavailable	All project data and information are up-to-date and accessible to the Authority
a. Evidence synthesis	Collection and storage of external and internal evidence sources, as well as any annotations / analysis	Evidence is only cited and not made available to the Authority	Evidence is gathered, stored and accessible to the Authority
b. Evaluation questions	Proportionate collection and secure storage of key informant views and secondary data underpinning evaluation questions	Inadequate range of views and information accessed and not stored	Key stakeholders consulted and their views and other information are gathered and stored securely
c. Baselines and data collection plan	Collection and storage of data used to develop and test counterfactuals and baselines	Data is inadequate to achieve deliverable	Data is adequate and available to the Authority
3. Reports	Draft iterations and final reports, including comment logs and requested changes	Reports are late, incomplete and do not adequately address feedback from the Authority or deliverables	Reports are on time, complete, incorporate comments and address all deliverables
4. Presentations	Presentation materials and delivery of key findings	Presentations do not take place	Presentations take place and convey key findings clearly

Section 7: ITT Glossary and Appendices

Definitions

Unless the context otherwise requires, the following words and expressions used within the Bidder Pack (except for Section 3: Terms and Conditions of Contract) shall have the following meanings to be interpreted in the singular or plural as the context requires.

TERM	MEANING
“Authority”	Marine Management Organisation (MMO)
“Bidder Pack”	this invitation to tender and all related documents published by the Authority and made available to Tenderers.
“Contract”	the contract (set out in Appendix B) to be entered into by the Authority and the successful Tenderer.
“EIR”	the Environmental Information Regulations 2004 (as amended) together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to those Regulations.
“eSourcing system”	eSourcing system is the eSourcing system used by the Authority for conducting this procurement, which can be found at http://defra.eSourcing.solutions.co.uk
“FOIA”	the Freedom of Information Act 2000 (as amended) and any subordinate legislation made under that Act together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to that legislation.
“Form of Tender”	means the form contained in Appendix B to the Procurement Specific section of the Bidder Pack which must be signed, scanned and uploaded into the Authority's eSourcing System by the Tenderer to indicate that it understands the Tender and accepts the various terms and conditions and other requirements of participating in the exercise.
“Information”	means the information contained in the Bidder Pack or sent with it, and any information which has been made available to the Tenderer by the Authority, its employees, agents or advisers in connection with the procurement.
“Involved Person”	means any person who is either working for, or acting on behalf of, the Authority in connection with this procurement and/or the Contract including, without limitation, any officer, employee, advisor, agent, member, partner or consultant”.
“Pricing Schedule”	the form accessed via eSourcing system in which Tenderers are required to submit their pricing information as part of a Tender.
“Regulations”	the Public Contracts Regulations 2015.
“Relevant Body”	means any other organisation, body or government department that is working with or acting on behalf of the Authority in connection with this procurement and/or the Contract including,

	without limitation, its officers, employees, advisors, agents, members, partners or consultants.
“Response”	means the information submitted in response to the Bidder Pack via the online response forms on eSourcing system including the Tenderer’s formal Tender.
“Specification Requirements”	of the Authority’s requirements set out in Section 2 of the Bidder Pack Procurement Specific Requirements.
“Tender”	the formal offer to provide the goods or services described in section 1.1 of part 1 of the Bidder Pack and comprising the responses to the questions in eSourcing system and the Pricing Schedule.
“Tenderer”	anyone responding to the Bidder Pack and, where the context requires, includes a potential tenderer.
“Timetable”	the procurement timetable set out in Section 1 of the Bidder Pack Procurement Specific Requirements.

APPENDIX A

FORM OF TENDER

To be returned by 12:00pm (GMT time) on 16th December 2022.

Victor Mpehla
Procurement Advisor
Department for Environment, Food and Rural Affairs
Procurement and Commercial Function

TENDER FOR THE: A five capitals approach to defining the carrying capacity of English seas (MMO1336)

Tender Ref: Project **P-30551**.
ITT **C5257**

1. We have examined the invitation to tender, and its schedules set out below (the **ITT**) and do hereby offer to provide the goods and/or services specified in the ITT and in accordance with the attached documents to the Authority commencing date **12/01/2023** for the period specified in the ITT.
 - Tender Particulars (Section 1)
 - Specification of Requirements (Section 2)
 - Form of Tender (Appendix A)
 - Authority's Conditions of Contract (Appendix B)
2. If this tender is accepted, we will execute the Contract and any other documents required by the Authority within 10 days of being asked to do so.
3. We agree that:
 - a. before executing the Contract substantially in the form set out in the ITT, the formal acceptance of this tender in writing by this Authority or such parts as may be specified, together with the documents attached shall comprise a binding contract between the Authority and us;
 - b. pursuant to EU Directive 1999/93/EC (Community Framework for Electronic Signatures) and the Electronic Communications Act 2000, the Contract may be executed electronically using the Authority's electronic tendering and contract management system, Atamis;
 - c. we are legally bound to comply with the confidentiality provisions set out in the ITT;

- d. any other terms or conditions or any general reservation which may be provided in any correspondence sent by the Authority in connection with this procurement shall not form part of this tender without the prior written consent of the Authority;
- e. this tender shall remain valid for 120 days from the closing date for tenders specified in the ITT; and
- f. the Authority may disclose our information and documents (submitted to the Authority during the procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.

4. We confirm that:

- a. there are no circumstances affecting our organisation which could give rise to an actual or potential conflict of interest that would affect the integrity of the Authority's decision making in relation to the award of the Contract; or
- b. if there are or may be such circumstances giving rise to an actual or potential conflict of interest, we have disclosed this in full to the Authority.

5. We undertake and it shall be a condition of the Contract that:

- a. the amount of our tender has not been calculated by agreement or arrangement with any person other than the Authority and that the amount of our tender has not been communicated to any person until after the closing date for the submission of tenders and in any event not without the consent of the Authority;
- b. we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Authority or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act; and
- c. made arrangements with any other party about whether or not they may submit a tender except for the purposes of forming a joint venture.

6. I warrant that I am authorised to sign this tender and confirm that we have complied with all the requirements of the ITT.

Signed

Date

In the capacity of

**Authorised to sign
Tender for and on
behalf of**

Postal Address

Post Code

Telephone No.

Email Address

APPENDIX B

AUTHORITY'S CONDITIONS OF CONTRACT

Upload on Atamis

APPENDIX C

TECHNICAL EVALUATION QUESTIONS

In line with DEFRA policy, we will be awarding a contract to the Most Economically Advantageous ITT response (MEAT).

The overall score is broken down as follows: 70% of the overall score will be awarded for technical criteria and 30% of the overall score will be awarded for commercial.

Please note responses will be assessed against demonstration of understanding of the Specification as attached above.

The technical evaluation criteria that will be used to assess responses are set out in the table below. The Technical criteria is weighted according to its significance to the project, and this will be applied using the following scoring methodology:

Scoring Criteria	<p>Scoring criteria</p> <p>E01 - E03 will be scored using the following scoring criteria:</p> <ul style="list-style-type: none">• For a score of 100: Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a best-in-class thorough understanding of the requirement and provides details of how the requirement will be met in full• For a score of 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 50: Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements• For a score of 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 0: Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement <p>If you score 20 or less in respect of questions E01 - E03 then you may be eliminated from the procurement.</p>
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	<p>If a Tenderer receives a 'Fail' in any of the questions on Sustainability and, Health and Safety Policy they will be eliminated from the procurement.</p>		
<p>Detailed technical criteria</p>	<p><i>Criteria</i></p>	<p><i>Weighting</i></p>	<p><i>Description</i></p>
	<p>F01 Sustainability</p>	<p>Pass/Fail</p>	<p>The Authority has set itself challenging commitments and targets to improve the environmental and social impacts of its estate management, operation, and procurement. These support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at: https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement</p> <p>Within this context, please explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organisation's approach.</p> <p>Your response must be a maximum of two sides of A4, font size 11 addressing the below questions. Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p> <p>A "Fail" will be allocated to a response that does not demonstrate any evidence of Sustainability policies.</p> <p>Your response should:</p> <ul style="list-style-type: none"> • demonstrate that the Tenderer has a sustainability policy in place; and • provide evidence as to how the Tenderer will reduce the environmental impacts of delivering this contract. <p>Please upload a document with the filename: F01 Your Company Name.</p>
	<p>F02 Health and Safety</p>	<p>Pass/fail</p>	<p>Your response must be a maximum of two sides of A4, font size 11 addressing the below questions. Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p>

			<p>A “Fail” will be allocated to a response that does not demonstrate any evidence of addressing health and safety.</p> <p>Tenderers should provide details of suitably robust procedures for health and safety, including how they will conduct measurements in a safe manner.</p> <p>Please upload a document with the filename: F02 Your Company Name.</p>
	E01 Expertise and experience	40%	<p>Provide details of the project team (including any sub-contractors) and the key personnel who will be involved in delivering the project, outlining their expertise to deliver the project. CVs can be attached as an annex (limit to 2 sides of A4 per CV).</p> <p>Provide information on 3 relevant examples of projects undertaken which demonstrate suitable and relevant experience.</p> <p>Responses should not exceed four sides of A4, font size 11. CVs do not contribute to page limits.</p> <p><u>Evaluation Criteria</u></p> <p>Your response should:</p> <ul style="list-style-type: none"> • Identify all key staff (including sub-contractors), their grades, and roles within this project, and demonstrate that the project team is well suited to achieving the projects objectives. • Demonstrate that the project team provides value for money whilst retaining a good balance of expertise on the more challenging tasks. • Demonstrate that the project team have suitable experience for the tasks required. <p>Evaluation will encompass the textual response, attached CVs, and key personnel time by objective breakdown used in costing.</p>

			Please upload a document with the filename: E01 Your Company Name.
	E02 Project planning, management, and delivery	30%	<p>Provide information on how you would plan, manage and deliver this project.</p> <p>Responses should not exceed four sides of A4, font size 11.</p> <p><u>Evaluation Criteria</u></p> <p>Your response should include:</p> <ul style="list-style-type: none"> • a project plan and Gantt chart to show key timelines, milestones, and any dependencies • details on the quality assurance processes in place to procedures to ensure that the final outputs are robust. • an assessment of project specific risks, how these will be managed and mitigated. This should include an assessment of any residual post mitigation risk. <p>Please upload a document with the filename: E02 Your Company Name.</p>
	E03 Methodology	30%	<p>Provide details of the methodology and approaches proposed to deliver the requirements of this project.</p> <p>Responses should not exceed four sides of A4, font size 11.</p> <p><u>Evaluation Criteria</u></p> <p>Your response should include:</p> <ul style="list-style-type: none"> • demonstration of a clear understanding of the nature of the requirements

			<ul style="list-style-type: none"> • a clear, practical, achievable and cost-effective methodology to deliver these requirements • information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver the project. <p>Please upload a document with the filename: E03 Your Company Name.</p>
Scoring and calculation method	<p>Evaluation</p> <p>The calculation used is the following:</p> $\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 30\% \text{ Maximum available marks}$ <p>For example, if three Tender Responses are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:</p> <p>Tenderer A Score = $\frac{£3000}{£3000} \times 30\%$ (Maximum available marks) = 30%</p> <p>Tenderer B Score = $\frac{£3000}{£5000} \times 30\%$ (Maximum available marks) = 18%</p> <p>Tenderer C Score = $\frac{£3000}{£6000} \times 30\%$ (Maximum available marks) = 15%</p>		

APPENDIX D

Commercially Sensitive Information (Attached)
Please re-produce and upload as an attachment on Atamis if applicable

TENDERER'S COMMERCIALLY SENSITIVE INFORMATION	POTENTIAL IMPLICATION OF DISCLOSURE	DURATION COMMERCIALLY SENSITIVE INFORMATION OF

APPENDIX E

PRICING SCHEDULE

For Completion (Available on Atamis. Please upload to Atamis)

APPENDIX F

STAFF TIME IN DAYS TEMPLATE

For Completion (Available on Atamis. Please upload to Atamis)