**Clarifications for Bidders Questions:**

Developing a risk register for a State of Natural Capital Report

**Q: Output 1a requires 3 or more experts in drivers of change; 1b requires 5 or more subject experts and Output 2b requires at least 6 experts.  Have you identified the various experts already as detailed in the spec or do we need to provide them?**

A: We have a few names to suggest but do not have a final list. Identifying and contacting the experts would be part of the requirements for the contract. The final list of experts for each output will be agreed between the contractors and the project team during the fortnightly meetings.

**Q: If we need to provide them, do the experts need to be independent of the tendering organisation or can they be experts from within the organisation?**

A: The experts should ideally cover academic, science and policy expertise - some will be specialists from Natural England, while others will come from a range of external organisations. Not all the experts need to be independent of the tendering organisation, however they should all have experience and knowledge relevant to the outputs.

**Q: Can you confirm if we need to name the 6 or more experts in the tender and do we need to provide CVs and/ or bios?**

A: You do not need to name the experts for any of the outputs in the tender – these can be scoped, identified, and agreed between the contractors and project team during the contract.

**Q: “50% of the payment will be made when drafts of all outputs are submitted to Natural England, and the remaining 50% will be made when the final outputs are provided at the end of the contract.” Based on the outputs summary table on p11, drafts of outputs 5 and 6 are not expected until 10/11/23. Could we clarify that this means that no payment will be made until November, even though the contract starts in July?**

A: Following internal discussions we have decided to **amend the payment dates – this has also been updated in the RfQ.** We will pay 50% following delivery of drafts of outputs 1-3 (20th October). We will then pay the remaining 50% following delivery of final products at the end of the contract.

**Q: I wanted to check if the value of the contract was up to £49,999 was inclusive of VAT?**

A: That is correct – the maximum value is £49,999 inclusive of VAT. You can submit any price as long as it is no higher than the maximum value. Please also be aware that 40% of the evaluation criteria is price: the quote you provide.

**Q: Are the client team going to specify or input into the identification of experts involved in the various tasks of this project? Are you expecting that we will identify experts in the proposal?**

A: We have a few names to suggest but do not have a final list. We are not expecting you to identify experts in the proposal – this work is part of the requirements for the contract. Experts can be scoped, identified, and agreed between the contractors and project team during the contract.

**Q: The RFQ under task 3 refers to annex 4. There is no annex 4 listed with the other source documents. Could you send this over please?**

A: Annex 4 (Selected risks to UK security and prosperity, and linked key ecosystem services) can be found on pages 32/33 of the RfQ document. If you are having trouble opening/accessing the document, send an email to [angharad.morgan@naturalengland.org.uk](mailto:angharad.morgan@naturalengland.org.uk) and I can try sending the document directly to you.