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Request for Quotation

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Species Symposiums

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: Nadine.atchison-balmond@naturalengland.org.uk

Date: Wednesday 28th September

Time: 17:00

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

Nadine Atchison-Balmond will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

Action	Date
Date of issue of RFQ	07.09.2022
Deadline for clarifications questions	20.09.2022 at 17:00
Deadline for receipt of Quotation	28.09.2022 at 17:00 BST / GMT
Intended date of Contract Award	10.10.2022
Intended Contract Start Date	17.10.2022
Intended Delivery Date / Contract Duration	TBC

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 terms and conditions attached [Condensed Terms and Conditions](#) will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

Specification

The Authority is Natural England. The Authority's priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at [Natural England](#).

Species Symposiums

A. Background to Natural England

Natural England's priorities for 2020 to 2025 support our mission and the ambitions of the government's 25 Year Environment Plan. We aim for:

- A well-managed Nature Recovery Network across land, water and sea, which creates and protects resilient ecosystems rich in wildlife and natural beauty, enjoyed by people and widely benefiting society people connected to the natural environment for their own and society's wellbeing, enjoyment and prosperity
- Nature-based solutions contributing fully to tackling the climate change challenge and wider environmental hazards and threats
- Improvements in the natural capital that drives sustainable economic growth, healthy food systems and prospering communities
- Evidence and expertise being used by a broad range of partnerships, organisations and communities to achieve Nature recovery and enable effective regulation and accreditation
- Being a values-led organisation that delivers excellent service standards to all partners, organisations and communities engaged in achieving Nature's recovery

B. Background to the specific Natural England work area relevant to this purchase

This project is being commissioned by Natural England staff who work in the national fisheries and marine evidence team within the Chief Scientist's Directorate. Our work focuses on providing evidence-led advice across NE programmes including greener farming and fisheries, sustainable development and resilient landscape and seas.

Natural England's ambition is to be respected and trusted for its use of evidence, its expertise, and the provision of evidence-based advice on the natural environment locally and nationally, based on robust scientific method. The quality of our advice and actions, and the legality of our decisions, fundamentally depend upon our use and understanding of the evidence base, as described in [Natural England's Science, Evidence and Evaluation Strategy \(2020-2025\)](#).

This work will provide vital updates to the existing knowledge base on individual fish species, bringing scientists and organisations together to discuss the latest work, where it is going and where gaps remain. This will be brought together into a written document following the event with a species evidence summary, evidence gaps and an action plan going forward.

C. Requirement

The contractor would organise and deliver two species-specific symposiums to be held before April 2023, and produce a summary report.

The events aim to bring researchers, regulators, and Defra ALBs together at species-specific symposiums to:

- i) derive a clear consensus on current ecological understanding in England, and how this may vary across the species range,
- ii) discuss how this understanding can be used by managers to improve the conservation status of English populations, and
- iii) identify remaining evidence gaps hindering management/conservation measures.

Ideally, these will be one- or two-day technical events focusing on a particular taxa of interest. We are looking for two events – one focused on Smelt (*Osmerus eperlanus*) and the other on lampreys, specifically Brook, River and Sea Lamprey (*Lampetra planeri*, *Lampetra fluviatilis* and *Petromyzon marinus*).

The organisers will seek presentations pertaining to the biology and ecology of each species (e.g., temporal trends, population structure, distribution, and dynamics) as the central theme of the symposiums. Ideally, this research will be directly related to protected sites management. For example presentations on the following topics would be welcomed: population dynamics and vulnerabilities, variation across regions, use of newer methods such as eDNA or telemetry, combatting habitat degradation and watercourse discontinuity, novel solutions to migration barriers, the impact and extent of poor water quality, and presence/extent/quality of spawning substrates, species interactions, bycatch, predation and diseases.

The organisers would compile a report for each event, summarising the content and discourse from each. The report aims to be a useful reference drawing together the latest evidence, highlighting evidence gaps, and provide direction on future work and opportunities. Natural England will publish this report publicly via NE's Access to Evidence webpage and use it in NE's conservation work and collaboration with partners.

The format for these events may either be hybrid or in person, to be discussed with NE after award of contract. Attendance will be by invitation, and should be aimed at a technical/scientific audience. The event is encouraged to include research from across the UK and Ireland, and can draw in wider international content/case studies of relevance to the themes. Please include in the application some indication of expected scale of the event/size of the audience, although recognising this can be finalised in further discussion with the successful contractor.

Contractors may bid for one or both symposiums.

The contractor will organise and deliver all aspects of the event in discussion with NE, including securing speakers, advertising to the relevant audience, scheduling, logistics, etc.

The event ideally could be held in January or February 2023. Due to constraints on funding timelines, deliverables (including the finalised reports) must be provided no later than March 15th 2023

D. Outputs and Contract Management

Contractor expertise required

Core expertise considered but not restricted to:

- Migratory fish ecology – preferably demonstrable experience working with or managing/conserving the species in question.
- Experience in delivering similar events.

Project planning meetings will take place on a weekly basis to start. Following an initial period of two weeks, meetings can move to less frequency until the final stages of the contract.

The main outputs are the organisation and delivery of two species-specific symposiums with accompanying summary reports, as detailed in Section C.

The reports will be submitted in the Natural England style (<http://publications.naturalengland.org.uk/publication/5790636781600768>) and will be supplied in word and PDF format.

Proposed timelines

Contract granted	17.10.2022
Inception Meeting	TBC
Project review	TBC
First draft	TBC
Final product delivery	By the 15 April 2023

It is anticipated that this contract will be awarded for a period sufficient to complete the work (to be discussed with the contractor) to end no later than the 15th April 2023.

Prices

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

Quotation Submission

Please include the following in your submission:

- Details of key personnel who will be directly involved in this contract.
- Proposed methodology (including time frames and a Gantt chart)
- Measurement of success in each of the deliverables.
- Recent experience of carrying out similar contracts

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

Price – 40%

Quality – 60%

The following quality criteria are weighted in accordance with the importance and relevance attached to each one.

Criteria	weighting	To include:

Staff	50	To include: <ul style="list-style-type: none"> • please submit pen portraits/thumbnails separately, detailing staff members expertise in migratory fish ecology, and experience of undertaking similar work.
Methodology	50	<ul style="list-style-type: none"> • Please submit an outline method of how you propose to deliver the services.

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 Nadine Atchison-Balmond, Tel: 07385 932 982; Email: Nadine.atchison-balmond@naturalengland.org.uk.

Any questions on the RfQ should be directed to Liam.carter@naturalengland.org.uk by the deadline of 20.09.2022

Project review meetings will be held approximately every 3 weeks through Microsoft teams or teleconferences.

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

It is anticipated the supplier would invoice after the work has been completed and delivered to Natural England, and prior to the deadline of 15/04/2023.

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.