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**Request for Quotation**

SSSI Monitoring Access Permissions Contract

**Request for Quotation SSSI Monitoring Access Permissions Contract**

You are invited to submit a quotation for the work described in Section 2: Specification of Requirements.

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: **ProtectedSites.Contracts@NaturalEngland.org.uk**

Date: 23rd August 2023

Time: **12:00 BST**

Ensure you **include the name of the quotation and ‘Final Submission’ in the subject field** to make it clear that it is your Response.

Contact Details and Timetable

Contact the evaluation team at ProtectedSites.Contracts@NaturalEngland.org.uk for any clarification questions regarding the specification or the tender process. Please note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

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| --- | --- |
| Action | Date |
| Date of issue of RFQ | 9th August 2023 |
| Deadline for clarification questions | 18th August 2023 at 09:00 BST |
| Deadline for receipt of quotation | 23rd August 2023 at 12:00 BST |
| Intended date of contract award | w/c 4th September 2023 |
| Intended contract start date | 13th September 2023 |
| Intended contract completion date | 29th March 2024But with interim milestone delivery dates described below |

Section 1: General Information

1.1 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):

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|  |  |
| “Authority” | means the Department for Environment, Food and Rural Affairs acting as part of Natural England  |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

1.2 Conditions Applying to the RFQ

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this procurement process.

1.3 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.

1.4 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.

1.5 Mandatory Requirements

The RFQ includes mandatory requirements set out in Section 2 such that, if you do not comply with them, your quotation will not be evaluated.

1.6 Clarifications

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or request additional information from a tenderer during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

1.7 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 via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

1.8 Conditions of Contract

The Authority’s standard terms and conditions, linked [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/914956/standard-condensed-terms.odt), will be included in any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

1.9 Prices

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

Please price against the work described in Section 2 and complete the pricing template in Annex 1 as a guide.

The Response should demonstrate how the Contractor will fulfil the requirements of the contract, costed and organised in terms of personnel and timescales.

Day rates and numbers of days for key staff should be provided. Costs should be broken down to show the time allocated to each part of the project. Please itemise other costs including material / equipment costs. Please detail any assumptions made when pricing for any aspects of this tender.

1.10 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.

1.11 Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018, the supplier 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 that 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.

1.12 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. 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, in any renewal of the contract and/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.

1.13 Equality, Diversity & Inclusion (EDI)

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, that barriers are removed and opportunities realised.

1.14 Sustainable Procurement

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, and working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, and measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the goods, services and works procured on the Client’s behalf.

1.15 Conflicts of Interest

The concept of a conflict of interest includes, but is not limited to, any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise, they should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstance or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest, may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

Section 2: Specification of Requirements

**2.1 Background**

**Natural England's Role**

Natural England (NE) is the government’s advisor on the natural environment (visit [www.gov.uk/natural-england](http://www.gov.uk/natural-england) for more information). We provide practical advice, grounded in science, on how 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 we can deliver our vision of ‘thriving nature for people and planet’.

**Sites of Special Scientific Interest (SSSI)**

One of Natural England’s statutory functions is to designate and maintain the condition of protected sites in England. A Site of Special Scientific Interest (SSSI) is a type of formal protected site designation made based on the presence of specific habitats or species, or sometimes geological or physiological features, which are of particular interest to science.

There are over 4,100 SSSIs in England, representing the entire range of habitat and geology types found in the country. They vary in size from a single barn building to the entire Humber Estuary. Most of the land designated as a SSSI is either privately owned or managed as part of a tenanted farm or estate. The remaining area is owned by conservation organisations, local authorities, government agencies and public utilities.

SSSIs are an important part of the government’s strategy for the natural world: ‘A Green Future – Our 25 Year Plan to Improve the Environment’. This sets out an ambition to restore 75% of our one million hectares of terrestrial and freshwater protected sites to favourable condition.

**The SSSI Monitoring & Evaluation (SME) Programme and Monitoring Targets**

Monitoring and evaluation of SSSIs is an important aspect of Natural England's overall monitoring programme, providing robust evidence that supports delivery of our statutory functions for designated sites. We use this evidence to advise land managers and other stakeholders, supporting them in sustaining SSSIs in favourable condition, or restoring those that are in unfavourable condition.

We are working to tackle the decline in SSSI monitoring frequency over recent years and have recently reformed our programme to collect monitoring data at a more ecologically meaningful scale (whole-feature-assessment or WFA). The current Environmental Improvement Plan ([EIP23](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1133967/environmental-improvement-plan-2023.pdf)) target is to have an up-to-date condition assessment for every SSSI, using the new WFA approach, by 31 January 2028.

Where using remotely sensed data, third-party data or desk-based studies are not appropriate approaches, Natural England uses data from on-site surveys to monitor and assess the condition of SSSI features.

**2.2 Scope of the Contract**

**Arranging Access for SSSI Surveys in 2024/25**

In order to arrange a SSSI monitoring survey, whether by in-house staff or by approved contractors, Natural England contacts all owners of land within the site boundaries and requests permission to access their land where it falls within the SSSI. We also aim to contact all occupiers of land within the SSSI, where we have their contact details, to inform them of our intention to survey and ask for their cooperation.

This contract will arrange access for approximately 20 SSSIs across England, with an estimated 200-250 associated owner/occupiers from whom access permission should be gained.

**Contract Aims Summary**

The scope of this contract is to:

* Collate and/or obtain up-to-date owner/occupier contact details for approximately 20 SSSIs where monitoring surveys are planned for 2024/25, using NE’s existing database and other sources of information as directed by NE.
* Contact and request access permission from all current owner/occupiers of land falling within these SSSIs
* Track and keep accurate records of permission responses from owner/occupiers, recording contact information changes where appropriate
* Produce an ‘Access Contacts for Surveyors’ spreadsheet for each SSSI being surveyed (and in some cases a related map), summarising the access arrangements for each site.
* Deliver a final collated and updated master contacts spreadsheet to Natural England which can be used to update our current data on owner/occupiers for each SSSI site surveyed.
* At all times adhere to Natural England’s GDPR policies and guidelines (see above) and to use suitable file protection and secure sharing protocols throughout, as agreed with Natural England.

**Sources of information on owner/occupiers of SSSIs available to the contractor**

Natural England holds a contact database of owner/occupiers/stakeholders for SSSIs – the information we hold for the sites to be surveyed in 2024/25 will be supplied to the contractor in the form of a password-protected Excel spreadsheet and will contain phone numbers, email addresses and/or postal addresses but is not necessarily exhaustive. This is the ***primary*** dataset.

This primary dataset may in some cases be supplemented by other contact datasets which would be supplied as separate password-protected Excel spreadsheets.

The data supplied will not always include all the contact details that surveyors require for arranging survey access. The contractor will be expected to obtain this information as part of the process of negotiating access permissions.

Where tenure information or contact details are unclear for all or part of a SSSI, the contractor will be able to request extra tenure information and/or Land Registry searches from Natural England.

**Estimated Size of Data Set**

The initial data set supplied will contain approximately 350 rows of contact details across circa 20 SSSIs. Information about new owner/occupiers is often gathered during the access permissions process and any data of this sort would need to be added to the dataset and logged as new – this is usually a small proportion of the overall dataset.

It is likely that there will be duplicate contact information in the primary dataset. The contractor will be expected to identify these duplicates, collating contact details and selecting the most appropriate for the purposes of arranging permission and subsequent access for surveys. It is estimated that permission will ultimately be required from approximately 200-250 contacts across all the SSSIs to be surveyed.

**2.3 Detailed Requirements**

The Contractor will –

* Collate and rationalise Natural England’s SSSI owner/occupier contacts spreadsheet, along with other data supplied by NE, to create a master spreadsheet of contacts for each SSSI.
* Throughout the access permissions process: maintain and update the contact data where necessary to remove duplicates, identify owners of multiple tracts of land, update contact details, add new owner/occupiers, indicate that a contact needs to be archived, etc.
* Contact all owners and, where possible, occupiers by email/phone/letter/ to:
	+ Confirm land tenure
	+ Where possible, capture relationships between owners and occupiers and identify a single point of contact
	+ Explain the purpose and process of SSSI monitoring surveys and supply information on survey methodologies
	+ Inform of our intention to survey and request permission to access land within the SSSI
	+ Ask whether they would like to be contacted by surveyors prior to each survey visit
	+ Request and record up-to-date contact details
	+ Request and record any specific information/instructions surveyors will need in order to access the land
	+ Supply supplementary documents including Natural England’s data license agreement
* Provide a contact phone number and return email/postal address in all communications
* Receive, document and respond appropriately to any email, phone or postal enquiries/replies regarding the SSSI surveys.
* Record permission status data into a master owner/occupier spreadsheet (Excel-compatible) which is securely shared on a regular basis with the SME team.
* Forward all documents received from contacts relating to access/tenure to the appropriate person/inbox within the SME team in a suitable format and a secure manner.
* Forward any enquiries or documents received from contacts relating to non-SME areas of NE’s work to the appropriate inbox at Natural England.
* Continue to pursue permissions where a response to initial contact is not received, including: resending emails; making chase phone-calls; sending letters; requesting further information and/or Land Registry searches from Natural England.
* Produce an ‘Access Contacts for Surveyors’ spreadsheet for each SSSI, detailing all contacts who wish to be contacted by surveyors prior to survey visits, their preferred contact details, and any relevant access instructions or other pertinent information.
* For larger or more complex sites, and when requested by an SME team member, produce and securely share a GDPR-compliant, ArcGIS-compatible tenure map of the SSSI which is suitable to be made available to survey staff and can be cross-referenced with the information in the ‘Access Contacts for Surveyors’ spreadsheet
* Provide a written site-by-site summary of access permissions status in advance of each progress meeting
* Throughout the process, attend regular progress meetings with a member of the SME team to:
	+ Feedback on general progress and discuss site-by-site progress
	+ Report any permission refusals received
	+ Report any access restrictions or site hazards that have come to attention
	+ Request further information or input from NE for any sites where tenure information is incomplete or where permissions progress is slow
	+ Coordinate mailshots and Land Registry searches where thought to be required
	+ Provide regular updates of the master owner/occupier spreadsheet
* Return final updated owner/occupier information for each site in an Excel-compatible format and suitable to be used by SME staff to update NE’s contacts database for each site.
* Return all data by agreed deadlines
* At all times to abide by the NE GDPR policy (see above)
* Produce a final summary report at the end of the project with feedback on the data, guidance and resources supplied, the processes, response rates, lessons learnt and opportunities for improvement.

**Resources**

On contract award, in addition to the primary dataset described above, the contractor will be supplied with various other resources:

* Guidance documents describing the overall access permission process
* Guidance documents for collating and rationalising SSSI contacts spreadsheets
* A suggested template for creating ‘Access Permissions Tracking’ spreadsheets in Excel
* Maps of each SSSI
* Email/letter templates and a suggested phone ‘script’
* Information regarding which surveys are planned at each site and how to prioritise accordingly
* Simple summaries of survey methodologies to be sent to owner/occupiers
* Data license agreement document to be sent to owner/occupiers
* A designated contact within the SME team at NE
* All supplied documents and processes can be discussed and amended if appropriate during the contract set-up process.

**2.3 Summary of Outputs**

1. Identify and contact all owners/occupiers of land within the SSSIs to be surveyed and acquire an access permission response from them.
2. Prompt written feedback to the designated NE contact regarding permission refusals.
3. Regular, written site-by-site summaries of progress supplied to the Natural England contact in advance of each planned project meeting.
4. A final ‘Access Contacts for Surveyors’ spreadsheet for each SSSI, detailing all contacts who wish to be contacted by surveyors prior to survey visits, their preferred contact details, and any relevant access instructions or other pertinent information.
5. For those SSSIs where the SME team request it, a securely shared, GDPR-compliant and ArcGIS-compatible labelled tenure map which is suitable to be made available to survey staff, and which can be cross-referenced with the ‘Access Contacts for Surveyors’ spreadsheet for the purposes of arranging survey access.
6. A final master spreadsheet of contacts for all the SSSIs included in the process, which can be cross-referenced to the original contacts data sent to the contractor, including detailed notes, which can be used to update Natural England’s existing SSSI contacts database.
7. Summary report at the end of the project with feedback on the data, guidance and resources supplied, the processes, response rates, lessons learnt and opportunities for improvement.

**2.4 Project Management**

The project will be overseen by a Project Manager within Natural England’s SME team, assisted by other SME team members with experience of contacting owner/occupiers to arrange access for surveys.

The successful contractor will appoint a Project Lead who will be responsible for:

* Being the primary point of contact for Natural England’s SME team
* Overall management and delivery of the project including tracking progress, ensuring methods are followed correctly, quality assurance of outputs and liaising with the Project Manager at NE
* Convening regular project meetings (format and timing to be agreed at inception meeting)

**Reporting & Meetings**

An initial inception meeting will be arranged on contract start-up, during which the contractor will be provided with the resources described above and there will be an opportunity to discuss processes.

The contractor will then be expected to report regularly to NE, providing a clear understanding of permissions progress (given/refused/pending) which allows for cross-referencing with Natural England’s existing SSSI contacts database (i.e. the original contacts spreadsheet supplied to the contractor). See more detail in the Detailed Requirements section.

All meetings will be via MS Teams and progress meetings are likely to be weekly during the contact and response phase.

**Delivery Milestones and Timelines**

More detailed milestones and timeline will be provided at contract start-up.

|  |  |
| --- | --- |
| **Milestone** | **Due date** |
| Project startup meeting | Mid September 2023 |
| First progress meeting and report due (and weekly thereafter) | Late September 2023 |
| Completion of access permissions process and delivery of ‘Access Contacts Spreadsheets’ (plus maps where applicable) for all first priority sites | End of December 2023 |
| Completion of access permissions process and delivery of ‘Access Contacts Spreadsheets’ (plus maps where applicable) for all second priority sites | End of February 2024 |
| Completion of access permissions process and delivery of ‘Access Contacts Spreadsheets’ (plus maps where applicable) for all third priority sites; delivery of final summary report and final updated contacts spreadsheet | End of March 2024 |

**Payment Milestones**

All payment will be made to the contractor by invoice according to the satisfactory completion of agreed milestones. The payment schedule can be negotiated during contract inception, with the option for one payment on project completion or for interim payments on completion of pre-agreed milestones.

**2.5 Commercial Evaluation**

We will award this contract in line with the most economically advantageous tender (MEAT). The evaluation criteria are summarised in the table below and then described in more detail. Scoring for each Quality sub-criteria will be out of 10. Failure to meet the minimum score threshold stated on any criteria will result in the bid being removed from the process with no further evaluation, regardless of other quality or price scores.

|  |
| --- |
| **Evaluation Criteria** |
| **Price**  | **Weighting** | **50%** |
| **Quality** | **Weighting** | **50%** |
|  **Quality Sub-Criteria** | **Score Threshold** | **Weighting** |
| * GDPR Approaches and Compliance
 | **7** | **10%** |
| * Project Plan, Management & Quality Assurance
 | **7** | **20%** |
| * Personnel Skills/Knowledge/Experience/Accreditations
 | **7** | **20%** |

**Price Evaluation (50% Weighting)**

Tenderers are required to submit a total fixed cost for completion of the project and include a breakdown of costs against key personnel and against tasks or groups of tasks as set out in Section 2 above, including VAT rates where applicable, using the cost table in Annex 1.

It is not anticipated that any T&S costs will be accrued during delivery of this contract. However, any unforeseen Travel and Subsistence costs that arise should be discussed with the SME team and would only be approved in line with Natural England’s Travel and Subsistence Policy – more details of which can be supplied at contract inception.

**Quality Evaluation (Weighting 50%)**

The overall Quality Evaluation receives 50% weighting, broken down as set out in the summary table above and described further below. **Scoring for each Quality sub-criteria will be out of 10.** Failure to meet the minimum score threshold stated for any criteria will result in the bid being removed from the process with no further evaluation, regardless of other quality or price scores.

**GDPR Approaches and Compliance (Minimum score threshold = 7; Weighting = 10%)**

The Tenderer must demonstrate their commitment and ability to manage sensitive tenure information according to GDPR guidelines and in line with Natural England’s policies and best practice. Describe your track record in this area, detail your existing policies, systems and processes with regard to data privacy and security and explain how these would be implemented in the delivery of this contract. Tenderers should demonstrate that all staff likely to be involved in this contract already have, or would receive, training in GDPR and its implications for dealing with sensitive tenure information in a public-facing environment using both written (emails and letters) and verbal (telephone calls) communication.

**Project Plan, Management & Quality Assurance (Minimum score threshold = 7; Weighting = 20%)**

Tenderers should describe their proposed approaches to the delivery of the tasks and outputs set out in Section 2 above, as well as demonstrating their capacity to do so. Please include details of the proposed workflow and allocated responsibilities and resource, including personnel, hardware, software and data management systems.

* Describe existing systems, procedures and training opportunities you have in place that would apply to the management of this project
* Detail how you intend to manage and deliver this project, including any consortium or sub-contracting arrangements, to ensure the project tasks and timescales are achieved.
* Provide a work plan/Gantt chart for the work, including deliverables and critical pathways
* Provide details of a quality control and assurance plan
* Identify potential problems/risks and explain how these will be managed if you are successful in being awarded the contract.
* Demonstrate adequacy of resource in terms of personnel, systems and hardware.
* The management plan for issues surrounding GDPR should be fully described in the relevant evaluation criteria section (above) but can be referred to here as well
* A pen portrait of the proposed Project Lead should be included in the Personnel evaluation criteria section (below).

**Personnel Skills, Knowledge, Experience and Accreditation**

**(Minimum score threshold = 7; Weighting = 20%)**

Tenderers should supply pen portraits of current staff proposed to take part in delivery of this contract, including the Project Lead, with details of their skills, knowledge, accreditations and any recent experience relevant to this tender, including:

* The ability to contact and consult high numbers of stakeholders using varied methods.
* Understanding of issues surrounding tenure, land management and access permission, particularly in rural settings.
* Capabilities in sensitive data management and GDPR compliance.
* Understanding of spatial mapping.
* Proven track record of good customer communication and service, especially with land managers.
* Capabilities in tracking processes and progress with good record keeping.
* Experience working on similar projects

**Annex 1: Costs Breakdown Template**

Please use the following table as a guide

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item of work/task**  | **Grade of Staff**  | **Day Rate**  | **Number of Days**  | **Total Cost**  |
| Project planning and initial data collation |   |   |   |   |
| Initial round of contacting 200-300 owner/occupiers |  |  |  |  |
| Follow-up of outstanding permissions and non-responses |  |  |  |  |
| Compiling ‘access contacts spreadsheet’ (and map) for approx 20 SSSIs |  |  |  |  |
| QA of access contacts spreadsheets/maps before delivery to NE |  |  |  |  |
| Regular (weekly) written progress summaries, meetings and liaison with NE |   |   |   |   |
| Collating final updated master contacts spreadsheet for return to NE |  |  |  |  |
| Final summary report |   |   |   |   |
| Associated costs (materials) |   |   |   |   |
| **Total excl. VAT** |  |  |  |  |
| **Total incl. VAT** |  |  |  |  |