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Request for Quotation

## 

## Request for Quotation

**Forming a group of young advisors for Natural England’s ‘Children’s People and Nature Survey’.**

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:** [ruth.lamont@naturalengland.org.uk](mailto:ruth.lamont@naturalengland.org.uk)

**Date:** 30th November 2021

**Time:** 12:00pm

Ensure you state ‘Final Submission’ in the subject field to make it clear that it is your response.

**Contact Details and Timeline**

Amy Greenwood 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.

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| --- | --- |
| Action | Date |
| Date of issue of RFQ | 10th November 2022 at 12:00 GMT |
| Deadline for clarifications questions | 23rd November 2022 at 12:00pm GMT |
| Deadline for receipt of Quotation | 30th November 2022 at 12:00pm GMT |
| Intended date of Contract Award | 14th December 2022 |
| Intended Contract Start Date | 3rd January 2023 |
| Intended Delivery Date / Contract Duration | 3 months (estimated completion 31st March 2023) |

### Glossary

Unless the context otherwise requires the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

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

### Conditions applying to the RFQ

You should examine your response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

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

The supplier by submitting a quotation is deemed to accept the terms and conditions in the RFQ. Failure to comply with the instructions set out in the RFQ 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 [are available online](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/914956/standard-condensed-terms.odt) and 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](http://www.naturalengland.org.uk/).

Full details of the contract specification are included as Annexe 1 of this RFQ.

It is anticipated that this contract will be awarded for a period of 3 months, to end no later than 31/03/2023. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

**Prices**

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

**Quotation Submission**

Completed submissions should include the following items:

* evidence that you meet the quality criteria set out in the specification;
* your proposed pricing structure – see specification for items to cover;
* your proposed workplan for the project – including how you will meet the key milestones outlined in the specification.

Submissions will be reviewed and then evaluated as set out below:

* each criteria will be given a score from 0 to 100;
* the criteria scores will be weighted to create a final submission score;
* all of the final submission scores will be ranked;
* the field date will be confirmed;
* the agency with the highest weighted score for the chosen field date will be awarded the contract - subject to the terms and conditions within the RFQ.

If the start date of the contract should substantially change, then agencies will be asked for their availability in the order of ranked final submission score.

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

Price – 50%

Quality – 50%

A detailed breakdown of how the quality criteria will be assessed is included in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question Number** | **Question** | **Maximum Available Score** | **Weighting %** | **Maximum length** |
| E01 | **Understanding of Natural England’s requirement and Demonstration of Familiarity with the People and Nature Surveys** | 100 | 20% | 500 words |
| Outline your understanding of Natural England’s requirements, and the benefits of having a young people’s advisory group informing the Children’s People and Nature Survey. |
|  |
| E02 | Outline the **approaches** you will use to deliver this contract, giving justification for the approach proposed if different from those outlined here.  The response should include:   * details about the approach to identifying a group of appropriate young people for the project * details about the approach to working with the group and managing it sensitively, ethically and creatively to keep young people engaged * the number of days required for each task * a provisional project plan, including details of how the project will meet the aims and scope of this project * an assessment of risks and dependencies affecting the project including input required from Natural England, and your proposals for how these will be managed and mitigated. * a brief description of how the work will be quality assured e.g., satisfaction of young people engaged in the project | 100 | 40% | 1000 words |
| E03 | **Experience of the project team** | 100 | 40% | 800 words (N.B. CVs will be excluded from this word count) |
| Provide details of the project team (including any sub-contractors if appropriate) and the key personnel, with their seniority, who will be involved in delivering the project. You should:   * provide a CV for everyone involved * demonstrate the team’s skills and experience relevant to this work * detail the number of days each member of the team has allocated on this project * provide two examples of your current or previous work within government departments, wider public sector, or equivalent that are similar in subject matter, scope and complexity to this requirement. |
|  |
|  |
| **Total** |  |  | **100%** |  |

|  |  |
| --- | --- |
| **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 Ruth Lamont ([ruth.lamont@naturalengland.org.uk](mailto:ruth.lamont@naturalengland.org.uk)).

The outputs of the contract are included in the specification. Monthly updates should be sent to the contract manager via email.

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

Payment can be invoiced in two instalments, with 25% to be invoiced upon receipt of the inception note, and the remaining 75% to be invoiced upon agreement of the final deliverables.

### 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.

# ANNEXE 1: TENDER SPECIFICATION

1. **Introduction**

Natural England’s ‘[Children’s People and Nature Survey](https://people-and-nature-survey-defra.hub.arcgis.com/)’ (C-PANS) provides information on how children and young people in England experience and think about the natural environment. Following a pilot in August 2020, the survey is now completed twice each year, once in term time and once in holiday time. The 2021 release (Waves 1 and 2) can be found [here](https://www.gov.uk/government/statistics/the-childrens-people-and-nature-survey-for-england-2021-update) and the 2022 Waves 3 and 4 are due to be released before the end of the year. Through this commission the survey team aim to bring together a group of young people aged 8 to 15 years old, to act as advisors in the on-going use of and development of C-PANS. The successful contractor will propose how they would form and manage this group of young people to work with Natural England during the period of time up to the end of this financial year (beginning of April 2023). At this point it will be assessed whether the partnership between Natural England, the contractor and the group of young people might be extended to form an on-going advisory group for the survey.

1. **Background to the contract**

The [People and Nature Survey for England](https://www.gov.uk/government/collections/people-and-nature-survey-for-england#adult-survey-data-) (PANS), led by Natural England, is one of the main sources of data and statistics on how people experience and think about the environment. It began collecting data via an online panel (adults aged 16 years and older) in April 2020, and runs continuously. PANS includes questions about children in the household, asking adults about their time in and experiences of nature.

To build on this and ensure the views of young people themselves are represented, the ‘Children’s People and Nature Survey’ (C-PANS) was [first completed](https://www.gov.uk/government/statistics/the-people-and-nature-survey-for-england-child-data-wave-1-experimental-statistics) as a pilot in August 2020 with children aged 8-to-15 years old. This first pilot offered [valuable insights](https://cdn.forestresearch.gov.uk/2021/04/why_society_needs_nature_4fuc2gt.pdf) which contributed to our understanding of experiences of nature during the COVID-19 pandemic.

Following this successful pilot, the survey has been adapted for use twice-yearly, both in school holidays and term-time, to allow the attitudes and behaviours of 4000+ young people to be looked at each year and monitored over time. The 2021 release (Waves 1 and 2) can be found [here](https://www.gov.uk/government/statistics/the-childrens-people-and-nature-survey-for-england-2021-update) and the 2022 Waves 3 and 4 are due to be released before the end of the year. During the development of the survey, questions have been piloted with young people.

1. **Aims of the Contract**

Natural England would like to build-in and draw upon the insights of young people further within the survey. Through this commission we seek to appoint suitably experienced contractors to form and manage a group of young people (aged 8 to 15). The overarching aim is to develop the survey so that it is not just there to talk about young people, but is informed by them and can be used by them as a tool to share their experiences. Rather than additional participants, we want this group of young people to act as co-developers for C-PANS.

In more detail, the successful contractor will facilitate sessions that allow young people to input into a range of aspects of the survey. Depending on priorities and discussion between NE, the contractor and young people, this might include (but is not limited to) co-developing C-PANS’:

* aims, scope and purpose
* prioritisation of questions and screening the input of any new questions
* testing/evaluation of new questions/question changes
* interpretation of results
* image and outputs, aiming to make these appealing and understandable to younger age groups
* areas beyond this that perhaps the young people see a need to develop, but that we have not yet discussed.

Through the commission we would also want the contractor to support the development of the skills and experience of young people through their involvement. This should be built into each session through discussions around research, how it is carried out, understanding results and what it is used for.

1. **Scope of the work**

The successful contractor will complete the following phases of work, but we welcome contractors proposing additional/alternative methods of meeting the aims of the contract:

* **Phase 1:** Work with NE to define the scope and key deliverables for the young people’s advisory group (collated in terms of reference), building in flexibility to allow young people to influence this also.
* **Phase 2:** Bring together a diverse range of young people aged 8-15 years old to form a young people’s advisory group for C-PANS.
* **Phase 3:** Arrange activities that can help them develop their identity and purpose as a group and understand the survey.
* **Phase 4:** Over the course of the contract, facilitate several group sessions and/or opportunities to feedback in other ways that allow the young people to support the development of C-PANS.
* **Phase 5:** Sensitively bring the group to a close for the limited period covered by this grant, obtaining feedback and demonstrating the achievements of the project to young people.
* **Throughout:** working with NE to outline the long-term benefits and requirements for a young people’s advisory group for C-PANS. Including collating information on the value/impact of the groups’ involvement to inform decisions around the continued usefulness of funding a young people’s advisory group.

1. **Deliverables, Expertise, Budget and Timetable**

**Deliverables**

Natural England requires the following deliverables to be produced during the course of this contract:

1. Inception meeting with NE within the first two weeks of the contract commencing, followed by an agreed work plan for completion of the project
2. Formation of a diverse/representative young people’s advisory group of those aged 8 to 15 (appropriate size and format to be outlined by contractor)
3. Hosting/facilitating of meetings with the young people’s advisory group. Number of meetings, format and involvement of NE colleagues should be outlined by the contractor. As a basic example, this might include fortnightly meetings or longer C-PANS workshops covering:
   1. 2 training/familiarisation sessions, with some aspects of C-PANS development
   2. 3 C-PANS development sessions
   3. 1 session to close, displaying groups’ achievements and next steps
4. Post-session reports detailing young people’s insights from each session.
5. Concise final summary report collating key insights gained from sessions with young people (demonstrating the value/impact of having a young people’s advisory group) and recommendations for the continuation/resources needed for a similar group going forward.

**Expertise required for this research project**

We are particularly interested in experts or consortia of experts with a track record of the following:

* working with young people sensitively, ethically and creatively to enable them to share their insights;
* understanding of research/surveys and working with researchers;
* proficiency in completing and writing clear and concise project reports.

**Budget**

The maximum budget for this contract is £15,000 inc. VAT. Proposals in excess of the maximum budget will not be considered.

**Timetables and milestones**

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| --- | --- |
| **Activity** | **Proposed Dates** |
| Deadline for receipt of tenders | 30th November 2022 at 12:00pm |
| Contract awarded | 14th December 2022 |
| Commencement of works | 3rd January 2023  An inception meeting prior to this (in December) would be possible if NE/contractor were available |
| Young People’s advisory group formed and future meetings agreed | 31st January 2023 |
| All virtual/face-to-face sessions with young people complete | 17th March 2023 |
| Final report complete and agreed by NE | 31st March 2023 |
| Final presentation | TBC – April 2023 |