

www.gov.uk/naturalengland

Request for Quotation

**Evaluation of Natural England’s pilot project: Building species into Local Nature Recovery Strategies (LNRSs)**

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: [Jodene.Davey@naturalengland.org.uk](mailto:Jodene.Davey@naturalengland.org.uk)

Date: 11/12/2022

Time: 23:59 GMT

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**

Jodene Davey 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 | 25/11/2022, 12:00 GMT |
| Deadline for clarifications questions | 08/12/2022, 17:00 GMT |
| Deadline for receipt of Quotation | 11/12/2022, 23:59 GMT |
| Intended date of Contract Award | 16/12/22 |
| Intended Contract Start Date | 12/01/2023 |
| Intended Delivery Date / Contract Duration | 12/01/2023 – 31/03/2023 |

### 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):

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| “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.

#### 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](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 RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

#### Specification

## Background to Natural England

Natural England (NE) is the Government’s advisor on the natural environment. It provides practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone. Natural England’s remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy.

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/)

## Background to the specific Natural England work area relevant to this purchase

The Government has committed to driving forward nature recovery and launched the [Nature Recovery Network](https://www.gov.uk/government/publications/nature-recovery-network/nature-recovery-network) (NRN) in its [25 Year Environment Plan](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/693158/25-year-environment-plan.pdf) with plans to restore sites, species and landscape quality by rebuilding ecosystems across land and sea and in our towns and cities. The NRN will provide additional wildlife habitat and more effectively link existing protected sites and landscapes. Visibly driving the NRN is one of the key shifts in NE’s 2021/22 [Action Plan](https://www.gov.uk/government/publications/natural-england-action-plan-2021-to-2022/natural-england-action-plan-2021-to-2022).

LNRSs are a legal requirement in the recently enacted Environment Act, introducing a new system of spatial strategies for nature recovery. For the first time, responsible authorities across England will be legally obliged to plan for nature recovery by going through a locally led transparent process requiring engagement and collaboration with landowners and the voluntary and private sectors. LNRSs will set out locally agreed priorities and opportunities for nature recovery in written and cartographic form. Natural England’s vision is that LNRS will directly address our most important goal of achieving thriving nature for people and places and contribute to the delivery of the [NRN](http://neintranet/news/Pages/thenaturerecoverynetworkandyou.aspx).

In 2020/21 Natural England led on [5 LNRS Pilots](https://www.gov.uk/government/publications/local-nature-recovery-strategy-pilots-lessons-learned) which highlighted the crucial importance of strong local engagement, planning, collaboration and the use of the National and Local Habitat Maps as key components to successful LNRSs. Following on from these pilots, further pilot projects are now running in 8 areas to test the process of how Species can be incorporated into the LNRS process.

The Species pilot project is split into four delivery phases, the final of which is evaluation:

* Phase 1 – a workshop with policy and species specialists to define a national set of criteria to be tested as a starting point for incorporating species into the LNRS process. This stage is complete.
* Phase 2 – working with partners to obtain species data. This stage runs until 31/12/22.
* Phase 3 - use the species data obtained to undertake interpretation, analysis, discussion and defining next steps with partners. This stage runs from January to mid-March ’23.
* Phase 4 – evaluation – by obtaining feedback from stakeholders, describe the lessons from the above phases, merits and limitations, provide recommendations and help shape advice to stakeholders including Natural England, Defra, data suppliers and data users.

**Requirement**

**The key deliverables for this contract will be:**

1. Four or five online workshops to gather feedback from stakeholders both internal to NE and external. There should be no more than 10 people per workshop.
2. An overarching evaluation report bringing together the feedback, lessons learned and recommendations.

Species recovery is a priority for NE, and we want to make sure we are learning from and applying the experience gained from this pilot project to shape the advice NE gives to support species in the LNRS process. This RFQ is looking for a contractor to organise, run and facilitate stakeholder engagement workshops with the stakeholders involved in the pilot and produce an evaluation report.

***Deliverable 1: stakeholder workshops****.* We are looking for a supplier to carry out 4-5 stakeholder feedback workshops. There will be one workshop with internal staff who have already completed species projects in their area. There will need to be 2-3 (depending on group size and availability of stakeholders) workshops with the eight existing pilot area staff and their corresponding partners (approx. a further two, maybe three, people per pilot area). And lastly, a workshop with the project team staff. Each workshop may need to be structured or pitched differently to capture the relevant feedback. Due to the dispersed nature of the stakeholders involved in this pilot project, the workshops should be held using MS Teams or similar online technology. Where stakeholders are unable to attend a workshop, a 1:1 meeting or phone call should take place instead.

A series of evaluation questions are being developed in collaboration with the project team and we would ask that this be used as the basis for the workshops – it will be provided to the successful contractor at the inception meeting. We are keen however, not to constrain discussion or feedback and so would encourage the successful contractor to also propose alternative approaches to gathering information, evidence and opinions.

Further to the workshops, background information and some feedback which has been created and collated before this contract is live will be provided to the successful contractor.

The contractor should consider data ethics for those involved in evaluation taking into account the principles of privacy, loyalty and fairness, accountability, transparency and responsible data management.

***Deliverable 2: evaluation report****.* The contractor should produce an appropriate report of the findings from this pilot project. The aim of this project is to help shape the process and advice that NE gives to its partners and stakeholders in consideration of and incorporating species into the LNRS process. The report should be concise and include a summary of the discussions that took place in the workshops. We want to understand what has worked well and what hasn’t, what processes have helped and what have hindered progress; where are the gaps in our knowledge and understanding and what further steps are needed to succeed in our ambitions. We anticipate that this exercise will gather predominantly qualitative data.

The report needs to be pitched to a non-technical audience. Due to the current nature of LNRS still being in development as a policy area, all information gathered and report(s) shall be marked Official (for more info visit [Government Security Classifications - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/government-security-classifications)). The report is to be produced in a Word and pdf format, as well as any accompanying visuals/graphics, spreadsheets and models (if applicable). The report will be clearly presented, concise, written in plain English with a target audience of an educated lay person. Reports will be supplied to NE by email. On completion of the report, the supplier should set up a meeting with the project team to walk them through the key findings of the evaluation.

When considering evaluation, it is important to note that, in line with all government departments and arms-length bodies, evaluation at NE must be guided by the HM Treasury [Magenta Book](https://www.gov.uk/government/publications/the-magenta-book) 2020.

**Timetable**

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| **Milestone** | **Detail** | **Date** |
| Project inception meeting and agreement of approach | Meeting to discuss the proposed approach to the project.  The bidder should confirm that there will be availability to attend a project inception meeting during the week highlighted in the next column. | 9th -12th January ‘23 |
| Project Plan | A brief project plan is required to be sent to the NE Project Officer, following the Inception Meeting. | Within 2 weeks of the inception meeting |
| **Deliverable 1**  Stakeholder workshops | 4-5 feedback workshops | February to early March ‘23 |
| **Deliverable 2**  Report | Draft reports together with presentation to NE on the workshop findings.  Final version | 17th March ‘22  31st March ‘22 |

It is anticipated that this contract will be awarded for a period of three 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. Bidders should note that as a guide the anticipated budget is £8k - £12K inclusive of VAT. This should be used as a guide to give an indication of the depth and breadth of the study and the resources required to complete the work.

**Quotation Submission**

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

**Price – 50%**

**Quality – 50%**

The following quality criteria are weighted in accordance with the importance and relevance

attached to each one. 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.

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| **Criteria** | Weighting | **To include:** | **Maximum available score** |
| Understanding of NE’s requirement | 15% | Outline your understanding of NE’s requirements in this specification | 100 |
| Outline the approaches you will use to deliver this contract, giving justification for the methods proposed if they differ from those detailed in the specification above. | 40% | Please include a provisional project plan, including details of how you will meet the key deliverables.  We would also ask that you allocate the number of days to the delivery of each task and deliverable.  Include a short 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.  Provide a brief description of how the work will be quality assured. | 100 |
| Experience of the project team | 45% | Provide details of the project team and the key personnel, with their seniority, who will be involved in delivering the project. You should demonstrate the team’s skills and experience in:   * Running and facilitating stakeholder engagement workshops. * Analysis of qualitative data and report writing. * delivering contracts for public sector clients, particularly contracts with an environmental focus.   Please include a CV and the number of days each member of the team has allocated on this project as well as who will lead on each task. | 100 |
|  |  | **Maximum available score:** | **300** |

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| **Score** | **Justification** |
| For a score of one 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. |

**Supporting Documentation**

The supplier may provide CVs and examples of past work as part of their bid.

**Contract Management**

This contract shall be managed on behalf of the Authority by Jodene Davey, [Jodene.Davey@naturalengland.org.uk](mailto:Jodene.Davey@naturalengland.org.uk), 07775 030564

Fortnightly check-ins with the Project Officer via a MS Teams meeting, phone call or by email to discuss progress and/or any issues will be required from January 2023 onwards, for the duration of the contract.

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 made 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.