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Request for Quotation

## 

## Request for Quotation

**NATURAL ENGLAND PROJECT SPECIFICATION FOR AN EXPLORATION OF THE RELATIONSHIP BETWEEN EVALUATION AND FUTURES**

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:** [nick.dales@naturalengland.org.uk](mailto:nick.dales@naturalengland.org.uk)

**Date:** 16th September 2022

**Time:** 12:00pm

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**

Nick Dales 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 | 26th August 2022 at 12:00 BST / GMT |
| Deadline for clarifications questions | 16th September 2022 at 12:00pm BST |
| Deadline for receipt of Quotation | 23rd September 2022 at 12:00pm GMT |
| Intended date of Contract Award | 30th September 2022 |
| Intended Contract Start Date | 3rd October 2022 |
| Intended Delivery Date / Contract Duration | 5 months (estimated completion 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 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 [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/).

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

It is anticipated that this contract will be awarded tor a period of 5 months, to end no later than 31/03/2021. 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 – 30%

Quality – 70%

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 Word Count** |
| E01 | **Understanding of Natural England’s requirement** | 100 | 15% | 750 |
| Outline your understanding of Natural England’s requirements |
|  |
| E02 | Outline the **approaches and methodologies** you will use to deliver this contract, giving justification for the methods proposed if they differ from those detailed above.  Please include a provisional project plan, including details of how the project will meet the key milestones detailed above.  The response should include details of the number of days required for each task | 100 | 40% | 1500 |
| E03 | **Experience of the project team** | 100 | 30% | 1000 |
| 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 demonstrate the team’s skills in undertaking literature/evidence reviews and your knowledge of futures thinking and evaluation. Our scoring will focus mainly on the literature/evidence review skills.  Please indicate the number of days each member of the team has allocated on this project. |
| In addition, please provide two (2) examples of your current or previous work in the last three (3) years within government departments, wider public sector, or equivalent that are similar in subject matter, scope and complexity to this requirement. |
| *Please submit CVs of those who will be working on this contract - they are for information only to support your bid, they will not be scored and are not included in the word count.* |
| E04 | **Contract management, risks and quality assurance**  Please provide details of how you will manage the contract to ensure that deliverables are produced by the deadlines required.  Include an assessment of risks and dependencies affecting the project, and your proposals for how these will be managed and mitigated.  Describe how the work will be quality assured | 100 | 15% | 750 |
| **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 Nick Dales [nick.dales@naturalengland.org.uk](mailto:nick.dales@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.

# ANNEX 1: TENDER SPECIFICATION

**PROJECT SPECIFICATION FOR** **AN EXPLORATION OF THE RELATIONSHIP BETWEEN EVALUATION AND FUTURES**

**August 2022**

**Background to Natural England**

[Natural England](https://www.gov.uk/government/organisations/natural-england) is the government’s adviser for the natural environment in England, helping to protect England’s nature and landscapes for people to enjoy and for the services they provide. Natural England is an executive non-departmental public body, sponsored by the [Department for Environment, Food & Rural Affairs](https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs). A list of its responsibilities can be found at: <https://www.gov.uk/government/organisations/natural-england/about>.

1. **Introduction**

This contract opportunity is for a suitably experienced supplier to help Natural England understand the relationship between evaluation and futures. From an evaluation perspective, we are interest to understand where futures techniques have been used directly to improve intervention design and evaluation. From a futures perspective, we are interested to understand where evaluative thinking has been used to inform futures projects. Overall we would like to gain an understanding of the key contact points and relationships between evaluative and futures thinking.

The scope of this contract does *not* cover the evaluation of futures interventions, which is covered relatively well in the literature. Our limited (and unstructured) research to date has uncovered only limited evidence in our key areas of interest.

Based on its current work, Natural England believes that futures techniques have the potential to improve evaluation design (including plans, theories of change and frameworks) and with development of medium and longer-term indicators and evidence requirements. Our work is also indicating the benefit of using horizon scanning evidence to improve the design of interventions. We have also done some work on exploring the contact points and relationships between the two work areas, but would like to develop all these aspects further.

The outputs from this contract will make a contribution to delivery of Natural England’s [Science, Evidence and Evaluation Strategy](http://publications.naturalengland.org.uk/publication/5027096999231488) published in July 2020 and [Natural England’s five year aims](https://www.gov.uk/government/publications/natural-england-action-plan-2021-to-2022/natural-england-action-plan-2021-to-2022).

1. **Background to the contract**

Natural England published its [Science, Evidence and Evaluation Strategy](http://publications.naturalengland.org.uk/publication/5027096999231488) in July 2020. The strategy commits Natural England to using cross-cutting science and evidence to identify strategic opportunities, priorities and innovation and act on them. The strategy also commits Natural England to using evaluation to understand what works, and what needs to be improved, within the organisation’s work. The cross-cutting Science and Evidence Programme Team situated within the Chief Scientist's Directorate, is working across the organisation to embed and improve a range of underpinning strategic capabilities within Natural England. These include our work on futures, foresight and innovation, interdisciplinary working (systems) and evaluation.

Natural England has a very small team of futures specialists, working closely with colleagues on the work areas referred to in the previous paragraph. Our futures work is focused on regular, unstructured horizon-scanning and development of our database of horizon-scanning insights. We produce three periodical reviews of this evidence each year and an annual synthesis - which is considered by Natural England’s executive committee and Board to help with strategic planning. Working with the Defra Group, we also contribute to Global Trends Analysis and are also familiar with scenario development. Natural England follows government guidance on futures, as described in the [Futures Toolkit](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674209/futures-toolkit-edition-1.pdf).

Natural England’s evaluation work is carried out by another small team of specialists with the primary objectives of:

* Developing evaluation capability for Natural England staff
* Embedding an evaluation culture in Natural England
* Supporting priority interventions (projects and programmes) through evaluation

This contract will support all three objectives, but there is particular interest in using futures evidence to support priority evaluations. Natural England almost always uses theory-based evaluation methodologies and uses Theory of Change (ToC) as an initial stage to planning and designing an evaluation. Natural England follows government guidance on evaluation, as described in the [Magenta Book](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879438/HMT_Magenta_Book.pdf).

1. **Aims**

The aim of this contract is to provide Natural England with a greater understanding of the relationship between futures and evaluation, how they work together and how they complement our work in both areas. We are especially interested in how futures techniques[[1]](#footnote-2) can improve intervention design and the evaluation of those interventions. We recognise that this is a broad aim and we welcome views from contractors on additional areas to investigate. We have the following general requirements:

1. A broad review in our research areas - highlighting examples of most relevance to Natural England’s needs
2. Convening workshops with internal and external stakeholders with the aim of sharing knowledge in the research areas for mutual benefit
3. Provision of options for Natural England to consider in improving intervention and evaluation design using futures techniques (and especially horizon scanning evidence)
4. An understanding of the potential use of futures to identify multiple plausible futures for an intervention – and the challenges faced in evaluating them
5. An understanding of where evaluative thinking can aid our work on horizon scanning and scenario development. We would also be keen to understand how futures and evaluative thinking can help drive forward our ambitions around innovation.
6. **Methods**

We anticipate that the following activities will be needed to deliver the contract:

* An inception meeting to agree objectives and scope of the project with members of the project steering group
* Interviews with key staff to establish understanding of our exact contract requirements and, for the review elements, agreement of search parameters
* Desk-based research in support of our aims
* Regular dialogue with the project manager and small project team to share thinking and to adapt the focus of objectives as necessary
* Two workshops:
  + One with key Natural England staff
  + A second with external stakeholders across the Defra Group and wider government
* A final report

Natural England would welcome contractors proposing additional/alternative methods of meeting the requirements of the contract.

1. **Deliverables, Budget and Timetable**

**Deliverables**

These have been described in section 3.

**Budget**

The maximum budget for this contract is £24,999 inc. VAT.

**Timetables and milestones**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Proposed Dates** | **Notes** |
| Deadline for receipt of RFQs | 23rd September 2022 |  |
| Contract awarded | 30th September 2022 |  |
| Commencement of works | 3rd October 2022 | Including Inception Meeting |
| Clarifications | By 21st October 2022 |  |
| Workshops | January/February 2023 |  |
| Draft report | February 2023 |  |
| Final report | March 2023 |  |

1. The supplier may use a broad interpretation of ‘futures techniques and evidence’ but can be guided by those described in the [Futures Toolkit](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674209/futures-toolkit-edition-1.pdf). [↑](#footnote-ref-2)