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Request for Quotation

**Community Science Urban Monitoring Framework**

**August 2023**

**Community Science Urban Monitoring Framework**

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

Your response should be returned to the following email address by:

Email:[amy.pilsbury@naturalengland.org.uk](mailto:amy.pilsbury@naturalengland.org.uk)

Date: 18th August 2023

Time: 10:00

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**

Amy Pilsbury will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via 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 | 28th July 2023 |
| Deadline for clarifications questions | 11th August 2023 |
| Deadline for receipt of Quotation | 1st September 2023 |
| Intended date of Contract Award | 11th September 2023 |
| Intended Contract Start Date | 11th September 2023 |
| Intended Delivery Date | 7th February 2024 |

A more detailed project timeline is available in section 4.

**General Information**

**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, who is the Contracting Authority. |
| “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. |

**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. Confirmation of this is required in Annex 2.

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

**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.

**Self-Declaration and Mandatory Requirements**

The RFQ includes a self-declaration response (Attachment 2) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

**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 provide additional information 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.

**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.

**Conditions of Contract**

The Authority’s standard Natural England Standard Condensed Terms and Conditions provided as part of the RFQ 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.

**Prices**

Prices must be submitted in £ sterling, exclusiveof VAT.

**Disclosure**

All Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. 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.

Further to the Government’s transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

Central Contracting Authority’s: £12,000

Sub Central Contracting Authority’s and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Central Contracting Authority with a publication threshold of £12,000 inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, 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 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 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.

**Intellectual Property**

The Intellectual Property Rights resulting from the work shall belong to Natural England.

The cover of all reports or drawings will include a statement © Natural England and the date of creation.

When using existing data the supplier should own, or be licensed to use, all Intellectual Property Rights that are necessary to provide the Services. You should seek advice from Natural England on responsibilities for obtaining a data licence for third party data.  Note that Natural England requires to know the lineage of your output (i.e., all the datasets that went into the work) and be able to identify what the licence terms for each of the inputs is in order to be able to license the output for use.

The Supplier shall indemnify and keep indemnified Natural England against all actions, claims, demands, losses, damages, costs and expenses and other liabilities Natural England may suffer or incur arising from any infringement or alleged infringement of any third-party Intellectual Property Rights except to the extent that they have been caused by or contributed to by Natural England’s acts or omissions.

**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 Defra and 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, barriers are removed, and opportunities realised.

**Sustainable Procurement**

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, 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, 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.

**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 you 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 circumstances 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.

**The Invitation**

**Specification of requirements**

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: <https://www.gov.uk/government/organisations/natural-england>.

## About Natural England

Natural England (NE) is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best 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 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.

## 2. Project Background

### 2.1 Natural Capital and Ecosystems Assessment

The Natural Capital and Ecosystems Assessment (NCEA) programme will transform and innovate the way our evidence-base is captured, analysed and brought together to ensure science meets the needs of policy/decision makers to embed a natural capital approach, allowing us to leave our environment in a better state than we found it.

The NCEA will provide a holistic, accurate and robust set of evidence and data for Defra, and other arm’s length bodies, to make informed policy decisions about the state of our natural capital assets in high profile policy areas and lead to better outcomes for the environment. It will also identify innovative and transformative ways of collecting, analysing and distributing the data.

Better data and evidence are required so that government and society can:

* Understand our natural capital, how and why it is changing.
* Tackle pressures on the environment and the drivers of change.
* Take biodiversity and natural capital into account in decision making.
* Target action where it will be most effective.
* Evaluate policies and interventions to improve their effectiveness across Defra bodies

### 2.2 NCEA Community Science workstream

Community Science - often synonymous with the term Citizen Science but with more inclusive connotations - (CS) is one of the cross-cutting tools we have for collecting these data, alongside professional surveys, and earth observation. CS is already essential to environmental policy, forming the majority of current biodiversity monitoring in the UK. It complements and augments standard scientific approaches. Critically it has the potential to contribute even more significant amounts of useful data in places and of a richness that cannot be achieved by other means. The approach also provides an important means for members of the public to connect with nature and the environment, further developing and deepening their appreciation and understanding of its importance and benefit to us.

### 2.3 Community Science in the Urban Landscape

In the UK, the Office of National Statistics (ONS, 2005) classifies "urban" as contiguous areas with a population of 10,000 or more, but by urban we mean, ‘anywhere where a community of people live’.

Urban areas represent an estimated 8% of the total UK land area, yet urban and residential spaces are not included in professional field surveys conducted by England Ecosystem Survey (Appendix 5). Community Science presents an opportunity to advance our approach to better study and understand the ecological and natural capital resources in urban and residential spaces.

Community Science naturally provides meaningful and practical opportunities for local consultation and co-design. Local residents may have their own interests and needs that can helpfully contribute to generating a meaningful evidence base, while simultaneously enhancing the long-term sustainability of the recording schemes. There are individual and societal benefits of engaging communities in the architecture of environmental decision-making too, increasing the likelihood that decisions are sustainable, representative and fair.

Extensive community science activities exist but have limitations: national recording schemes are less able to meet local information needs and opportunities are missed for local initiatives to contribute to the bigger picture.

### 2.4 Urban Frameworks

Frameworks can take many forms and research conducted by partners [1,2,3,4,5] suggests that in the biodiversity world, frameworks refer to a collection of indicators e.g., a key attribute for measuring changes in biodiversity at a range of scales [6]. McDonald et al [7] note that there are more than 22 frameworks specific to urban biodiversity applied internationally.

While a range of projects and initiatives operating at a range of scales have pioneered the use of CS in urban areas these have not coalesced around a single comprehensive narrative that serves the need for a holistic, multi-resolution understanding of urban environments and its long-term monitoring (Appendix 1).

### 2.5 Community Survey Frameworks

Defra group is exploring the creation of a suite of Community Survey Frameworks. These aim to bring together existing knowledge and research to create a single comprehensive narrative surrounding the use of community science in long-term environmental monitoring.

Frameworks in this context go beyond simply a set of survey methods and tools. They will describe a holistic approach to allow more comprehensive and structured study of nature & the environment across England. They will capture the bigger picture of the monitoring landscape describing: the inflows and outflows of survey methods, tools and data, the relationships and needs of stakeholders, what is currently available and what is missing. They will also capture the infrastructure needs to bring this all together and create a system that enables effective data mobilisation and partnership working to deliver a joined-up efficient means for generating the evidence to support nature’s recovery and the delivery of natural capital needs.

### 2.6 Drawing on current knowledge

A key element of this contract is to take the current knowledge and assessment of needs and translate this into a communicable framework, as well as suggesting approaches for implementing this framework so that pilots can be planned within the lifespan of the NCEA programme. This framework will gain insight from and build on existing experience of CS from within NCEA and beyond and will gain insight from, but not limited to:

* Internal reports on NCEA needs analysis and Natural Capital and Ecosystem Assessment Evidence Needs and Citizen Science Opportunities [1,4,5]
* A report conducted by CEH on Citizen Science and the Natural Capital and Ecosystem Assessment Pilot [2]
* Recent research conducted by JNCC on Urban Citizen Science Frameworks recommending framework approaches for monitoring in the urban citizen science space in England [3]
* Recent conversations within NCEA about the wider wireframe for the Environmental Community Science frameworks across Urban, Rural, Freshwater and Marine
* Liaise with contractors awarded the monitoring and evaluation of the NCEA ‘Local Pilots’ project at the stage after initial community consultation to understand what local needs there may be for such a framework

## Vision / Ambition

We know there is national interest and local interest in urban ecology and natural capital, both to understand them within certain conurbations, but also to better compare urban and rural locations, as well as contribute to a more complete national picture.

A Community Science Urban Monitoring Framework will form the foundation of a comprehensive monitoring strategy for urban environments. In addition to addressing emerging needs and current gaps (Appendix 2), a comprehensive Community Science Urban Monitoring Framework should support and enhance the work of stakeholders with existing compatible urban interests.

The process of devising this framework will also help to inform the creation of a suite of additional frameworks across the themes of Rural, Freshwater and Marine (Community Survey Frameworks).

More information about the proposed use of this contract is outlined in Appendix 3.

### 3.1 Contract Aim

The contract will:

1. **Investigate and propose a Community Science Urban Monitoring Framework for areas where a community of people live.**

We envision the work will entail:

**Discover and collate** – Collating information on existing activity and stakeholders (Who, why, what and how – see below)

**Analysis** – Identify how aligned and efficient existing work is, any obvious gaps to address and what should be prioritised to improve coordination and effectiveness

**Workshops** – Bring together stakeholders to identify shared interests, common goals and complimentary approaches. Where should we target and align effort?

**Report** – Identify where will we have the most impact and what work is needed to achieve this

**Management and evaluation** – How can we ascertain the value and usefulness of the survey framework and its ongoing function

1. **Develop an initial framework which will facilitate an environment of collaborative sharing, development and ongoing adaptation of ideas, drawing together experience and lessons to establish the underlying structure for the community to understand and contribute to:**

**Who** is interested in the data (in order to deliver why), who provided the underlying structures to collect the data and who will be collecting the data. What are their motivations, needs and how can these best feed into, and be met through, the framework.

**Why** we (as NCEA and as communities) need/want to study nature and the environment

**What** variables we need to study in order to deliver the outcomes (and why)

**How** we can/should study variables in a scientific and effectively joined up way, what tools, resources, standards and infrastructure do we have and what do we still need (e.g., gaps that exist)

1. **Develop an initial framework, suitable for piloting, to enable and guide more collaborative working to better coordinate our own efforts and engagement with people (active and potential community scientists) to study ecosystems and natural capital within urban areas and enable a more accurate understanding of the state of urban nature. The initial framework should include:**

**What to study** – a summary of natural capital and ecological features that could be studied within urban areas and an assessment of the relative value of doing so (resolving opportunity and need). We envisage a definitive narrative that describes a core common need for society to study and better understand the ecology and natural capital within our urban places and how this is changing.

**Sampling strategy** – Proposal on how to structure, prioritise and understand more closely the features and resources there is a need to study, together with how to address dynamic land tenure and issues of access.

**Protocol deployment** – Proposal on how to select and coordinate (possibly integrate) the deployment of existing survey protocols and tools available to study elements of ecosystems and natural capital. Where there are identified gaps, what may need to be adapted or developed?

**Surveyors** – A summary of who might carry out survey work, capitalising on the varied roles community scientists can play in addition to, or complemented by, employed surveyors (contractors) and automated techniques (survey stations).

**Data Journey and Use** – how should data be collected and processed efficiently to ensure it can be used timely, widely, and effectively. What are the core uses and who are the core user groups that should be addressed?

**Feedback, Engagement & Action** – How can we ascertain the value and usefulness of the survey framework, particularly for community scientists and bringing elements of the overall framework together as a whole.

The framework will aim to address CS across different entry levels and methods of engagement to ensure inclusivity (Appendix 4) and contribute to meeting existing and future data needs, allow finer scale analysis, but consistency at greater scale, and where possible cross-compatibility with similar data from non-urban areas – e.g., Green and Blue Infrastructure, England Ecosystem Survey. The scope is refined to CS conducted in the environmental CS domain (I.e., CS has relevance across many other disciplines e.g., medicine, astronomy and engineering etc).

### 3.2 Project Objectives

Five key objectives are identified for this contract along with the associated contract outputs. Each is discussed in further detail in the provided supporting information (Appendix 5).

1. **Define the Who?**Identify stakeholders (including information users, delivery partners, community scientists)

**Project output:** An analysis of programme stakeholders likely to be involved in consultation and delivery. This should be delivered in detailed form as a spreadsheet and in summary form in the final report.

1. **Define the Why?** Draw together research which identifies data/information needs that can be realistically met through CS [3,4,5]

**Project output:** An assimilation of existing research on data needs in NCEA and NCEA stakeholders to prioritise data/information needs in the urban space that can be met through community science. This should be delivered in detailed form as a spreadsheet and in summary form in the final report.

1. **Define the What and How?** Draw together research on the range of frameworks, tools and techniques suitable and available [2,3], how and where these can be combined, deployed and by whom. Where there are identified gaps, what may need to be adapted or developed?

**Project output:** An assimilation of research into existing tools and methodologies that support community science in the urban environment, their uses and limitations, their availability for deployment, data pathways, data destinations and examples/case studies of practical implementation of multiple tools. This should be delivered in detailed form as a spreadsheet (excluding case studies) and in summary form in the final report.

1. **Create Framework Visualisation** Draw together all existing research on frameworks [3] to propose a visual model of a framework for monitoring urban biodiversity and natural capital in England using community science approaches.

**Project output:** A visualisation of a model for urban monitoring that is clear, visually appealing and easy for multiple stakeholders to understand how they can feed in or benefit from such a framework.

1. **Recommend a Roadmap for Implementation** The route to delivery and management of a comprehensive Community Science Urban Monitoring Framework should be specified.

**Project output:**

a) A proposed roadmap for delivery and management. This forms a key part of the project output and should be detailed in the project report.

b) A proposal for a working definition of urban areas for the purposes of this project;

c) A proposal for initial effort targeting (Appendix 5); and

d) A proposal for strategies to maintain useful targeting recognising the limitations of community science.

e) Identified urban monitoring products linked to data needs, stakeholder needs, policies, programmes, methodologies and design elements they are related to.

### 3.3 Project Deliverables

1. **Project Report**

Afull report is required and must contain the following (see 3.2/3.3 for more detail);

* Executive summary
* Introduction
* Methods
* An assimilation of data/information needs that should be met through community science for the NCEA programme
* An analysis of existing tools and methodologies should support community science in the urban environment for NCEA
* A visualisation of the Community Science Urban Monitoring Framework
* A proposed delivery model including pilot phase, containing proposals for effort targeting and details of proposed urban monitoring products
* Case studies and examples as appropriate

The report is to be provided as two electronic copies in MS Word and Adobe PDF formats.

1. **Excel workbook detailing:**

* Data/information needs that can be met through community science
* Existing tools and methodologies
* Likely stakeholders including roles

1. **Presentation**

A virtual presentation to the project working group upon completion of the project to include full methods and results. Please note the presentation will be recorded.

## Project Timeline

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| **Event** | **Date** |
| Intended Contract Start Date | 1st September 2023 |
| Draft Report and Data Provided | 8th January 2024 |
| Final Report and Data Provided | 22nd January 2024 |
| Presentation | 29th January 2024 |
| Contract Completion Date | 31st January 2024 |

It is requested that the Tenderer provide an indicative timescale for delivery of all deliverables within their Tender proposal, including whether it meets the Project Timeline outlined above.

It is anticipated that this contract will be awarded for a period of 22 weeks to end no later than 31st January 2024. Prices will remain fixed for the duration of the contract award period.

## References

[1] Lusardi, J., Lord, A., Lear, R., Wilson, R., Hooper, T., Bayes, J., Burton, S., Young, M., Kibowski, F., Qadir, Z., Leake, A., Edwards, C., Jenkins, T., Trigg, D. (2022) Scoping a State of Natural Capital Report. Natural England

[2] Pocock, M., Roy, H., Mancini, F., Harrower, C. Roy, D. (2021) ​​Citizen Science and the Natural Capital and Ecosystem Assessment Pilot​, UK Centre for Ecology and Hydrology

[3] Recent research conducted by JNCC on Urban Citizen Science Frameworks recommending framework approaches for monitoring in the urban citizen science space in England

[4] Boardman, P. (2021) A Needs Analysis for Natural Capital Evidence Across Natural England

[5] Bohn, K., Williams, R. (2021) Natural Capital and Ecosystem Evidence Needs and Citizen Science Opportunities

[6] Lusardi, J., Rice, P. Waters, R.D. AND Craven, J. (2018) Natural Capital Indicators: for defining and measuring change in natural capital. Natural England Research Report, Number 076

[7] McDonald, R.I., Mansur, A.V., Ascensão, F. et al. (2020) Research gaps in knowledge of the impact of urban growth on biodiversity.

[8] Bonney, R., Ballard, H., Jordon, R., McCallie, E., Phillips, T., Shirk, J., and Wilderman, C. (2009) Public Participation in Scientific Research: Defining the Field and Assessing Its Potential for Informal Science Education. A CAISE Inquiry Group Report. Washington, D.C.

[9] Pocock MJO, Tweddle JC, Savage J, Robinson LD, Roy HE (2017) The diversity and evolution of ecological and environmental citizen science.

## Quotation Submission

Tenderers must submit the Form of Tender as provided in Attachment 1 (below) as a cover sheet to their tender document.

Tenderers must submit a Tender document with detail as required in this section, and as per the proposal checklist in Attachment 1 (below).

### 6.1 Format

Tenders must be submitted in either MS Word or Adobe PDF file formats to the contact named in this RFQ, by the deadline provided.

The following must be included within the tender proposal;

* Project Schedule stating the timescales you will be able to execute and deliver the products specified above.
* Proposed Methodology (including data sources to be utilised)
* Details of your Capability and Expertise (including anonymised CVs of key personnel who will be directly involved with this contract, examples of relevant projects, and relevant peer reviewed work)

**6.2 Payment**

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

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. Invoices can be sent after completion of all deliverables, received, and approved by Natural England.

It is anticipated that this contract will be awarded for a period of22 weeks to end no later than 31st January 2024. 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 writing in advance of any work commencing and may be subject to further competition.

### 6.3 Contract Management

Natural England will nominate a Project Officer who will manage the project and serve as the principle point of contact from Natural England. They will be responsible for the day-to-day management of this contract and will coordinate regular meetings to review the work and ensure it meets the projects aims and objectives.

This contract shall be managed on behalf of the Authority by Amy Pilsbury

Email: amy.pilsbury@naturalengland.org.uk

The contractor will be expected to appoint a Project Manager who will act as the principle point of contact and will be responsible for the day-to-day management of the project. The contractor will be required to regularly update the Natural England Project Officer on project progress via regular progress meetings (held on MS Teams) arranged by the contractor, and when there are any significant issues.

Contact by email and phone will be expected from the contractor to update NE project manager on project schedules, plans and any issues that may arise.

#### 6.3.1 Further support

Key contacts, reports and information relating to all objectives as known and available to NCEA will be made available to support the contractor and it will be expected that these will be utilised in executing the contract.

**6.4 Evaluation Methodology**

Tenders will be disqualified if they do not meet the following requirements;

* Delivery prior to deadline
* Acceptance of the Terms and Conditions Provided
* Agreement to the Protection of Personal Data
* Provision of Environmental and Quality Assurance

Please ensure you provide agreement / sufficient evidence within your proposal for each of these.

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria table. Please ensure you provide sufficient evidence within your proposal to answer each of these comprehensively.

**Evaluation criteria**

Evaluation weightings are 60% technical and 40% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |
| --- | --- | --- | --- |
| **Award Criteria** | **Weighting (%)** | **Sub-Criteria** |  |
| **Technical** | **60%** | **Methodology (30%)** | Please provide a detailed methodology, describing the approach you will follow in order to deliver the objectives and outputs detailed in the specification.  Please provide detailed of how you intend to quality assure work undertaken as part of this contract and outputs, so that deliverables are provided efficiently, to a high standard and on time. |
| **Project Management (25%)** | Please set out your project management arrangements appropriate to the scale and duration of the project. Please include any consortium or sub-contracting arrangements  Please provide a detailed project plan with resource allocation for each task, including Gantt chart.  Please provide a summary of all the risks you have identified that would impact the project, including how you intend to manage these risks and mitigate the impact on the project. |
| **Capability and Expertise (5%)** | Please provide detailed of your team member’s expertise, previous experience and, if applicable, examples of similar projects delivered relevant to this requirement.  Please include abridged CVs of proposed members of the team. |
| **Commercial** | **40%** | **Price** | See attachment 1 |
| **Total** | | | **100%** |

**Technical (60%)**

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined above. Scores for questions will be based on the following:

|  |  |  |
| --- | --- | --- |
| Description | Score | Definition |
| Very good | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met. |

**Commercial (40%)**

The Contract is to be awarded as a fixed price which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverableused in the delivery of this requirement.

**Calculation Method**

The method for calculating the weighted scores is as follows:

**Commercial**

Score = (Lowest Quotation Price / Supplier’s Quotation Price) x [40%] (Maximum available marks)

**Technical**

Score = (Bidder’s Total Technical Score / Highest Technical Score) x [60%] (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

**Information to be returned**

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

* completed Commercial Response template
* Form of Tender (Attachment 1)
* completed Mandatory Requirements (Attachment 2)
* completed Acceptance of Terms and Conditions (Attachment 3)

**Award**

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email. The successful supplier will be issued the contract, incorporating their Response, for signature. The Authority will then counter sign.

**Attachment 1: Form of Tender**

**Tenderer Agreement**

|  |  |
| --- | --- |
| **Item** | **Agreed Y/N** |
| Acceptance of the Terms and Conditions Provided |  |
| Agreement to the Protection of Personal Data |  |
| Provision of Environmental and Quality Assurance Information |  |

**Technical Proposal Checklist – Quality Weighting 60%**

|  |  |
| --- | --- |
| **Item** | **Provided in Tender Submission Y/N** |
| 1. Proposed Schedule |  |
| 2. Proposed Method Statement |  |
| 3. Details of your Capability and Expertise |  |

**Commercial Pricing Schedule – Price Weighting 40%**

Please note, prices must be submitted excluding VAT

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Staff Grade / day rate** | **Number of days** | **Total £GBP** |
| Project Virtual Meetings and Presentation |  |  |  |
| Data Collection and Analysis |  |  |  |
| Report Production |  |  |  |
| Project Management |  |  |  |
| Other (*if required please detail)* |  |  |  |
| **Total (excluding VAT)** |  |  |  |
| **VAT** |  |  |  |
| **TOTAL (including VAT)** |  |  |  |

**Submission Details**

|  |  |
| --- | --- |
| Tenderer Organisation Name |  |
| Tenderer Contact Name |  |
| Address |  |
| Email |  |
| Telephone |  |
| Signature |  |
| Date |  |

**Attachment 2 Mandatory Requirements**

**Part 1 Potential Supplier Information**

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

**Part 1.1 Potential Supplier Information:**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

**Part 1.2 Contact details and declaration**

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

**Part 2 Exclusion Grounds**

**Part 2.1 Grounds for mandatory exclusion**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. | |
|  | Participation in a criminal organisation. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Corruption. | ((Yes / No)  If yes please provide details at 2.1 (b) |
|  | Fraud. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)  If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

**Part 2.2 Grounds for discretionary exclusion**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Attachment 3 Acceptance of Terms and Conditions**

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_