

Guidance note: Several parts of this Order are highlighted with guidance and options as follows:

- a) **(Blue) Internal guidance note that must be deleted before circulating.**
- b) **(Yellow) Optional provision to be deleted if not required or amended to reflect the circumstances.**
- c) **This Order and the accompanying Terms and Conditions are to be used for medium value (£10-50K) contracts for relatively simple purchases of goods and/or services.**
- d) **Except as permitted in this Order the Terms and Conditions are not intended to be varied or negotiated in any way.**
- e) **For complex goods/services or long term service arrangements, please use one of the other Standard Template documents as appropriate. The Decision Tree document found at [link] will help you determine the appropriate Standard Template document to use.**
- f) **Section 21 of this Order contains guidance and options to select in respect of applicable data sharing/processing provisions depending on the level of sharing or processing of personal data you anticipate the supplier will be carrying out.**

Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	To be confirmed
2. Customer	Natural England, County Hall, Spetchley Road, Worcester, WR5 2NP, United Kingdom
3. Contractor(s)	Urban Foresight Limited The Catalyst, 3 Science Square, Newcastle upon Tyne NE4 5TG United Kingdom UrbanForesight.org
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables: Natural England
5. The Agreement	<p>This Order is part of the Agreement and is subject to the terms and conditions referenced at Appendix 1 and shall come into effect on the Start Date.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.</p> <p>The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):</p> <ul style="list-style-type: none"> a) this Order; b) the terms and conditions at Appendix 1; and

	c) the remaining Appendices (if any) in equal order of precedence.	
6. Deliverables	Applicable Deliverables	Goods Only: <input type="checkbox"/> Services Only: <input type="checkbox"/> Good and Services: <input checked="" type="checkbox"/>
	Goods	Contractor to deliver a report at the end of the research project The Goods are to be Delivered in accordance with the following instructions: <div style="background-color: black; color: white; padding: 5px;">Redacted under FOIA Section 40 Personal Information</div>
		Warranty Period: [12] months from Delivery
	Services	Undertake a research project to provide a final report for project “Building the Evidence Base: Outcomes for Nature are Greater with People” To be performed at <i>the contractors premises</i> Date(s) of Delivery: <i>To be confirmed but to be complete by March 30th 2025</i>
7. Start Date	19 th November 2024	
8. Expiry Date	30 TH March 2025	
9. Charges	The Charges for the Goods and/or Services shall be as set out as £9681.60 The Charges are fixed for the duration of the Agreement.	
10. Payment	Payments will be made to: <div style="background-color: black; color: white; padding: 5px;">Redacted under FOIA Section 40 Personal Information</div>	
11. Contractor's Liability Cap (Clause 13.2.1)	[A sum equal to £5,000,000]. Or	
12. Customer's Authorised Representative(s)	For general liaison your contact will continue to be <div style="background-color: black; color: white; padding: 5px;">Redacted under FOIA Section 40 Personal Information</div>	

13. Contractor's Authorised Representative	For general liaison your contact will continue to be <div>Redacted under FOIA Section 40 Personal Information</div>				
14. Optional Intellectual Property Rights ("IPR") Clauses	<p>The Customer has chosen Option A in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.</p> <p><i>[Guidance note: Clause 8 on intellectual property rights ("IPRs") has 3 options depending on how you need to arrange ownership and licencing of all New IPR created for or pursuant to the Agreement. They are:</i></p> <p><i>Option A: Customer owns all New IPR with non-exclusive Contractor rights to all New IPR including for the purpose of exploitation of such New IPR.</i></p>				
15. Progress Meetings and Progress Reports	<ul style="list-style-type: none">• The Contractor shall attend progress meetings with the Customer every 3 weeks as appropriate• The Contractor shall provide the Customer with progress reports every 4 weeks				
16. Address for notices	<table><tr><td>Customer:</td><td>Contractor:</td></tr><tr><td>Natural England</td><td></td></tr></table> <div>Redacted under FOIA Section 40 Personal Information</div>	Customer:	Contractor:	Natural England	
Customer:	Contractor:				
Natural England					
17. Key Personnel of the Contractor	<table><tr><td>Key Personnel Role:</td><td>Key Personnel Name:</td><td>Contact Details:</td></tr></table> <div>Redacted under FOIA Section 40 Personal Information</div>	Key Personnel Role:	Key Personnel Name:	Contact Details:	
Key Personnel Role:	Key Personnel Name:	Contact Details:			
18. Procedures and Policies	<p>For the purposes of the Agreement:</p> <p>The Customer's Staff Vetting Procedures are: Procurement at Natural England - Natural England - GOV.UK</p> <p>The Customer's security / data security requirements are: Procurement at Natural England - Natural England - GOV.UK</p> <p>[he Customer's additional sustainability requirements are: Procurement at Natural England - Natural England - GOV.UK</p>				

	<p>The Customer's equality and diversity policy/requirements and instructions related to equality Law [and] environmental policy [is/are] Procurement at Natural England - Natural England - GOV.UK</p> <p>The Customer's health and safety policy is: Procurement at Natural England - Natural England - GOV.UK</p>
19. Special Terms	N/A
20. Additional Insurance	n/a
21. Further Data Protection Provisions	<p>The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:</p> <p>Yes: <input checked="" type="checkbox"/></p> <p>No: <input type="checkbox"/></p>

[Guidance note: Please note that typically the Contractor should sign first and return the copy to the Customer to sign]

Signed for and on behalf of the Customer	Signed for and on behalf of the Contractor
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Redacted under FOIA Section 40 Personal Information

Appendix 1: Terms and Conditions

The Customer's Standard Good & Services Terms and Conditions which can be located on the [Natural England Website](#) and which are called 'Standard Goods & Services Terms and Conditions'

Appendix 2: Specification/Description

[Guidance note: Tender specification and Contractor's tender response to be included here (if applicable)]

Request for Quotation

Building the Evidence Base: Outcomes for Nature are Greater with Peoples Input

16th July 2024

Section 2: The Invitation

Specification of Requirements

Background to Natural England

Natural England 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.

Project Title - Building the Evidence Base: Outcomes for Nature are Greater with Peoples Input. Understanding when Outcomes are Realised

Background to the specific work area relevant to this purchase

The Connecting People with Nature Portfolio is commissioning this novel and innovative piece of research that builds the evidence base of where, how, and when people can have a positive impact on nature recovery. This research will support the portfolio aims in connecting more people with nature and increasing nature recovery.

Evidence shows that a good connection with nature brings improved physical and mental health, improves our sense of wellbeing and in turn, leads to more positive environmental behaviours. For this research we are focused on nature recovery outputs and outcomes as opposed to broader pro environmental or pro conservation behaviours. This research will identify nature recovery impacts from work undertaken across Natural England and with selected partners. This research will increase our evidence base and inform ways of working, helping to drive forward an inclusive programme of work to support nature recovery through engaging even more people from more backgrounds to develop a connection with natural environment., as well as building a picture as to what best practise across the organisation may look like in order when thinking about community engagement and nature recovery.

Requirement

We require the successful contractor to conduct a rapid review using the appropriate methodology to capture examples from published and grey literature.

In order for this project to be carried out the successful contractor will need to carry out a review of case studies of projects carried out across Natural England

and with partners that are engaging with local communities. From these they will identify nature recovery impacts what these are and how they present, that arise as a result of communities and individuals engaging with nature within the case studies. The contractor will need to write a brief as to what information they require from NE to source these project reports required.

We will require the contractor to specify the methodology and approach that they will be using to undertake this work. They will also be required to work with us (NE) to agree the format in which we will help collect and supply the information to the contractors. This will include but may not be limited to case studies, publications, reports, interviews with Natural England staff.

At the end of this study we will require a report that:

- Identifies any impacts on nature recovery that can be identified as a result of connecting with nature in the case studies provided
- Recommendations will be made as to what is required for a wider study that builds on this research
- Recommendations will be made as to how to evaluate nature recovery and capture the evidence in Natural England's evaluation of nature recovery and community engagement projects going forward. With the anticipation that this will be embedded in the next spending review.

The supplier is able to work remotely due to the nature of the work. Due to the sensitive nature of the data the contractor must have adequate data protection understanding and processes in place to carry out this work.

This project will be published within NE.

Sustainability

Natural England protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 year environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not

contracting with a supplier whose operational outputs run contrary to the Contracting Authority's objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project

Sustainability covers environmental, economic and social value impacts. As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority's sustainability objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

The Supplier/Contractor will provide such evidence of addressing its sustainability impacts and compliance with the contract requirements when the Authority reasonably requests

Outputs and Contract Management

Reference	Deliverable	Responsible Party	Date of completion
	Initial consultation	Contractor and NE	17th September 2024
	Call for case studies	NE	27th September 2024
	Completion and submission of report	Contractor	28th November
	Completion of project		12th December 2024

W/C 17th September 2024– Start up meeting between NE project officer and contractor:

- W/C 27th September 2024 Call for case studies and collection of these
- W/C 11th October Case studies collated and submitted to contractor deadline.
- W/C 23rd October start of case study review
- W/C 30th October 2024 Check in NE and Contractor
- W/C 24th October 2024 Check in NE and contractor
- W/C 28th November 2024 Report submitted
- W/C 12th December 2024 Meeting, wash up

Contract to be completed by 12th December 2024

Output required:

A report detailing:

- Findings from case study reviews
- Identification of nature recovery impacts arising from peoples engagement with nature
- Recommendations of how to capture these impacts in evaluation of case studies going forward
- Recommendations for a larger project arising from this case study review.
- Link the impacts from Natural England's case study report with the wider literature supporting people being positive for nature recovery

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. This is to be sent at the end of the project.

It is anticipated that this contract will be awarded for a period of 3 months to end no later than 25th November 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.

Evaluation Methodology

The evaluation is broken down into 2 elements, technical (quality) and commercial (price). A weighting is applied to each element to indicate its level of importance. The allocated weighting must add up to 100 across the 2 elements, e.g. 60 technical, 40 commercial.

The technical and commercial weightings should be assessed on a project by project basis, considering risk, quality and budget. Within the overall technical score there will be a number of technical criteria, each needing to be individually weighted. This should be done in order of importance to the overall contract and its objectives, the risk, quality required, the budget, and the nature of the requirement.

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

Technical – [60]%

Commercial – [40]%

Appendix 3: Charges

[Guidance note: Include a clear breakdown of the charges in as much detail as necessary]



www.gov.uk/naturalengland

Commercial Response

Please complete Table 1, below, to show a breakdown of your cost per product or unit of time (i.e. 'rates') and the number of products or days / hours for each task, and total cost for each task required to deliver this requirement. You may insert additional task lines if required.

Please state the total overall cost for this requirement. Prices should exclude VAT.

Table 1: Commercial Response (to be completed by Supplier)

Redacted under FOIA Section 43 Commercial Information

Descriptions of Tasks and / or Products	Cost per product / or Cost per Hour / Day (i.e. rate)	No of products / Hours / Days	Total Cost per Task
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Redacted under FOIA Section 43 Commercial Information

Total Overall Cost including VAT	£9,681.60
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Appendix 4: Processing Personal Data

Contract:	Building the Evidence Base: Outcomes for Nature are Greater with Peoples Input
Date:	06/11/2024
Description of authorised processing	Details
Identity of Controller and Processor for each category of Personal Data	Natural England is the Controller Urban Foresight is the Processor (expected to be zero processing activities, schedule completed as contingency only).
Subject matter of the processing	Case studies from projects across NE and partners
Duration of the processing	Less than 12 weeks
Nature and purposes of the processing	Quantitative and Qualitative to provide a report at the end of the research project
Type of Personal Data	There may be some interviews that are carried out so may include demographic and sensitive data
Categories of Data Subject	Nature recovery Engagement
Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data	According to NE policy
Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement	Urban Foresight will not handle Personal Data directly under this contract.
Protective Measures that the Contractor and, where applicable, its subcontractors have implemented to protect Personal Data processed under this Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach	NE to be responsible for storing and providing access to personal/sensitive data . Urban Foresight will not handle Personal Data directly under this contract. Where handling and processing activities are considered necessary this will be agreed by the project team on a case by case basis.