

<b>Planning Related Advice Professional Services (PRAPS) Framework</b>			
<b>PART 1: REQUEST FOR PROPOSAL</b>			
<b>Contract Title:</b> Ancient woodland, ancient and veteran tree assessment guide associated with standing advice.			
<b>Contract Manager Name:</b>	Redacted under FOIA Section 40 Personal Information	<b>Contract Managers email:</b>	Redacted under FOIA Section 40 Personal Information
<b>Framework Reference Number:</b>	PRAPS082	<b>Lot Number:</b>	Lot 10
<b>Atamis Number</b> <i>(if applicable, refer to guidance)</i>	N/A	<b>Defra Group Commercial Contact</b> <i>(If applicable, refer to guidance):</i>	N/A
<b>Date:</b> 21/05/2025			
<b>Contract Start Date</b>	07/07/2025		
<b>Contract Completion Date</b>	30/09/2025		
<b>Procurement Route:</b>	<b>Direct Award</b>	<input type="checkbox"/>	<b>Mini-competition</b> <input checked="" type="checkbox"/>
<b>Proposal return date:</b>	13/06/2025		
<b>Clarification Question Date:</b>	06/06/2025		

<b>Evaluation Criteria</b>		
<b>Suppliers:</b> Failure to meet any minimum score threshold stated will result in the bid being removed from the process with no further evaluation regardless of other technical or price scores.		
<b>Technical Weighting</b>		<b>60%</b>
<b>Price Weighting</b>		<b>40%</b>
<b>Quality sub-criteria weightings</b>	Threshold	Technical Weightings

<b>1. Approach &amp; Methodology</b>	<ul style="list-style-type: none"> <li>Clearly set out the proposed approach and methodology for delivering the contract, include justification on suitability</li> <li>Demonstrate understanding of what Natural England is trying to achieve through the contract.</li> </ul>	50	35%
<b>2. Proposed Staff (including CVs) and Supplier's experience/accreditations</b>	<ul style="list-style-type: none"> <li>Demonstrate previous experience of carrying out the work specified.</li> <li>Demonstrate that staff selected for the work have the appropriate skills and experience.</li> <li>Confirm the availability of staff put forward.</li> <li>CVs of key staff can be included as attachments, maximum of 2 A4 pages, font size 11.</li> </ul>	50	30%
<b>3. Project Management, Ability to Deliver</b>	<ul style="list-style-type: none"> <li>Provide a project timeline including contingency.</li> <li>Demonstrate quality assurance measures.</li> </ul>	50	25%
<b>4. Risk</b>	<ul style="list-style-type: none"> <li>Include specific risks involved</li> </ul>	50	10%
<b>5. Health &amp; Safety (if no working at height or near water, mark as 'N/A' and re-distribute %)</b>			
<b>6. Sustainability (if no travel etc. mark as 'N/A' and re-distribute %)</b>			

<b>Specification Summary (please see accompanying full specification for further details)</b>
<b>1. Description of work required – overall purpose &amp; scope (including reporting requirements)</b>
<p>Natural England are working with the Forestry Commission to review the ancient woodland, ancient trees and veteran trees standing advice <a href="#">Standing Advice for AW and AVTs</a></p> <p>Linked to this advice is the ancient woodland, ancient and veteran tree assessment guide <a href="#">Ancient woodland assessment guide.docx</a> which is aimed at providing local planning authorities with an assessment and decision support tool to help them make a planning decision in line with the</p>

[National Planning Policy Framework](#) where ancient woodland or ancient and veteran trees may be impacted by a development.

Recent evidence commissioned by the Forestry Commission tells us that whilst the standing advice is generally welcomed by local planning authorities there are concerns in relation to interpretation and implementation. Further, a recent Defra Study explored the implementation of irreplaceable habitat protection policy in the NPPF [Review of the implementation of the NPPF para 186 \(c\) in applications and appeals in or within 15 metres of ancient woodlands or near ancient and veteran trees - AE1903](#). This report evidenced issues with the effectiveness and implementation of the standing advice. We see a revised version of the assessment guide within the standing advice as key to helping the local planning authorities better apply the advice more confidently and consistently.

Overall, therefore, we want to ensure that the assessment guide is accurate, effective, clear and useful.

To achieve this aim, we would like you to undertake the following:

- Review the [Ancient woodland assessment guide.docx](#) for accuracy, clarity and useability and effectiveness.
- Complete a desk-based assessment on existing research which has considered impacts of development on ancient woodland and ancient and veteran trees in the last 5 years to inform a series of potential and appropriate changes needed to the assessment guide. This should consider local planning authorities as the core audience and guide how they should approach the assessment of developments which may have impacts on ancient woodland or ancient and veteran trees, and how they could be avoided, mitigated, compensated or enhanced. We can provide a list of existing research for you to consider, although would also welcome any additional documentation / evidence your team uncovers.
- Building on from the above tasks, to provide Natural England with a document (word.doc) which outlines recommendations and options for improving the accuracy, clarity and useability and effectiveness of the assessment guide.
- Attend a meeting with Natural England to share your findings and discuss options and recommendations. This will enable us to select the preferred approach.
- Re-develop the assessment guide according to the preferred approach agreed. This will need be in a word.doc format which we can amend as required (in-line with the Government [Style guide - Guidance - GOV.UK](#)) and publish.
- Attend a project close meeting with Natural England.

**2. Required skills / experience from the Supplier and staff.** Include any essential qualifications or accreditations required to undertake the work.

Knowledge and understanding of assessing impact of development on ancient woodland and ancient and veteran trees. This must include how existing legislation protects trees and woodlands

(both protected and unprotected trees) and how proposed development can impact them both directly and indirectly.

Understanding of potential impacts of development on the ecology of ancient woodland and ancient and veteran trees.

Knowledge of protected species which use ancient woodland and ancient and veteran trees and associated development impacts.

Understanding of the local planning authority's role in assessing impacts of development associated with planning applications and how local planning authorities can judge appropriate enhancement, mitigation or compensation requirements.

The staff involved in this contract should be Senior Practitioners (or equivalent) with considerable experience of town planning and ancient woodland and ancient and veteran trees.

**3. Proposed program of work and payment table (Detailing specific tasks, key milestones, deliverables & completion date where appropriate)**

Please provide details of the project timeline and how you will deliver the work to the required standard, including management and quality control.

Task no.	Task and deliverable	Completion date	Payment Schedule (%)
1	Attend an initial project inception meeting with Natural England	July 2025	5
2	Review the <a href="#">Ancient woodland assessment guide.docx</a> for accuracy, clarity and useability and usefulness	July 2025	5
3	Complete a desk-based assessment on existing research (last 5 years) to inform a series of potential and appropriate changes needed to the assessment guide. The investigation should also include a review of existing evidence relating to the appropriate treatment of ancient woodland buffers, including determining appropriate widths and land use	July-August 2025	5
4	Provide Natural England with a document (word.doc) which outlines potential recommendations and options	August 2025	30
5	Attend a meeting with Natural England to share your findings and discuss options and recommendations	August 2025	5
6	Re-develop the assessment guide according to the preferred approach agreed. This will need be	September 2025	40

	in a word.doc format which we can amend as required (in-line with Government <a href="#">Style guide - Guidance - GOV.UK</a> ) and publish		
7	Attend a project close meeting with Natural England identifying any lessons learned and ongoing risks	September 2025	10

<p><b>4. Risk</b></p> <p><b>Note:</b> <i>This section is to be used to detail any risks relevant to the project i.e. Programme deliverable dates, data, consultees etc.</i></p>
<p>None identified - Suppliers to highlight/describe potential risks to the project and how they will mitigate against them</p>
<p><b>5. Health and Safety Requirements</b></p> <p><b>Note:</b> <i>Only include if the work involves site visits. Do not request RAMS or similar risk assessments are returned with submissions. These should only be requested at contract award.</i></p>
<p>n/a</p>
<p><b>6. Sustainability Considerations (Only use if the work requires travel)</b></p>
<p>n/a</p>

<p><b>Planning Related Advice Professional Services (PRAPS) Framework</b></p> <p><b>PART 2: PROPOSAL &amp; QUOTE</b></p>
<p><b>To be completed by the Supplier</b></p>
<p><b>Note:</b> <i>Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless indicated above). Attachments must not be included unless requested except for a programme diagram and full cost schedule if you consider these would support your proposal.</i></p> <p><i>Do not make or append Caveats and Assumptions in your proposal – any points of uncertainty must be raised as a clarification point prior to submitting the proposal. Where assumptions are to be made, these will be stated by the Authority’s Project Manager.</i></p>





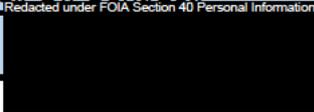










<b>Overall Costs (excluding VAT)</b>	<b>£23,850.72</b>
<b>Overall Costs (including VAT)</b>	<b>£28,620.86</b>
By signing this form <i>(Insert Supplier's Name)</i> agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Planning Related Advice Professional Services (PRAPS) Framework – Call-Off Contract	
<b>Supplier Project Manager:</b>	

<b>Signature:</b>	Redacted under FOIA Section 40 Personal Information
<b>Date:</b>	13 <sup>th</sup> June 2025

<b>Planning Related Advice Professional Services (PRAPS) Framework</b>	
<b>PART 3: AGREEMENT</b>	
<b>To be completed by Framework Manager and Authority Contract Manager</b>	
<b>Approved by Framework Manager:</b>	Redacted under FOIA Section 40 Personal Information <b>Name</b>
	<b>Date: 26/06/2025</b>
<b>Contract Award Date:</b>	<b>26/06/2025</b>
<b>Agreed by Supplier:</b>	Redacted under FOIA Section 40 Personal Information
	<b>Date:</b> <b>27/06/2025</b>
<b>Approved by Contract Manager:</b>	Redacted under FOIA Section 40 Personal Information
	<b>Date: 03/07/2025</b>
<b>Terms and Conditions</b>	All call off contracts under the PRAPS Framework are subject to the terms and conditions agreed at framework award.
<b>You must have a purchase order number from Natural England before you start any work in connection with this proposal.</b>	

## Planning Related Advice Professional Services (PRAPS) Framework

### PART 4

### Change Control Schedule

<b>Notes</b>	<p style="background-color: #90ee90; margin: 0;"><b>To be completed by Contracting Authority Project Manager</b></p> <p>Any extensions, price changes or amendments to existing orders need to be discussed with the Framework Manager before being agreed with the Contractor. Please remember to amend your Purchase Order in SOP if necessary.</p> <p>The table below should be used to record and authorise the agreed changes throughout the project. A Change Control Notice (CCN) should be completed for substantial changes to the project and a summary provided in the table below.</p> <p>Send a copy of the revised Project Form and CCN (if used) to the Contractor once the change has been agreed and approved. A copy should also be sent to your Commercial Lead if a Atamis reference has been provided.</p>
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**10. Change Control**  
All amendments to project scope, timetable or costs must be submitted to and approved by the Contracting Authority PM prior to implementing the change.

Change Details	CCN Ref. (if applicable)	Revised completion date (if applicable)	Revised Project Cost (if applicable)	Approved by (Framework Manager / Date)
