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Request for Quotation

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## Request for Quotation

**Reference 1001 C&N report 2022-23**

**Request for a quotation to provide a Natural England report summarising the Children and Nature Programme 2019-2022**

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:

susan.lenaghan@naturalengland.org.uk

Date: 2nd September 2022

Time: 17:30

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**

susan.lenaghan@naturalengland.org.uk will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

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| --- | --- |
| Action | Date |
| Date of issue of RFQ | 20 July 2022  |
| Deadline for clarifications questions | 05 August 2022  |
| Deadline for receipt of Quotation | 02 September 2022 |
| Intended date of Contract Award | 16 September 2022 |
| Intended Contract Start Date | 23 September 2022  |
| Intended Delivery Date / Contract Duration  | Estimated 16 December 2022 tbc |

### 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 attached 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 for a report summarising the key findings and learning from the Children and Nature Programme 2019 - 2022

The Authority is Natural England. The Authority’s priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: [Natural England](http://www.naturalengland.org.uk/)

**Background to the Children and Nature Programme**

A Green Future: The Governments 25 Year Plan to Improve the Environment', sets out what we will do to improve the environment, within a generation including the commitment to encourage children to be close to nature, in and out of school. The Children and Nature Programme was established in response to this and in recognition of role that nature can play for children and young people’s health and our improved understanding of how to successfully work with schools to do that.

DfE and Defra collaborated and commissioned Natural England to deliver the programme to achieve cross government outcomes in the 25-year environment plan in particular – improved pupil mental health and wellbeing, school engagement and care & concern for the environment. All work was targeted in disadvantaged areas / disadvantaged groups in the population

The Children and Nature Programme was funded by DfE and Defra and managed by Natural England. There are three projects within the Children and Nature Project, plus an additional independent evaluation of the Nature Friendly Schools project which is due to report in late September. Drafts of the evaluation report will be made available to inform this report.

The three projects are:

* **Nature Friendly Schools (NFS)** - engaged schools to building staff skills and confidence in outdoor learning, working with existing school priorities and needs, improving school grounds and providing residential experiences
* **Growing Care Farming (GCF)** - a national capacity building project that has increased the number of available care farming places by 54% to over 675,000 per year and supported care farms to deliver safely and effectively and working with commissioners of services to understand what care farms can offer individuals in need
* **Community Forest and Woodland Outreach (CFWO)** - Comprising of 5 sub projects with different engagement models to provide woodland outreach experiences and activities to pupils

**The requirements of this contract**

We require this report to bring the outputs, outcomes and findings from the individual project reports and the independent evaluation together in one, easily accessible report. It is expected that the report will be used by Natural England, external organisations, and other government departments to further inform and develop work in this area to benefit children.

The contractor will produce an overarching findings and knowledge report based on all the project delivery and evaluation reports. The report will draw out and synthesize the highlights, knowledge, key findings and learning across the programme. The report will be a concise easily accessible document aimed at (but not limited to) people working in the environment, education and health sectors. This report will be used to enable the sharing of the learning and expertise gained by the multiple project partners involved. It is planned to publish the document on Natural England publication catalogue.

The successful contractor will be provided with the following reports.

|  |  |
| --- | --- |
| NFS delivery report | Available at start of contract |
| NFS internal evaluation report | Available at start of contract |
| CGF delivery report | Available at start of contract |
| GCF internal evaluation report | Available at start of contract |
| CFWO delivery reports x 5 | Available at start of contract |
| CFWO - Natural England commissioned evaluation report covering all 5 delivery projects | Available at start of contract |
| NFS – independent evaluation report | It is anticipated that the:* draft report will be available from 14 October.
* final report will be available from 14 November
 |

The original project specifications are available on request.

Outputs – with date schedule

|  |  |
| --- | --- |
| Inception meeting within a fortnight of the contract being awarded | Date tbc |
| Regular schedule of meetings to discuss progress and insight fortnightly | Date tbc |
| Outline of structure and plan 4 weeks after inception meeting | Date tbc |
| Draft report  | 11 November |
| Presentation / meeting to discuss draft  | Date tbc |
| Final Report  | 16 December |

It is anticipated that this contract will be completed by 16 Dec (TBC). 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. (Please state if VAT Applicable)

**Evaluation of Quote**

Your submission and quotation should not exceed 3 sides of A4 and should include the following as set out in E01 and E02 below

1. How your quote meets the specification
2. The proposed approach and methodology
3. Your key personnel who will be directly involved with this contract.
4. Recent experience of carrying out similar contracts

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

1. Price – 30%

2. Quality – 70%

**Quality Evaluation Criteria**

**E01: Approach and methodology (60%)**

* Confirmation that your quotation proposal meets our specification. Please highlight any differences or provide alternatives with reasons/benefits of using those alternatives.
* Clearly set out the proposed approach and methodology for delivering the full scope of the work. Justify the proposed approach by explaining why the methods proposed are the most suitable.
* Demonstrate an understanding of what Natural England is trying to achieve through this contract.

The response to Approach & methodology must be a maximum of 2 sides of A4, font size 11.

**E02: Ability to deliver (availability and technical capability) (40%)**

* Details provided of project timeline, quality assurance measures (including internal monitoring and review processes), project management techniques and reporting and support systems.
* Demonstrate a clear understanding of the requirements in the specification and the services we are seeking.
* Demonstrate good project planning and management skills.
* Confirmation of adequate staff resources devoted to the project and with appropriate expertise
* The project will require knowledge and experience of education and outdoor learning
* Relevant previous experience of similar contracts.

The response to Ability to deliver must be a maximum of 1 side of A4, font size 11.

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| --- | --- |
| **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 susan.lenaghan@naturalengland.org.uk

The contractor will be expected to provide updates on progress on a fortnightly basis either in person or MSteams as arranged. The contractor will take direction from the senior Children and Nature Officers in Connecting People with Nature Team on the design and content of the report

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

The contractor may invoice for 50% of the value of the contract on production of a draft report signed off by a senior member of the Children and Nature Team.

## 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.