



Request for Quotation

Smelt Recovery Management Plan

Reference: NE2019SMELT

June 2019

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Request for Quotation

Smelt Recovery Management Plan

You are invited by Defra group Commercial on behalf of Natural England, to submit a quotation for the requirement described in the specification below.

Please submit and questions and your quotation by the deadlines detailed below by email to: Joanne.Bayes@naturalengland.org.uk

Action	Date
Deadline for clarification questions	21 st June 2019 at 12:00 noon BST
Deadline for receipt of Quotation	28 th June 2019 at 12:00 noon BST
Evaluation of tenders	Week commencing 24 th June 2019
Intended date of Contract Award	Week commencing 8 th July 2019
Intended Contract Start Date	22 nd July 2019
Intended Delivery Date / Contract Duration	22 nd July 2019 to 24 th January 2020

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);

Words/Expression	Meaning
“Authority”	Means the Department for Environment, Food and Rural Affairs acting as part of the Crown.
“Contract”	Means the contract to be entered into by the Authority and the successful supplier

“RFQ”	Means this Request for Quotation and all related documents published by the Authority and made available to suppliers
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Conditions applying to the RFQ

You should examine your quotation 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.

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.

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 in Bravo Short Form (Services) will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

Specification

The Authority is the UK Government Department responsible for the environment, food and farming and rural affairs. 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 on the Authority can be found at: [Natural England](#)

Smelt Recovery Management Plan

1. Introduction

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.

We require a Contractor to produce a detailed smelt restoration management plan (to be completed by 24/01/2020), specifying the management required in a logical sequence, setting clear objectives in agreement with stakeholders, providing costs and timescales for the work, undertaking user and stakeholder engagement and providing a detailed monitoring plan to measure success.

2. Background

European smelt (*Osmerus eperlanus*) is a fish species that inhabits near shore coastal and estuarine waters and migrates up river to spawn. Historically, smelt were an abundant shoaling fish characteristic of many UK estuaries with strong cultural connections to coastal and estuarine communities. Archaeological evidence of smelt bones at Roman encampments has been found and there are also records of community festivals and events being held to coincide with the migration and spawning of the smelt in rivers. However, over the latter half of the 20th century the population declined dramatically and it is now listed under Section 41 of the 2006 Natural Environment and Rural Communities (NERC) Act as a species of principal importance for the purpose of conserving biodiversity.

To date, smelt have been much neglected in research and management and significant populations of smelt now remain in just a handful of sites in both England and Scotland. In most areas the smelt has either been completely lost or there are only very small numbers

present. Population decline has been attributed to a combination of factors, e.g. over fishing and by-catch, poor water quality, and barriers to movement.

The Defra Marine Conservation Zone (MCZ) team has either already designated or is currently considering a number of MCZs around England with smelt as a feature. The specific intention of these is to protect the remaining populations and prevent further loss or localised extinction and to allow their numbers to recover where they have declined. One of these recently designated MCZs is the Solway Firth MCZ - this area is also important for conservation more generally as it provides nursery grounds for many other species of fish as well as smelt. The Solway Firth is also already a designated Special Area of Conservation (SAC) and a Special Protection Area (SPA). MCZs for smelt will ensure that impacts from activities which could be deemed as a threat to the smelt population are assessed and avoided. However, as smelt populations are now so low - and often isolated from other populations - it is likely that direct intervention will be required to allow smelt to recover. Such work will need to be informed by site specific management plans which will be used by Natural England and partnership groups to plan and undertake management actions that will allow recovery of smelt populations.

3. Key Aims and Objectives

This project is designed to bring multiple organisations and experts together to identify ways to restore smelt populations and will have a number of different aspects to it.

- A **desk study** to review existing literature and collate expert opinions - with a specific emphasis on sites which have heavily degraded populations and which are geographically isolated from established populations. The assessment of isolated populations should also consider if there is any information on genetic diversity that should be conserved.
 - The literature review will also require discussion with stakeholders through **interviews** or **workshops** in order to incorporate local and national expertise and learning from comparable studies and management plans.
- Production of a **recommended management plan** using the Solway Firth pMCZ as a pilot site. This should include consideration of:
 - In river and coastal **habitat improvement**;
 - **Water quality** sensitivity and issues;
 - Sensitivity of smelt to **barriers to movement**;
 - Site specific life history and ecology of smelt;
 - The feasibility and likely methods for **translocating eggs, milt and juveniles** into isolated degraded sites. Investigation into translocation as a management option is important as natural recovery of very small existing populations back to the large populations previously found in many sites may need additional introductions of fish or eggs to supplement natural recruitment. Supplementary recruitment or translocation of smelt into sites where the population is heavily degraded has been suggested by several authors. Additionally, some successful egg stripping trials have been undertaken by the Galloway fisheries trust with subsequent aquaculture rearing of juvenile fish.
- An evaluation of the project will be required to both inform and improve future comparable work, and to ensure best practice and monitoring has been built in to the recommended management plans.

4. Outputs

4.1. A technical report (to be provided by date specified in section 6) which should be provided electronically as word.doc format and .pdf documents. The report must meet Natural England's commissioned report guidance (Appendix 7)

The report will include:

- Detailed restoration plan with maps and diagrams
- Implementation plan
- Detailed stakeholder engagement plan
- Detailed monitoring Plan
- References

5. Quote Format

Please provide a fixed price for the job to include all costs and expenses. Costs should be broken down to show the time allocated to each part of the project. Please provide day rates, planned number of days and specify who will be carrying out the different aspects of the work. The schedule should include the work related to management of the project, the relationship between the contractor and the project partners and report production costs. Please detail any risks and assumptions made and exactly what has been included in the prices.

Please confirm that your prices will remain fixed and firm for the duration of the contract

Please indicate if VAT will be applied.

Pricing Schedule Example:

Activity	Daily Rate exc VAT	Number of Days	Total exc VAT	Other Expenses

6. Timescales

Output	Completion date
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Draft Report submitted to the Project Officers	17 th January 2020
Final report approved to the satisfaction of the Project Officers	24 th January 2020
An invoice for the final payment following approval of the success of the stakeholder engagement the Project Officers.	31 st January 2020

7. Knowledge and skills required

Expertise is essential in the following fields:

- i. Estuarine fish and habitat restoration techniques
- ii. Project management
- iii. Marine, Estuarine and Freshwater ecology
- iv. Stakeholder Engagement

Tenders should specify personnel who would be undertaking the work and their expertise and provide copies of their Curriculum Vitae.

Please provide an implementation plan for delivering the requirements outlined in the specification. This should include identification of risks to achieving the planned timetable and measures proposed to mitigate these risks, demonstrating organisational and management skills to deliver the requirement fully

8. Electronic Data Supply

Where particular electronic formats are specified then these should be compatible with the respective application: Word; Excel; PowerPoint; ESRI ArcGIS.

Electronic data transfer should occur via email where possible, but where file size is excessive then this should be via memory stick. However, in both instances the sender should ensure the recipient has actually received the data.

9. Conditions for Data Collection

Physical and intellectual ownership of all field data generated as a result of this contract will become the physical and intellectual property of Natural England at the end point of this contract for use in any manner Natural England deems appropriate.

Prices

Prices must be submitted in £ sterling, exclusive of VAT.

Quotation Submission 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.

You should also note that the Authority will publish the RFQ and the Contract on the Contracts Finder Website.

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.

EVALUATION

Tenders will be evaluated on quality and price using the evaluation criteria set out in this RFQ to determine which Tender is the most economically advantageous. The Authority will award the Contract to the Tenderer which submits the most economically advantageous tender which will be the highest scoring Tender after the weightings below are applied. Each question will be scored separately and no reference will be made between the questions.

To ensure that the relative importance of both sets of criteria is correctly reflected in the Overall score, a weighting system will be applied to the evaluation:

- the total quality scores awarded will form 70% of the final score;
- The score awarded for price will form 30% of the final score.

Each scoring question in the quality evaluation is given a weighting to indicate the relative importance of that question in the overall quality score. Weightings for quality scores are provided with the evaluation criteria and are detailed in this RFQ. The evaluation criteria for price is also included within this RFQ.

Evaluation of Tenders will be undertaken by a panel appointed by NE. Each Panel member will first undertake an independent evaluation of the Tenders applying the Relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.

Questions (E01 – E05) will be assessed using the following criteria:

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.

To meet the minimum standard, if a score of 20 or less is awarded for one or more of the technical criteria questions (E01 – E05), the tender maybe rejected.

For avoidance of doubt please note: no half marks or a score other than those whole numbers above will be awarded to responses. Technial questions are included within this FRQ.

Tenders are required to submit costs for undertaking the requirement. complete Appendix

The weighting and maximum marks available for the price will be 30% and will be awarded to the Tenderer with the lowest Tender Price. The remaining Tenderers will receive marks on a pro rata basis from the lowest to the highest price. The calculation used is the following:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 30\% \text{ (Maximum available marks)}$$

For example, if three Tender Responses are received and Tenderer A has quoted £30,000 as their total price, Tenderer B has quoted £50,000 and Tenderer C has quoted £60,000 then the calculation will be as follows:

$$\text{Tenderer A Score} = \frac{£30,000}{£30,000} \times 30\% \text{ (Maximum available marks)} = 30\%$$

$$\text{Tenderer B Score} = \frac{£30,000}{£50,000} \times \% 30 = 18\%$$

$$\text{Tenderer C Score} = \frac{£30,000}{£60,000} \times 30\% = 15\%$$

APPENDIX A

FORM OF TENDER

To be returned by 12:00 noon (UK time) on 28th June 2019

TENDER FOR THE: **Smelt Restoration Management Plan**

Tender Ref: NE2019SMELT

1. We have examined the invitation to tender and its schedules set out below (the **ITT**) and do hereby offer to provide the services specified in the ITT and in accordance with the attached documents to the Authority commencing **22nd July 2019** and to be completed **by 24th January 2020**.
 - Tender Particulars (Section 1)
 - Specification of Requirements (Section 2)
 - Evaluation (Section 3)
 - Form of Tender (Appendix A)
 - NE Conditions of Contract (Appendix B)
 - Travel & Subsistence (Appendix C)
 - Technical Questions (Appendix D)
2. If this tender is accepted, we will execute the Contract and any other documents required by the Authority within 10 days of being asked to do so.
3. We agree that:
 - a. before executing the Contract substantially in the form set out in the ITT, the formal acceptance of this tender in writing by this Authority or such parts as may be specified, together with the documents attached shall comprise a binding contract between the Authority and us;
 - b. we are legally bound to comply with the confidentiality provisions set out in the ITT;
 - c. any other terms or conditions or any general reservation which may be provided in any correspondence sent by the Authority in connection with this procurement shall not form part of this tender without the prior written consent of the Authority;
 - d. this tender shall remain valid for 120 days from the closing date for tenders specified in the ITT; and

- e. the Authority may disclose our information and documents (submitted to the Authority during the procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.

4. We confirm that:

- a. there are no circumstances affecting our organisation which could give rise to an actual or potential conflict of interest that would affect the integrity of the Authority's decision making in relation to the award of the Contract; or
- b. if there are, or may be such circumstances giving rise to an actual or potential conflict of interest we have disclosed this in full to the Authority.

5. We undertake and it shall be a condition of the Contract that:

- a. the amount of our tender has not been calculated by agreement or arrangement with any person other than the Authority and that the amount of our tender has not been communicated to any person until after the closing date for the submission of tenders and in any event not without the consent of the Authority;
- b. we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Authority or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act; and
- c. made arrangements with any other party about whether or not they may submit a tender except for the purposes of forming a joint venture.

6. I warrant that I am authorised to sign this tender and confirm that we have complied with all the requirements of the ITT.

Signed

Date

In the capacity of

Authorised to sign

Tender for and on

behalf of

Postal Address

Post Code

Telephone No.

Email Address

APPENDIX B

TERMS & CONDITIONS OF CONTRACT



Short Form Contract
for Services - NE.doc

APPENDIX C

TRAVEL & SUBSISTENCE POLICY

Travel and Subsistence

All Travel and Subsistence should be in line with Defra's Travel and Subsistence Policy. Claims should always be supported by valid receipts for audit purposes and must not exceed any of the stated rates below. Should the stated rate be exceeded, Defra reserve the right to reimburse only up to the stated rate.

Rail Travel

All Journeys – Standard class rail unless a clear business case demonstrating value for money can be presented. This includes international rail journeys by Eurostar and other international and overseas rail operators.

Mileage Allowance

Mileage Allowance	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Private cars and vans – no public transport rate*	45p	25p
Private cars and vans – public transport rate	25p	25p
Private motor cycles	24p	24p
Passenger supplement	5p	5p
Equipment supplement**	3p	3p
Bicycle	20p	20p

*NB the 'no public transport rate' for car and van travel can only be claimed where the use of a private vehicle for the journey is essential e.g. on grounds of disability or where there is no practical public transport alternative. If the use of the vehicle is not essential the 'public transport rate' should be claimed.

** Under HMRC rules this expense is taxable.

UK Subsistence

Location	Rate
London (Bed and Breakfast)	£115
UK Other (Bed and Breakfast)	£75

APPENDIX D

TECHNICAL EVALIATION QUESTIONS

Governance Questions

These questions will be discretionary pass/fail. Tenderers are required to submit a response to these questions which if not completed fully may result in the tenderer being removed from the evaluation.

D01 – Sustainability (pass/ fail)

The successful contractor is expected to pursue sustainability in their operations, thereby ensuring Natural England is not contracting with a supplier whose operational outputs run contrary to Natural England’s objectives. The successful contractor must consider the following as a minimum:

- Operational Sustainability – Explain what your organisation is doing to incorporate sustainability within its operations. This may include details in relation to steps you may be taking to reduce your carbon footprint.
- Environmental Management - Provide details on the approach you will take to undertake an assessment of any environmental impact that may arise as a result of undertaking this contract. These measures may include efficient energy use, and methods of limiting damaging impacts to the site.

Please email a document with the filename: “D01_Your Organisation Name”. Your response must not exceed a maximum of 4 sides of A4, font size 10. Any certificates must be provided as separate attachments.

D02 – Health and Safety (pass/ fail)

Please confirm that your organisation has a Health & Safety Policy that complies with the current legislative requirements. This must be provided as evidence.

Please email a document with the filename: “D02_Your Organisation Name”. Your response must not exceed a maximum of 4 sides of A4, font size 10.

Technical Questions

If a score of twenty (20) or less is awarded to 1 or more questions (E01 – E05), the Authority may choose to reject the tender.

E01 – Staff Technical Expertise (40%)

Tenderes should demonstrate that staff members (including any sub-contractors) assigned to the project have sufficient technical expertise to deliver the project objectives (**See section 7**).

Successful bids must include examples demonstrating skills from similar projects or from relevant training.

The project should have an appropriate balance of inputs by senior and junior staff, with clear and appropriate lines of reporting for all staff members.

The information provided should include:

- **For each member of the Project team:**
 - The amount of time input to the project.
 - Their roles, responsibilities and level of seniority.
 - The value added that they will bring to the project.
 - Their lines of reporting.
 - Demonstrable evidence of their relevant expertise, skills and experience to deliver the project (this should not repeat the level of detail in their CV.).
- The name(s) of the individual(s) who will have overall management responsibility for the project. They will report directly to Natural England's project manager and will be responsible for ensuring that the Project is completed to a high standard.
- **In a separate attachment**, curriculum vitae (CV) must be provided for each member of the project team and all sub-contractors. The curriculum vitae should be succinct (**maximum length of two pages for each team member**) and provide information on: expertise; skills and experience that are relevant to the project.

Evaluation Criteria:

- Level and relevance of expertise, skill, and experience provided by the Project team and sub-contractors and the value added delivered by this. Evaluation will take into account expertise, skills and experience in all fields noted in **Section 7** above.
- A list of relevant projects that have been delivered under contract (to either the private or public sector) that demonstrate the contractor's skills relevant to this contract.
- Suitability and adequacy of the staff making the inputs to each stage of the Project (in terms of their expertise, skills and experience), the quantity of their inputs and their availability to do the work.
- Appropriateness of the balance of inputs by senior and junior staff and clarity and sufficiency of lines of reporting.

Please email a document with the filename: "E01_Your Organisation Name". Your response must not exceed a maximum of 5 sides of A4 (excluding Annexed CVs), font size 10. Use of

team structure trees etc. is encouraged for clarity and brevity. It is very important to demonstrate leads and roles of all staff involved.

A separate document must be sent for CVs. Please email a document with the filename: "E01_Your Organisation Name – CVs".

E02 – Methodology (40%)

Please provide details of the methodology and approaches proposed to deliver the requirements of this project. The proposal should demonstrate the delivery method for each requirement specified in **Section 4**.

Evaluation Criteria:

Your response should:

- Demonstrate a clear understanding of the requirements of the project.
- Include a clear, practical, achievable and cost effective methodology to deliver these requirements including the results of any prior analysis of existing survey data (to be provided by Natural England) to inform the proposed management plan design.
- Include information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.

Please email a document with the filename "E02_Your Company Name". The attachment must include the information requested above without the options (maximum response: 5 sides of A4, font size 10).

E03 Project planning, management and delivery (10%)

Please provide information on how you would plan, manage and deliver this project. Responses should not exceed four sides of A4, font size 10.

Evaluation Criteria

Your response should:

- Include an organogram showing the project management structure and lines of communication and reporting.
- Include a project plan and a Gantt chart to show key timelines, and milestones.
- Demonstrate organisational understanding of the potential risks/difficulties with projects of this type, and provide an outline of the ways in which they will be managed and mitigated.

Please email a document with the filename "E03_Your Company Name". The attachment must include the information detailed above (maximum response: 4 sides of A4, font size 10).

E04 – Capacity of organisation to deliver outputs (5%)

The staff making input to the Project must be available to do the work. Contractors should demonstrate that they (or any sub-contractors) have sufficient resources available during the stated timeframe to ensure contract delivery risks are minimised.

Evaluation Criteria:

- Availability and relevance of staff assigned to the project.
- Management of staff resources and contingency should problems arise (e.g. through illness or staff unavailability).

Please email a document with the filename: "E04_Your Organisation Name". Your response must not exceed a maximum of 2 sides of A4, font size 10.

E05 – Quality Assurance (5%)

It is expected that all natural science projects funded by Natural England will be performed in compliance with the requirements of the Joint Code of Practice for Research (see:

https://www.gov.uk/government/emails/system/emails/attachment_data/file/413154/pb13725-research-code-practice.pdf

Evaluation Criteria:

Your response should:

- Demonstrate how you meet the requirements of the joint code of practice
- Please specify which quality assurance measures you feel are not yet in place (or are not relevant) and, where appropriate, state the timescale in which these will be addressed to meet the Code's requirements. Where quality assurance measures require development, appropriate interim project management arrangements should be outlined
- The successful bidder will be responsible for any work supplied by sub-contractors. Therefore provide assurance that the contribution to the project is undertaken in accordance with your stated compliance with the Code of Practice.
- Natural England reserves the right to audit projects against the Code. Your response will be automatically rejected if the project will not be performed under quality assurance measures that fully meet the Code's requirements. It is recognised that the Code is not applicable to every research project funded by Natural England and the Code states that "It is intended to apply to all types of research, but the overriding principle is fitness for purpose and therefore the individual provisions should be interpreted with that in mind".
- If your proposal is outside the Code (i.e. social research or economics) you should explain this and describe any other codes or standards with which your proposal is compliant (e.g. Government Social Research Code).

Please email a document with the filename "E05_Your Company Name". The attachment must include the information requested above without the options (maximum response: 2 sides of A4, font size 10).