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Planning

## **Stakeholder Engagement And Facilitation Services (SEAFS) and Training Framework**

Environment Agency (EA)

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-007319

Procurement identifier (OCID): ocds-h6vhtk-02a408

Published 8 April 2021, 10:55pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Environment Agency (EA)

17 Nobel House

London

SW1P 3JR

#### **Email**

[Pippa.Hicks@environment-agency.gov.uk](mailto:Pippa.Hicks@environment-agency.gov.uk)

#### **Telephone**

+44 2072385921

#### **Country**

United Kingdom

**NUTS code**

UK - UNITED KINGDOM

**Internet address(es)**

Main address

<https://defra.bravosolution.co.uk>

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://defra.bravosolution.co.uk>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

Environment

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Stakeholder Engagement And Facilitation Services (SEAFS) and Training Framework

Reference number

project\_32321

#### **II.1.2) Main CPV code**

- 73000000 - Research and development services and related consultancy services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The EA want to appoint contractors to a framework to help support our work with stakeholders. These framework contractors will help EA staff plan, facilitate and evaluate effective stakeholder engagement processes relevant to our work.

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,600,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 73000000 - Research and development services and related consultancy services

#### **II.2.3) Place of performance**

NUTS codes

- UK - UNITED KINGDOM

## **II.2.4) Description of the procurement**

We are looking for experienced engagement professionals who:

- a. are specialists and leaders in the fields of engagement and facilitation: bringing with them engagement and facilitation knowledge, experience and contacts from a range of sectors to help us continuously improve our Working With Others engagement approach. Our contractors must also have the learning and development capabilities to coach, train and mentor our people to learn and apply new approaches. Contractors must be committed to evaluating engagement and transferring learning back into our Working With Others Engagement Advisor network and in-house Facilitation network.
- b. provide us with more advanced engagement capabilities, including independent facilitation: helping us do increasingly complex and sensitive engagement through the design and delivery of participative and deliberative engagement processes. Both online and in person. Our SEAFS contractors must be able to act as highly competent, independent facilitators and successfully facilitate high conflict situations.
- c. provide us with extra engagement capacity: to enable us to support, advise, coach, mentor and train more of our people to plan, deliver and evaluate engagement to at least the same standard as our in-house engagement advisors.

Environmental change has a significant impact on people's lives. We work with others to reduce the risks to people and properties from flooding; make sure there is enough water for people and wildlife; protect and improve air, land and water quality and apply the environmental standards within which industry can operate. Acting to reduce climate change and helping people and wildlife adapt to its consequences are at the heart of all we do.

We cannot do this alone. We need to work closely with a wide range of partners including government, business, local authorities, other agencies, civil society groups and the communities we serve. How we work with others is critical to our success. We need to listen to them, understand their views, concerns and priorities to help us make the best decision for the environment and people. We also need to motivate them to take action to improve the environment or protect them from flooding. A particularly high priority for us is improving the way we collaborate and develop partnerships to meet shared goals. Helping our staff to do this is essential over the life of EA2025 – our corporate strategy.

The contract is to secure experienced engagement professionals to provide support to EA employees involved in working with stakeholders. This is not a public relations, communications or marketing contract. Instead we are looking for contractors who can help enhance the Environment Agency's reputation through enabling us to build strong and effective relationships with a diverse range of stakeholders.

### **II.2.14) Additional information**

#### **Market engagement event**

The purpose of the event is to provide an overview of the SEAFS Framework, provide a summary of the services the EA is looking to re-tender, explain the procurement process and timelines.

The event will take place online, on 04th May 2021, 14:00 – 15:00 BST. To register for the event, please register your interest via bravo, see Section VI: Complementary information.

### **II.3) Estimated date of publication of contract notice**

14 June 2021

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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## Section VI. Complementary information

### VI.3) Additional information

Information and formalities necessary for evaluating if the requirements are met:

Suppliers Instructions How to Express Interest in this Tender: 1. Register your company on the eSourcing portal (this is only required once) — Browse to the eSourcing Portal: <https://defra.bravosolution.co.uk> and click the link to register — Accept the terms and conditions and click 'continue' — Enter your correct business and user details — Note the username you chose and click 'Save' when complete — You will shortly receive an email with your unique password (please keep this secure)

2. Express an Interest in the tender — Login to the portal with the username/password - Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-qualification Questionnaires or Invitations to Tender open to any registered supplier) — Click on the relevant PQQ/ ITT to access the content. — Click the 'Express Interest' button at the top of the page. — This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page.(This is a secure area reserved for your projects only) — You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box

3. Responding to the tender — Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) — You can now use the 'Messages' function to communicate with the buyer and seek any clarification — Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT — There may be a mixture of online and offline actions for you to perform (there is detailed online help available). You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further.