Request for Quotation

Littoral Sediment Surveys of Adur Estuary SSSI

13/06/2025

Request for Quotation

Littoral Sediment Surveys of Adur Estuary SSSI

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

Your response should be returned to the following email address by:

Email: amy.austrin@naturalengland.org.uk

Date: TBC

Time: 12pm

Ensure you include the name of the quotation and ‘Final Submission’ in the subject field to make it clear that it is your response.

Contact Details and Timetable

Amy Austrin will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via 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 | **20/06/2025 at 13**:00 BST |
| Deadline for clarifications questions | 27/06/2025 at 13:00 BST |
| Deadline for receipt of Quotation | **04/07/2025 at 13:00 BST** |
| Intended date of Contract Award | 18/07/2025 |
| Intended Contract Start Date | 18/07/2025 |
| Intended Delivery Date / Contract Duration | [17/07/2025] to [03/01/2026**]** |

Section 1: General Information

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):

|  |  |
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|  |  |
| “Authority” | means the Department of Environment, Food and Rural Affairs acting as part of Natural England who is the Contracting Authority. |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

Conditions applying to the RFQ

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

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.

Self-Declaration and Mandatory Requirements

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

Clarifications

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

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 via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

Conditions of Contract

The Authority’s Standard Good and Services Terms & Conditions (used for purchases under £50k) can be located on the [Natural England Website](https://www.gov.uk/government/organisations/natural-england/about/procurement) and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

Prices

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

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.

Further to the Government’s transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

* Central Contracting Authority’s: £12,000
* Sub Central Contracting Authority’s and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Central Contracting Authority with a publication threshold of £12,000 inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, 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 supplier 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.

Equality, Diversity & Inclusion (EDI)

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

Sustainable Procurement

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf.

Conflicts of Interest

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

Section 2: The Invitation

1. Specification of Requirements

1.1 Background to Natural England

Natural England is the government’s statutory adviser for the natural environment in England. We help to protect and restore our natural world, playing a vital role in delivering the Government’s 25 Year Environment Plan, and supporting the Government’s ambitions for agriculture, fisheries, and the natural environment. Our vision is thriving nature for people and planet. Further information can be found at [Natural England - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/natural-england) and in our [2024-2025 Action Plan](https://www.gov.uk/government/publications/natural-england-action-plan-2024-to-2025/natural-england-action-plan-2024-to-2025).

1.2 Requirement

Natural England is seeking to commission monitoring surveys of the littoral sediment feature of the Adur Estuary Site of Special Scientific Interest (SSSI) in Shoreham-by-Sea, West Sussex, in order to fill key evidence gaps and support the monitoring and condition assessment of the site. The contract will be carried out within the 2025/26 financial year and comprise of two phases. These phases will be considered separately throughout the RFQ and may be awarded separately:

* Phase I: Phase I Habitat Survey; walkover, biotope classification and mapping, and subsequent analysis and report.
* Phase II: Phase II habitat survey, Particle Size Analysis (PSA), infaunal analysis, and subsequent analysis and report.

1.3 Site Information and Survey Area

The Adur Estuary SSSI in West Sussex, is designated for its littoral sediment, the subject of the works detailed in this RFQ, as well as saltmarsh, and population of non-breeding ringed plover. It is 60.26ha and comprised of 4 units: 1, 3, 5, and 8. Units 3 and 8 contain littoral sediment, while unit 1 is predominantly saltmarsh, and unit 5 fen. It is a tidal area, near the mouth of the River Adur which joins the sea at Shoreham-by-Sea, West Sussex. The saltmarsh, which fringes much of the estuary, was last assessment in 2021 via a ‘SSSI rapid walkover assessment’, the saltmarsh appeared to be fragmented and degraded with no obvious transition zones and was described as unfavourable declining condition. The ringed plover feature is also unfavourable declining and are one of the many species of waders supported by the mudflats, also including redshank and dunlin, although these are not designated. There is also a reed bed with breeding warblers, and a colony of sand lizards, at the site.

The littoral sediment itself has not been comprehensively assessed and assigned a condition, but a previous survey by the University of Brighton assessed the biotopes present. Further information regarding designated features is available online at [SSSI detail (naturalengland.org.uk)](https://designatedsites.naturalengland.org.uk/SiteDetail.aspx?SiteCode=S1003359&SiteName=adur&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=).

A map of a river

AI-generated content may be incorrect.

Map of Adur Estuary SSSI (NE Maps, 2025), showing location, and units. Units 1 and 5 contain saltmarsh (with unit 5 containing some fen), and 3 and 8 contain littoral sediment. Ringed plovers are associated with all units. The red units highlight the unfavourable declining condition of the saltmarsh and ringed plover. Unit 3 was assessed in 2008/2009 by Brighton University. In summary the study found faunal diversity and composition variable, but comparable with other estuarine sites on the south coast of England and was assessed as favourable condition, while unit 8 was not assessed.

1.4 Previous surveys

The most recent known survey of littoral sediment at the site was undertaken in 2009 by The Biogeography and Ecology Research Group (BERG), University of Brighton. This study provided a biological survey of the intertidal sediments of the site for the purpose of SSSI condition assessment to determine the extent of the sediment feature, the biological communities present, the sediment character, and the distribution of biotopes. The total extent of littoral habitat mapped at the Adur estuary SSSI was 34.4ha. The biotopes identified were:

* *Mytilus edulis* beds on littoral sediments (LS.LBR.LMus.Myt)
* Littoral Mud (LS.L.Mu)
* Polychaete/bivalve dominated mid-estuarine mud shores (LS.LMu.MEst)
* *Hediste diversicolor* in littoral mud (LS.LMu.UEst.Hed)
* Littoral sands and muddy sands (LS.L.Sa)
* Polychaetes on littoral fine sand (LS.LSa.FiSa.Po)
* Tidal Pool

Sediments were typified by coarse to very fine sand, with some localities also supporting gravel, clay and fine silt (mud) dependent upon their fluvial and tidal influences. Comparisons of faunal composition and diversity were made to other estuarine sites in Southeast England, and the report concluded that the littoral sediment was in a favourable condition. The available report provides a summary the findings of this survey but is not publicly available and will therefore be made available on award of the contract.

**2. Aims and Objectives**

Natural England are commissioning field surveys of the intertidal sediments of the Adur Estuary SSSI to collect data on the distribution, extent, community composition of the intertidal littoral sediment feature. This will contribute to Natural England’s SSSI Condition Assessment programme and assist in determining how to achieve favourable condition at the site, contributing to the target set out in the 2023 Environmental Improvement Plan for all SSSIs to have an up-to-date condition assessment. The project will include Phases I and II work, to conduct both a walkover survey identifying and mapping the biotopes, and particle size analysis (PSA) and infaunal analysis to collect detailed data on sediment composition and biotopes respectively.

Survey work should be scheduled to be completed between **July – October 2025**

Primary indicators to monitor in this survey:

* Benthic habitats (extent and distribution)
* Benthic species (distribution, abundance, diversity)
* Invasive species (presence and extent)
* Sediment biota (biomass)

The project aims to:

* Map biotopes present at the site and collect data on the littoral sediment feature, based on the principles and methodologies [Common Standards Monitoring Guidance for Littoral Sediment](https://data.jncc.gov.uk/data/9b4bff32-b2b1-4059-aa00-bb57d747db23/CSM-LittoralSedimentHabitats-2004.pdf) and [Marine Monitoring Handbook](https://hub.jncc.gov.uk/assets/ed51e7cc-3ef2-4d4f-bd3c-3d82ba87ad95), to provide robust evidence for condition assessment, as well as recording any anthropogenic pressures observed.
* Acquire high quality biological data of suitable resolution to allow key attributes of condition to be assessed according to Common Standards Monitoring guidance for littoral sediment.
* Produce a report and GIS data as outputs to explain the data gathered and facilitate current and future condition assessment.

The objectives for this contract are to, in collaboration with Natural England, plan, undertake, and report on Phase I and Phase II intertidal survey work. The survey design for this tender should achieve the following objectives:

* Determination of the geographical extent of the overall littoral sediment feature within the site
* Identify and map the intertidal communities to the highest possible level (recorded in EUNIS Level 5/6), and where relevant, compare to previous habitat maps of the site, highlighting any significant differences.
* Within each representative and/or notable biotope present, acquire high quality community data (fauna and flora) of sufficient resolution to permit robust temporal analysis and identification of any significant trends in community composition that may be present. Natural England recognise that budgets may restrict robust data collection within every level 5 biotope present, and where this is the case, target biotopes should be discussed and agreed with the project officer following the Phase I survey. Inclusion of macrobenthic analysis will depend on costings.
* Definition of sediment character via particle size analysis (PSA), although depending on costings, this may not be completed as part of this contract. **Please note, whilst this invitation to tender covers both the survey and analysis elements, these elements could be awarded separately. Tenderers should therefore cost for these elements separately but indicate where cost savings could be made if both elements were awarded to a single tenderer.**

Under this specification the successful Contractor(s) must:

* In agreement with Natural England, develop and implement a survey plan to collect data suitable for undertaking quantitative temporal assessment of ecological change within the biotopes identified under this specification, taking previous data and recommendations into account (please refer to section 1.4 above).
* During the course of fieldwork, any observations of INNS and/or anthropogenic influences, potentially impacting intertidal features should be identified, and where possible quantified, allowing analysis to focus on investigation of the potential impacts of these pressures (e.g. bait digging, surface drain outfalls, fishing activities, litter, coastal defence works, and damaging activities). These should be mapped where possible in accordance with the methods outlined in the CCW Phase I [[[Biotope Handbook](https://data.jncc.gov.uk/data/9578d07b-e018-4c66-9c1b-47110f14df2a/Handbook-Phase1-HabitatSurvey-Revised-2016.pdf)](https://data.jncc.gov.uk/data/9578d07b-e018-4c66-9c1b-47110f14df2a/Handbook-Phase1-HabitatSurvey-Revised-2016.pdf)](https://data.jncc.gov.uk/data/9578d07b-e018-4c66-9c1b-47110f14df2a/Handbook-Phase1-HabitatSurvey-Revised-2016.pdf) and should include damaging or potentially damaging activities. Recommendations for future targeted surveys to characterise anthropogenic pressures and/or INNS should be provided.
* Provide an evidence based preliminary assessment of the condition of littoral sediment habitats in Adur Estuary SSSI, clearly stating out how the assessment is supported by the analysis of data collected. This should note any difference in observed condition between similar communities which are subject to varying degrees of anthropogenic pressures to focus analysis on investigating particular impacts.
* Produce a concise field report within one month of the survey completion, to be followed up by a full report as detailed in section 9.
* Provide fully detailed methodology for the work undertaken to ensure that methods can be repeated in the future.
* Provide a final comprehensive report which analyses, interprets and presents the findings in light of the overarching objectives above. Particular emphasis should be placed on describing the extent, distribution and composition of biotopes (EUNIS level 5/6 where possible) and any temporal and/or spatial variability across the study area.
* Using ArcGIS, produce a biotope map comprising data relating to the extent, distribution and community composition of habitats and features of interest, using target notes where relevant to highlight the distribution of INNS and identified anthropogenic pressures throughout the study area
* Provide all data to the relevant standards including GI and Marine Recorder data (see section).

**3.Methods**

**3.1 Development of a Suitable Sampling Design**

A sampling design needs to be developed for this work and approved by Natural England. This should seek to build on any previous work, as described in section 1.4 and enable temporal comparisons to be made with previous datasets where possible (where data has been collected at the same time of year), however as previous methodologies are not in line with current CSM guidance a new survey design and baseline outcome is required.

In developing an appropriate sampling strategy, it is not necessary for contractors to simply repeat previous methodologies undertaken; rather they should seek to implement an improved approach which enables a comparison with existing data but at the same time delivers Natural England’s requirements for a whole site approach to collecting data. It is important to ensure the sampling design includes enough sampling effort to provide a sufficient baseline to detect change over time with future monitoring.

This survey should be planned in accordance with the methods detailed in the CSM guidance, JNCC Marine Monitoring Handbook (Davies et al., 2001) and the CCW Handbook for Marine Intertidal Phase I Survey and Mapping (Wyn et al., 2000).

Tabe 1. Attributes to be assessed in this survey.

|  |  |  |  |
| --- | --- | --- | --- |
| Attribute | Survey Method Required | | |
| Phase 1 Biotope Mapping | Phase 1 Rapid core assessment | Phase 2 Core Sampling Protocol |
| Extent and distribution of littoral sediment feature | X |  |  |
| Distribution: presence and spatial distribution of biological Communities (biotopes) | X | X |  |
| Structure and function: presence and abundance of key structural and influential species | X | X | X |
| Structure: species composition of component communities | X | X | X |
| Structure: non-native species and pathogens | X | X | X |
| Structure: sediment composition and distribution |  |  | X |
| Structure: topography | X |  |  |
| Supporting processes: physico-chemical properties (salinity, temp and redox layer) | X | x |  |

**3.2 Phase I Survey**

Natural England envisages that Phase I will cover the whole intertidal littoral sediment feature at the site. The survey should be planned in accordance with the methods detailed in the Common Standards Monitoring guidance, including all the essential attributes for biotopes and sediment composition, and the JNCC Marine Monitoring Handbook. The contractor should also record target notes containing additional information, and cross-reference on the site map, and take georeferenced photographs.

The Phase I survey will inform the design of the Phase II PSA survey.

**3.3 Phase II Survey**

Phase II will consist of particle size analysis and infaunal analysis, with specific details to depend on the results of the phase I survey, and agreement with the Natural England Project Officer. Sampling effort should be stratified across the site depending on the proportions of the site made up of each sediment type/biotope. However, contractors should provide a general methodology and number of intended sample stations, including costings for the storing and transport of samples to the lab, and laboratory analysis of samples.

Sampling at these stations is intended to quantify the species assemblages and corroborate biotope assessment made during the Phase I survey.

In order to detect temporal change, it is essential that the survey design supports accurate representation of the communities that are present through adequate replication. The Phase II should be informed by results from the Phase I survey to ensure samples are taken from across representative and target habitats in accordance with the aims and objectives.

Efforts should be made to ensure that the number of replicates/stations is largely proportional and representative of the total area of each biotope sampled, the precise number of sampling stations should therefore be assigned based on the extent and distribution of each and the resource available.

Sample locations should be:

* Geographically spread throughout the site
* Representative of the range of target habitats of interest
* Randomly located within the broad intertidal habitat types identified through Phase I
* Distributed across the site as transects with stations at high, mid and low shore (where appropriate)
* Precautions taken to avoid sampling within transition zones

Aiming for a minimum of 10 replicates per biotopes taken with 0.01m2 core, 0.5mm mesh sieve) for infaunal sampling (abundance) to enable robust temporal analysis (e.g. ANOSIM analysis).  Lower replication than this is likely to result in a type I error and/or significantly reduce the reliability and/or usefulness of any conclusions that can be drawn from the analysis.  The application of univariate analysis alone is not appropriate for informing conclusions regarding community condition. A further 0.01m2 core will be collected for PSA analysis (Wentworth scale) at each station. Each station should also have a redox and an interstitial salinity measurement.

Where budget is highly restricted, a sentinel monitoring approach may be considered, but this will require explicit agreement from the Natural England project officer, and methods will require modification to fit with the revised approach (including highly accurate and repeatable positioning).

4. Pre-survey desk-work

Before the survey is carried out, the successful Contractor will discuss any pre-survey work with the Natural England contract manager, including:

* Clarification of roles, responsibilities and expectations
* Acquisition and checking of sources of relevant information and gathering of local advice in preparation of a project plan
* Review existing information provided by Natural England or any datasets known to the contractor.
* Ways of working and close collaboration with NE in developing project plan, particularly selection of survey sites, and finalising survey design and methodologies. For example, intertidal surveys will need to consider the use of hovercrafts and/or quad bikes to conduct surveys, which will require a Habitats Regulations Assessment (HRA).
* Ensure that up to date charts are used to position sample sites away from cables, pipelines or any other coastal infrastructure. Should any coastal infrastructure exist within an area to be sampled then a buffer should be used to ensure that sampling activity does not cause damage and this should be clearly displayed within the survey plan. Should coastal infrastructure be found during fieldwork then any sample sites should be relocated and the Nominated Officer informed.

5. Health and safety

All risk assessments need to be seen and signed off by the Nominated Officer (ideally when presented with the project plan), as part of the contract management process. Risk assessments need to be produced by the contractor. Each Party will notify the other Party of any health and safety hazards which may arise in connection with the work. If surveys will be done out of season, risks around reduced daylight and poor weather etc need to be highlighted.

6. Site access

* The Nominated Officer should be contacted prior to commencement of any fieldwork.
* Natural England will work with the successful Contractor to obtain permission from seabed owners or leaseholders for survey work on the seabed and will supply a copy of these permissions. Where access is required to privately owned land (e.g. to deploy survey craft), Natural England will provide the contractor with a list of landowners and contact details. This data must be stored securely and all data deleted after completion of the survey. The contractor should ensure any system which holds authority data, including backup data, should be secure and compliant with Defra guidelines. Each member of the survey team must carry a letter from Natural England to confirm that they are doing this work on the behalf of Natural England. Survey work will not be able to begin until access permissions have been obtained by Natural England.
* Contractors should allow for the option for inclusion of Natural England staff on surveys wherever feasible. The Natural England contract manager will liaise with the contractor regarding the availability of Natural England staff to join the survey.
* Where contractors intend to use either a vessel or hovercraft to access sites this requirement should be made clear in the tender submission and any use of these vehicles will be subject to SSSI consent and Habitats Regulations Assessment (HRA). This should be discussed from the outset with the Nominated Officer and site leads.
* The removal of sediment samples from the seabed must meet the terms of a marine licence exemption set out in [Article 17 of the Marine Licence (Exempted Activities) Order 2011 (as amended)](http://www.legislation.gov.uk/uksi/2011/409/article/17) . The MMO require notification of any exempted activities occurring; Natural England will be responsible for submitting the relevant information to the MMO for this.
* Natural England will be responsible for obtaining permissions from the Crown Estate

7. Weather downtime and contingency

Weather downtime is defined as those periods during survey operations where the influence of weather conditions results in a halt to any monitoring due to the impact on data quality and/or operational safety. Survey windows should be allocated in accordance with the best tides available. Contractors will be expected to check weather regularly (daily) prior to agreed survey windows. If contractors have 48 hours’ notice of impending poor weather, then they will be expected to make alternative arrangements for the duration of the poor weather and reschedule survey work to be completed at a later date. If contractors have not yet mobilised, then Natural England does not expect to be charged for any weather downtime. It is the responsibility of the contractor to contact Natural England in the event that impending poor weather is putting the survey at risk.

Natural England does not envisage paying for downtime or contingency time for intertidal contracts, but in the event of unforeseen weather events, a maximum of 1 day may be paid. In the event of uncertainty or other unforeseen events that impact upon the ability of the contractor to undertake the survey, the Project Officer should be contacted immediately.

8. Invasive Non-Native Species

Invasive non-native species (INNS) are considered to be one of the top five pressures directly driving directly biodiversity loss globally. Prevention is the key focus, particularly in marine environments. The contractor shall be aware of and work in accordance with standard good practice biosecurity measures to avoid the spread of INNS:

* Equipment, clothes, and boots should be clean before carrying out any work on site.
* When on or near water it is important that equipment is drained after use and as far as possible dried.

INNS previously recorded in this region or to particularly look out for during this survey can

be found at the [**GB non-native species secretariat**](https://www.nonnativespecies.org/).

The contractor must report any records of INNS observed on site on Marine Recorder and to the Natural England project officer as part of the survey work. Any species currently listed as ‘alert’ species should be flagged immediately to the GB Non-Native Species Secretariat. More information and guidance including ID guides can be found at **Home » NNSS (nonnativespecies.org)**

9. Deliverables and Outputs

The contract shall be managed on behalf of the Authority by the Project Officer.

Draft reports should be provided in electronic MS Office Word \*.DOCX format for comment. A template and guidance document exists for writing Natural England commissioned reports and will be sent to the contractor upon award of the tender. All reports should retain a clear suggested citation stating that it is a ‘Report to Natural England’.

9.1 Survey report deliverable

Brief report to outline the survey delivered should include the following components:

* Survey narrative
* List dates, tidal conditions (spring/neap) including range etc, timeline of events and actions including number of stations/transects achieved during each tide.
* Provide detailed survey protocols for each survey component~~s~~ including guidance and/or standards applied and parameters/analytes measured/sampled. Provide all relevant Standard Operating Protocols used within an Appendix.
* Provide a list of all target sampling stations and associated position data highlighting which have been achieved and reasoning for any missed. If target stations were moved, provide reasoning for the move (e.g. biotope different to that expected following the Phase I).
* Provide a map of all sampling stations/transects achieved.
* Describe any access or protocol issues encountered that may have undermined the coverage or quality of the data (e.g. access issues etc).

9.2 Technical report deliverable

All detailed reports should include the following components:

**Introduction:**

* Overview of the MPA/study area/target features, map of study area and overview of relevant historical surveys/studies/data
* Aims and objectives of the project. Tabulate specific attributes that have been monitored and reported together with their individual targets. Any additional objectives that are not directly associated with attribute targets e.g. recording presence and abundance of specific Invasive Non-Native Species (INNS) etc.

**Methods:**

* Describe the sampling strategy including maps to support the description. It should be clear which survey components will meet the specific monitoring objectives (i.e. which attributes will be measured using each strategy component).
* All analytical methods employed should be listed, hypothesis stated together with the purpose/intention of employing individual analytical methods.
* All quality assurance measures should be detailed e.g. NMBAQCS Own Sample component participation, re-analysis of 10% of images by second operator to determine operator variability, ISO management systems compliance etc.

**Spatial Results:**

* Where relevant, describe the extent and distribution of monitored attributes, supported by maps and univariate and multivariate analysis techniques.
* Describe the infaunal communities – resolution will be dependent on survey objectives but likely to be at biotope and broadscale habitat level.
* Describe any notable differences between the communities monitored, and those described in the EUNIS/Marine Habitat Classification for Britain and Ireland (e.g. regional variations in main characterising species, morphological differences in algae etc)
* Explore/describe spatial variability in monitored attributes and the potential for any variability observed to be anthropogenically induced.

**Temporal Results:**

* Where data demonstrates temporal change from existing baseline data, it will be necessary to explore that data further to determine both the differences in the community composition (e.g. using SIMPER) and the potential abiotic factors driving those differences (e.g. BEST, RELATE etc). Typical analysis expected (where relevant) include:  Multidimensional Scaling (MDS), Principal Component Analysis (PCA), Analysis of Similarities (ANOSIM).

**Anthropogenic impacts:**

* List any indicators of potential anthropogenic influences such as surface water outfalls, litter, opportunistic macroalgae, bait digging, fishing, mooring/anchor scarring etc.

**FOCI/SOCI/INNS:**

* Detail any observations and/or occurrences in the data of Features of Conservation Interest (FOCI) (e.g. biogenic reef), Species of Conservation Interest (SOCI) and Invasive Non Native Species (INNS)
* Support with maps of extent and/or distribution where relevant

**Discussion:**

* Observed changes and/or spatial variability in the context of natural change
* Detail any limitations experiences in the survey or the analysis/interpretation of the data e.g. different methods used between years limiting temporal comparison. Describe and explain any differences planned monitoring effort and the monitoring that is achieved.
* Recommendations for alteration in survey strategy for future surveys

**Conclusion:**

* Summarise the technical findings in light of the attributes being monitored and their targets (as stated in section 2.1). This should be provided in a table which summarises the ‘condition/change’ of individual attributes.
* Please provide a table in the annex with both EUNIS and MNCR habitats found listed.

9.3 Data Outputs

Raw data in MEDIN format, Marine Recorder Online, and biotope maps. All data deliverables to comply with Natural England Data standards as stated below.

9.3.1 Natural England Data Standards

Particular attention should be given to the data and GIS required formats for information compatibility including MEDIN metadata standards and Marine Recorder provision.

* All sample data (quadrat data, video/still photography analyses, diver survey species, PSA analysis and biotope lists, biological taxon data etc.) need to be entered into Marine Recorder. NBNdata.mdb (or similar) and an exported snapshot file of the data should be provided for QA. Licence keys will be provided for Marine Recorder together with a ‘Marine Recorder guidance for contractors’ document to successful contractors at the mini-tender stage.
* All GIS datasets need to be provided in ESRI ArcGIS format compatible with ArcGIS version 10.2 and have attached metadata.
* All GIS files containing habitat data for each individual survey need to be produced to the MESH (https://www.emodnet-seabedhabitats.eu/contribute-data/habitat-map-submission-process/) translated habitat Data Exchange Format (DEF) to the most detailed EUNIS habitat level possible. MNCR (v15.03) data should be added to the ORIG\_HAB column. The GUI provided by Natural England for each survey will be used, and as much information as possible (e.g. survey name, originally assigned feature/habitat name etc.) from the original dataset, as well as any documentation provided (where available) should be included in the resulting datasets to maintain a useful audit trail. As specified in the MESH DEF, data files must be provided as ESRI Shapefiles using geographic coordinates (lat/long) and the WGS84 datum. If the datasets supplied are in other projections, transformation using the appropriate petroleum (EPSG) transformation should be carried out as part of the data formatting procedure.
* If not included in the GIS data layers listed above all sampling locations, vessels tracks, and links to data obtained should also be included as a single GI layer.
* A MESH data confidence assessment for each habitat map should be calculated and provided in a ‘MESH confidence scoresheet’.XLS file. The confidence assessment process is described and a template provided in the following MESH resources [here](https://emodnet.ec.europa.eu/en/seabed-habitats).
* Accompanying metadata for the data set must meet the MEDIN metadata discovery standard. Metadata derived as part of this project must be submitted to Natural England in an XML file which Natural England will archive through Data Archive Centres (DACs). Guidance ‘MEDIN Guidance for Contractors’ will be provided to the winning contractor.
* Data should be supplied in spreadsheet format using the [MEDIN data guidelines](http://www.oceannet.org/marine_data_standards/medin_data_guidelines.html) applicable to the survey methods used.
* Standard survey imagery (stills, video) is to be provided in their raw format.
* High quality imagery which has been selected to form part of the image reference collection for the survey need to be labelled appropriately, including the habitat/species which is represented. These should be provided as a separate folder on the storage device to the standard survey imagery.
* All data products and electronic files must be appropriately named so they sufficiently describe the contents and are not purely a numerical value. All products should be named appropriately so that they can be clearly linked to the report/project.
* Any species lists submitted will be compliant with current taxonomic names and synonyms (e.g. MSBIAS http://www.marinespecies.org/msbias/, World Register of Marine Species (WoRMS)).

Timeline for project delivery

|  |  |
| --- | --- |
| Event | Date |
| Successful contract awarded | 07/2025 |
| Finalise sampling design | 08/2025 |
| Produce final project plan | 08/2025 |
| Survey to be completed by | 10/2025 |
| Submission of brief field/survey report by | 11/2025 |
| Draft final report and associated products to be provided by | 01/26 |
| Final report, biotope maps and output to be delivered | 01/26 |

Other

In support of this contract NE will provide the winning supplier with:

* Project support from dedicated Project Officer
* Opportunity to feedback and discuss progress and the project
* Supporting GIS datasets (if required) under licence for use in this contract:

Please see the following site for information on how to obtain access to the GI datasets listed above: [How to access Natural England's maps and data - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/how-to-access-natural-englands-maps-and-data)

The intellectual property rights and copyright for all products (including photographs) will lie with Natural England. All data will be made available by Natural England under the Open Government Licence at the end of the project via data.gov.uk and the MEDIN Data Archiving Centres.

Sustainability

Defra group 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.)

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. It is anticipated that this contract will be awarded for a period of Six months to end no later than 20/1/2026. 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

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%

Evaluation criteria

Evaluation weightings are 60% technical and 40% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award Criteria** | **Weighting (%)** | **Evaluation Topic & Weighting** | **Sub-Criteria** | **Weighted Question** |
| **Technical** | **60%** | **Service / Product Proposal** | **Methodology** | **1 Question**  **Q1.1 (60% of technical score available)** |
| **Key personnel** | **1 Question**  **Q2 (20% of technical score available)** |
| **Quality Assurance measures** | **2 Questions**  **Q3.1 (10% of technical score available)** |
| **Health & Safety** | **1 Question**  **Q4 (10% of technical score available)** |
| **Availability/ capacity** | **1 Question**  **Q5 (Pass/ Fail)** |
| **Commercial** | **40%** | **Whole life cost of the proposed Contract** | **Commercial Model** | **1 Question**  **Q4 (100% of commercial score available)** |

Technical (60%)

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

|  |  |  |
| --- | --- | --- |
| Description | Score | Definition |
| Very good | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met. |

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

|  |  |
| --- | --- |
| **Methodology** | **Detailed Evaluation Criteria** |
| **Q1.1 Provide details of the methodology and approaches proposed to deliver the requirements of this project.**  **Responses should not exceed four sides of A4, and use Arial font, size 11.** | **Your response should:**  **1) Demonstrate a clear understanding of the nature of the requirements.**  **2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.**  **3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.** |

|  |  |
| --- | --- |
| Example – Key Personnel | Detailed Evaluation Criteria |
| Q2 Provide details on previous experience and expertise of staff members who will be working on the contract. Please provide similar information on any proposed sub-contractors if applicable. | Please provide CVs and examples of previous projects staff have worked on relevant to the subject matter in this contract, including Phase I walkover surveys and biotope identification for littoral sediment, and sediment coring for PSA. |

|  |  |
| --- | --- |
| Quality Assurance | Detailed Evaluation Criteria |
| Q3.1 Replicability of sampling strategy | Demonstrate how the proposed sampling design will enable replication in other sites or over time, so that future surveys using the same design will add to the evidence base. |
| Q3.2 Evidence of quality assurance measures | Provide clear outline of review and quality assurance procedures provided as part of the contract. |

|  |  |
| --- | --- |
| Staff Availability | Detailed Evaluation Criteria |
| Q4 Assurances that the work can be delivered in full within stated timelines (pass/fail) | Provide detail on staff availability, including clear explanation of contingency planning should unexpected staff absences happen, and a proposed timescale of project delivery. Please refer to the timeline for project delivery table. |

|  |  |
| --- | --- |
| Health and Safety | Detailed Evaluation Criteria |
| Q5 Provide clear, relevant and appropriate risk assessments for fieldwork | Provide clear and relevant risk assessment for the proposed fieldwork for both phases of littoral sediment sampling. |

Commercial (40%)

The Contract is to be awarded as a fixed price which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverable used in the delivery of this requirement.

Please provide a breakdown of costs for the following deliverables:

* Phase I walkover survey and subsequent analysis and report.
* Phase II particle size analysis and infauna sample collection and processing, and subsequent analysis and report.

Calculation Method

The method for calculating the weighted scores is as follows:

* Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x 40% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 60% (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

Information to be returned

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

* completed Commercial Response template
* separate response submission for each technical question (in accordance with the response instructions)
* completed Mandatory Requirements (Annex 1)
* completed Acceptance of Terms and Conditions (Annex 2)

Award

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.

The successful supplier will be issued the contract, incorporating their Response, for signature. The authority will then counter sign. On receipt of the signed contract, the Authority will issue a purchase order.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

Part 1.1 Potential Supplier Information:

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. | |
|  | Participation in a criminal organisation. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Corruption. | ((Yes / No)  If yes please provide details at 2.1 (b) |
|  | Fraud. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)  If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Part 2.2 Grounds for discretionary exclusion

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

Annex 2 Acceptance of Terms and Conditions

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

