Clarifications to Bidder’s Questions:

**Beachy Head East MCZ Intertidal Survey**

|  |  |  |
| --- | --- | --- |
| 1 | The breakdown of the evaluation criteria table (p26 of the RFQ) doesn't appear to match the breakdown in the table(s) on p28 and 29.  The Methodology sub criteria is stated to be 30% of the technical score on P26, but 40% on p 28.  The breakdown on p26 also says that Q1.1 is pass/fail, but on p28 it is 30%  Quality assurance is listed as having two questions on p26, but I can only see the detail of Q3.1 on p28. Is there a Q3.2?  Could you provide some more clarity on the questions / weighting? | I appreciate you picking up on the inconsistencies. I’ve gone through the RfQ and have amended them so it should all match and add up correctly and this will be updated on Contracts Finder. |
| 2 | You have asked for the responses to the Methodology section not to exceed four sides of A4, Arial Font 11. We are concerned that this limit will not allow us to fully evidence our approach to the survey. Can you confirm if there is any flexibility in this limit? Would it be acceptable to provide a package of supporting information (for example maps, data analysis figures, Project Plan diagrams (Gantt chart etc.) that exceed this limit? | I’m hoping with the revised evaluation breakdown, it should be easier. What we have done is remove 1.3 as it’s basically the same as Q3 in Project management. We hope, with the removal of Q1.3, it should allow 4 pages just for methodology which should be enough needed whilst also being concise. |
| 3 | Could you clarify if you want a Phase I survey of the entire intertidal area within the Beachy Head East MCZ or just in the areas where littoral chalk communities and Peat and Clay exposure had been designated in 2019 (as provided in Figure 3)? | We would like to see as much of the intertidal area of Beachy Head East MCZ included in the Phase I survey (i.e., a strategy which has some element of checking for extent of features), but we understand the need to concentrate on specific areas with littoral chalk communities and peat and clay exposures. |

**Evaluation criteria**

Evaluation weightings are 70% technical and 30% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 70% | Service / Product Proposal | Methodology | 2 Questions (40% of technical score availability)  Q1.1 20%  Q1.2 20% |
| Key personnel | 1 Question  Q2 (20% of technical score available) |
| Project management | 1 Question  Q3 (20% of technical score available) |
| Management of sustainability and social value | 10% of technical score available |
| Health & Safety | 10% of technical score available |
| Commercial | 30% | Whole life cost of the proposed Contract | Commercial Model |  |

|  |  |
| --- | --- |
| **Methodology (40%)** | Detailed Evaluation Criteria |
| Q1.1 Provide details of the survey methodology and approaches, including the quality assurance process, proposed to deliver the requirements of this project (20%) | 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.  Responses should not exceed four sides of A4, and use Arial font, size 11. |
| Q1.2 Report proposal including data analysis and survey report (20%) |

|  |  |
| --- | --- |
| **Key Personnel (20%)** | Detailed Evaluation Criteria |
| Q2 Provide CVs for the survey team. C.V.s should demonstrate appropriate skills for intertidal survey work (20%) | CVs for all staff should be submitted to support the response and include a table showing the staff days expected to be spent on the project per task, this table should match the staff days in the cost proposal |

|  |  |
| --- | --- |
| **Project management (20%)** | Detailed Evaluation Criteria |
| Q3.Provide a summary of your proposed approach to project management (20%) | Describe proposed project management arrangements including day to day working for the project, the proposed timetable for the project, risk log and mitigation actions and A Gantt chart presenting milestones, deliverables, timelines and inter-dependencies  Complete a risk register and identify any project risks and how these will be managed. |

|  |  |
| --- | --- |
| **Management of sustainability and social value  (10%)** | **Detailed Evaluation Criteria** |
| **Q4 (10%)** | Natural England has set itself challenging commitments and targets to improve the environmental economic and social impacts of its estate management, operation, and procurement. These support the Government’s green commitments. The policies are included in the Authority’s sustainable procurement policy statement published at:  <https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement>    Within this context, please briefly explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organization’s approach for this requirement |

|  |  |
| --- | --- |
| **Health and Safety (10%)** | Detailed Evaluation Criteria |
| **Q5 (10%)** | Please supply a proposed health and safety plan and risk assessment. |

**Commercial (30%)**

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 following:

* survey costs including personnel, consumables, mobilisation/demobilisation, weather downtime, and other associated costs
* deliverables including data & reports