**July 2020**

# REQUEST FOR QUOTATION

# FOR

Consultancy Support:

Stakeholder Engagement Plan for Cambridgeshire & Peterborough Parks and Public Open Space Future Parks Accelerator project

**CAMBRIDGESHIRE COUNTY COUNCIL**

**REF: [XXX]**

[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahUKEwifo-T5q-niAhVOA2MBHUpxDcEQjRx6BAgBEAU&url=https://twitter.com/camcitco&psig=AOvVaw08C25BOZE0AX3UcvxFYdQn&ust=1560614411831578)

[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahUKEwjNx7LjrOniAhWOoBQKHWcbBkUQjRx6BAgBEAU&url=https://www.cambridgeshirepeterborough-ca.gov.uk/&psig=AOvVaw1o2jc3o-du3wnsYjqLzP9i&ust=1560614557252341)









# Part 1 - INTRODUCTION

1. **PROJECT OVERVIEW**

1.1 This brief sets out the requirements for a tenderer to lead the scoping and delivery of a programme of stakeholder engagement to develop a shared vision, mission and common cause for Cambridgeshire’s and Peterborough’s Parks and Public Open Spaces, which are owned and managed by public sector and other organisations. The detailed specification is included in Part 2 below.

1.2 Cambridgeshire’s and Peterborough’s Parks and Public Open Space are hugely important for health and well-being, for recreational opportunities, and for the environment. However, providing green space is not a statutory requirement for councils and many parks compete for their funding allocations with a range of statutory services. COVID-19 has highlighted the critical importance of our parks and public open space especially for those people without gardens, but it has also meant that local authority budgets have become even more stretched across a range of services. This crisis has highlighted the importance of delivering the FPA project vision:

‘***To secure a sustainable future where our parks and public open spaces can thrive, helping people lead happy, healthy lives for generations to come’***

1.3 This programme of work is focussed on ‘publicly accessible open land’ i.e. land which is accessible by the public at nil cost and no requirement for booking or membership at all times, or for the vast majority of time (i.e. special event days may restrict access on occasional days, or land may be closed at night). This land is predominantly owned by local authorities but also includes important sites managed by third sector and private organisations.

1. **PROEJCT BACKGROUND**

2.1 The Future Parks Accelerator (FPA) is a national strategic initiative from the National Lottery Heritage Fund and the National Trust, with additional support from the Ministry for Housing, Communities and Local Government. It aims to enable a cohort of eight places across the UK to develop innovative solutions to secure and enhance the future of their public parks and green spaces.

2.2 The overall aims of the FPA Programme are to:

* Promote a step-change in how people engage with and use their parks and green spaces
* Enable new cross-sector partnerships that bring together knowledge, expertise and leadership from outside the traditional parks sector, foster collaboration and drive greater use of green spaces
* Catalyse and blend new sources of funding to enable diversified and sustainable business models that are attractive to new donors, funders and investors
* Encourage adoption of town and city-wide approaches so that a whole place's portfolio of public green space is protected and enhanced, delivering a fair, quality, free at the point of use service to all

2.3 The Cambridgeshire and Peterborough project is a collaboration between the Local Nature Partnership and seven local authorities including Cambridge City Council, Cambridgeshire County Council, East Cambridgeshire District Council, Fenland District Council, Huntingdonshire District Council, Peterborough City Council, South Cambridgeshire District Council, and other stakeholders, who have joined forces and secured FPA support to develop new ways of working in partnership, in a context of unprecedented growth. In particular, this partnership aims to develop a joined-up response to the threats and opportunities created by the spectacular pace and scale of development in Cambridgeshire and Peterborough, to deliver equal access to high-quality, financially sustainable, vibrant green spaces across the whole county.

Cambridgeshire County Council is the host organisation for the purposes of this contract.

2.4 Our current programme of activity is focused on developing this shared approach and building a lasting strategic, cross-sector partnership between Cambridgeshire’s local authorities, charitable partners, developers, other businesses, and local communities. Our programme of activity includes:

1. Stakeholder engagement, consultation and partnership building to agree a shared 5-year vision and common cause for the Partnership.
2. Developing a shared open space approach/strategy based on stakeholder feedback (demand and need), mapping, agreed standards for provision, and natural capital assessments (supply).
3. Identifying future financial, resourcing and operating models to diversify and grow the funding available for current and future public open space.
4. Evaluating our work, learning as we go and sharing learning with others nationally.
5. **PROCUREMENT TIMETABLE**

|  |  |
| --- | --- |
| 1. **Request for Quotation Issued** | Friday, 17th July 2020 |
| 1. **Deadline for Clarification Questions** | 12 noon on 27th July 2020 |
| 1. **Deadline for Quotation Responses** | 12 noon on 17th August 2020 |
| 1. **Quotation Evaluation** | w/c 24th August 2020 |
| 1. **Contract Awarded** | 2nd September 2020 |
| 1. **Deadline for Final Delivery** | 30 June 2021 |

1. **CLARIFICATION QUESTIONS**
   1. The Authority will endeavour to answer all questions as quickly as possible but cannot guarantee a minimum response time.
   2. Clarification requests can be submitted to [FutureParks@cambridgeshire.gov.uk](mailto:FutureParks@cambridgeshire.gov.uk) by 12.00 on 27th July 2020.
   3. No requests for clarifications will be accepted after 12:00 on 27th July 2020.
   4. In order to ensure equality of treatment of Potential Providers, the Authority intends to publish the questions and clarifications raised by Potential Providers together with the Authority’s’ responses (but not the source of the questions) to all participants on a regular basis.
   5. Clarification messages will be sent to the Potential Provider’s via email.
2. **QUOTATION RESPONSES**
   1. The Potential Provider must submit their Quotation as set out in Appendix 1 via email no later than **12:00** on 17th August **2020** to [FutureParks@cambridgeshire.gov.uk](mailto:FutureParks@cambridgeshire.gov.uk).
   2. When submitting the quotation please ensure that all associated documentation is properly completed and attached to the email.
   3. Any quotation received shall be rejected, if it’s received beyond the deadline for whatever reason. Therefore it’s the Potential Providers’ responsibility to ensure that the deadline cut off point is not breached.
   4. The Authority does not open any quotations until after the deadline has expired; therefore there is no penalty for returning a quotation early. However it recommends that the Potential Provider does not submit their quotation prior to the deadline for clarification messages, as important information which could affect their submission could be communicated up to that point.
   5. Applicants should ensure that they address the key requirements and the specific information requested in the Quotation proposal and respond in the order set out in Part 2: Specification.
   6. Alternative ideas may be considered. If you wish to include additional information either specifically relating to this Quotation or general information about your organisation, we ask that this is presented separately to the information requested.
3. **QUOTATION ACCEPTANCE**
   1. The Authority does not bind itself to accept the lowest, or any, Quotation.
   2. The Authority may accept all or any part of a Quotation.
   3. The Quotation shall constitute an offer made to the Authority and shall remain open for acceptance for a period of 130 days unless otherwise stated in the ITT from the closing date for the submission of Quotations.
   4. The Authority also reserves the right to terminate any contract it awards, if, at any time thereafter, it discovers that the Bidder has made any material misrepresentation in their Quotation.

# Part 2 – SPECIFICATION

**S1 TENDERER REQUIREMENTS - OVERVIEW**

S1.1 We are seeking a tenderer to lead the scoping and delivery of a programme of stakeholder engagement to develop a shared vision, mission and common cause for Cambridgeshire’s and Peterborough’s Parks and Public Open Space and to develop range of project outputs as set out in following Tables 1 & 2. This piece of work is crucial to enable us across the seven local authorities and partners to deliver the overarching Project objectives and outputs.

S1.2 This programme of work is focussed on ‘publicly accessible open land’ i.e. land which is accessible by the public at nil cost and no requirement for booking or membership at all times, or for the vast majority of time (i.e. special event days may restrict access on occasional days, or land may be closed at night). The Project scoping has identified groups of stakeholders for which we are seeking a Tenderer to develop an approach/ plan to achieve a range of research projects and reports to support our Project. Table 2 sets outs this requirement in detail.

**S2 TENDERER SPECIFIC REQUIREMENTS AND TIMELINES**

S2.1 The successful tenderer will be required to**:**

1. Finalise the detailed stakeholder engagement plan and communication plan within 8 weeks of commencing the contract **Phase 1.**
2. Deliver the reports with recommendations, as outlined in **Phase 2** (timelines in Table 2)
3. On completion of the deliverables, give a final presentation to the Project Team, Executive Board[[1]](#footnote-1) and wider stakeholders on the results of the project. Details of the presentation content, and audience, to be agreed in collaboration with the Project Team.

**Phase 1 and Phase 2, as outlined below, are considered essential components that must be fully costed within the quotation submission.**

S2.2 In undertaking this work, the successful tenderer will be expected to:

1. Engage at a senior level with our partners, high level strategic leads and the Project Executive Board to identify how our parks and public open space can support and achieve some of our target outcomes of our strategic priorities of our Corporate Priorities & Plan across our seven key partners.
2. Work collaboratively with the FPA communications team which represent each of our partners and will support in the delivery of any key messaging for the project. Work collaboratively and maintain ongoing communication with the Project Team, which also has representation from each of the partners. Work collaboratively with other stakeholders as appropriate.
3. Engage with the stakeholders (users and non-users) in a cost effective way and taking into account restrictions with COVID-19 including existing green space managers, volunteer groups, elected members; high level strategic leads and delivery partners (existing and new).
4. Build on and complement work already undertaken or ongoing through other FPA work streams including funding models engagement, mapping and valuing public open space, and evaluation programmes. Engage with the other consultants undertaking this work on an ongoing basis and consider the inter-relationship of this work stream with these other work areas from the outset of this work. Discuss requirements and timelines with Project team leads.

**S3 TENDERER OUTPUTS**

**S3.1 Phase 1 - High level Stakeholder Engagement Plan (Table 1)**

S3.1.1 The first phase of the work will involve finalising a Stakeholder Engagement Plan (SEP) that includes a fully scoped delivery plan (Table 1). The Project Team has already undertaken some initial work to identify key stakeholders and develop key messages on the project vision and mission, as well producing a draft Stakeholder Engagement Plan. This work has been used to inform this brief and will be presented at inception to the successful consultant. The expertise of a consultant is needed to further shape the content, introduce methodologies, and re-confirm the purpose of the work, including any changes incurred due to COVID-19.

S3.1.2 Developed in partnership, the SEP will support the delivery of the high-level milestones attached as Appendix 2.

**Table 1 - Phase 1: Defining the Stakeholder Engagement Plan**

|  |  |
| --- | --- |
| **Phase 1 Task description** | **Deliverables** |
| The Stakeholder Engagement Plan will support the five tasks set out in Phase 2 (Table 2).  This will include:   * Identification of all relevant stakeholders, building on work already undertaken by the project team and communications working group, who have been developing our initial key messages to our stakeholders. * Identify outputs required to support work streams on funding models engagement, mapping and valuing public open space, and evaluation programmes * Development of a detailed methodology to engage with each stakeholder group to develop a shared vision: online; facilitated sessions; meetings; social media etc. This methodology will address the opportunities from, and overcome some of the barriers, owing to COVID-19, using online mechanisms, so approaches are tailored and still reach our key stakeholders in a cost effective way. * Identify potential risks and issues to successful stakeholder engagement and develop contingency plans. * Set out timelines for delivery of each phase and tasks as outlined in Phase 2, in accordance with the schedule in Table 2. * Ensure outcomes support our partner organisational priorities. * Identify and address impacts of COVID-19 on delivery and recommend appropriate mitigation measures. * Set out new or innovative approaches that the Project may wish to consider.   Working with the communications teams and the project team, develop branding and communications plan for the FPA project. This will build on the work already undertaken by the communications team which has developed a draft set of messages. | **To be completed within 8 weeks of commencing the contract:**  A final Stakeholder Engagement Plan including a fully scoped delivery plan.  Approval from the Executive Board to proceed to Phase 2.  **By October 31 2020**:  Proposed branding for the FPA project, including a logo, and associated brand management plan, including associated marketing collateral, for use with key stakeholder audiences  A communication plan which identifies the key FPA project audiences and associated messages and means of communicating them. |

**S3.2 Phase 2 – to be completed according to the schedule in Table 2.**

S3.2.1 Phase 2 will involve the delivery of the programme of work relating to five initial stakeholder engagement tasks, and a final presentation, as set out in Table 2.

S3.2.2 It will include:

1. Implementing the reports with recommendations for each of the five Stakeholder Engagement Work streams outlined in Table 2.
2. Give a final presentation(s) to the Project Team, Executive Board and wider stakeholders on the results of the project. Details of the presentation content, and audience, to be agreed in collaboration with the Project Team.

S3.2.3 We aim to conclude all work by 31 March 2021. However if necessary we can agree timescales up to June 2021 on some outputs with no interdependence with other work streams, if agreed in advance by the Project Team, and project funders.

**Table 2. Individual Tasks and associated reports and recommendations required to support Phase 2. All outputs must be signed off by the Executive Board and project team and also in consultation with the Members Advisory Group.**

| **Tasks** | **Task description** | **Deliverables** |
| --- | --- | --- |
| **1: Developing and agreeing a**  **Shared vision and Common cause.** | Significant work has already been undertaken in collaboration with our high level stakeholders to create a draft vision.  We require the consultant to update and finalise the shared vision and common cause for the region's Parks and Public Open Space. The shared vision will be developed in consultation with stakeholders including the Members Advisory Group, Executive Board, Project Team, and other senior partners within the project such as Public Health.  The shared vision and common cause should be reflective of the requirements of the other project work streams on funding, mapping and evaluation. It should also consider the impacts of COVID-19 on the use and aspirations of public open space in Cambridgeshire and Peterborough (see also item 5 below).  We are also keen for tenderers to set out an indicative approach on how they would segment users and non-users including the time- and cost-effective techniques they would deploy to ensure the shared vision and common cause is universally understood and broadly representative of a range of stakeholders.  Given the time constraints of the project, wider public engagement may not be feasible, and the project Team will decide on whether it will proceed on the basis of time and cost impacts for the project. For this reason, cost-effective and innovative approaches would be especially welcome.  The tenderer should build in time to engage with the consultants working on funding and operating models, mapping and evaluation work. | **By 28 February 2021:**  A set of messages to reflect the shared vision and common cause for the region's Parks and Public Open Space. These should be in a user friendly accessible format.  A research and findings report outlining the research and evidence to underpin the shared vision, and key measures of success.  Recommendations for consideration by the work streams on mapping and funding/operating models.  **By 28 February 2021**:  A report on the current user/ non user profiles associated with Cambridgeshire’s and Peterborough’s Parks and Public Open Space assets (if agreed on the basis of price). |
| **2:**  **Working collaboratively with ourselves and others.** | Consult with strategic leads for open space, park managers and volunteers to identify the need for, benefits of and opportunities for collaborative working in the management of parks and public open space within Cambridgeshire and the mechanism to achieve this. This could potentially include, but is not limited to, sharing skills, knowledge, best practice, training and resources within and between teams and partners (both local authorities and others) involved in the management of publicly accessible public open space.  Undertake a short review of existing examples of best practice both locally and nationally that achieve a more collaborative and effective working, drawing on experience from the other FPA cohorts.  Research and make recommendations based on the stakeholder identified needs and develop a high-level action plan setting out how this can be implemented. The action plan should take into account the resource required including IT systems, communication systems, training tools and the management of it.  The tenderer will need to build in time to engage with the tenderers working on funding and operating models to understand the operating models that will be considered. | **By 31 January 2021:**  A research and findings report that includes an options analysis and a recommendation on a preferred model for collaboration between FPA partners and others.  An appropriate high level action plan with practical advice on how collaboration could be managed through our current structures and also via a new operating model. This should summarise the resource required including IT systems, communication systems, training tools and the management of it.  Recommendations for consideration by the work stream on funding/operating models. |
| **3:**  **Building the interest, capability and capacity of volunteer groups** | Consult with a representative sample of ‘volunteer’, 'friends of' groups, charities and businesses across Cambridgeshire and Peterborough and understand what capability and capacity they have. Understand the local barriers, opportunities, and best practice through engagement with our Parks Managers’ and volunteer groups.  Undertake a summary review of existing examples of best practice both locally and nationally, and review the lessons from the FPA pilot project on volunteering. Describe how it could look if communities have more autonomy in raising/spend money on these spaces and set up their own volunteer-run schemes. Provide a review of mechanisms to help manage and support volunteers to be effective and work in a collaborative way. This should include cost, ease of use for volunteers and staff, and any effect on volunteer retention. Building on these examples, and linking to the shared vision, provide recommendations on ways to improve current practices locally in the voluntary sector.  Research and understand attitudes to volunteering following COVID-19, and provide recommendations on how to build on any increased appetite to volunteer or allay any concerns.  Look at how these approaches may support the funding model work being carried out in the parallel consultant tender.  Review and discuss these findings with key councillors, staff and stakeholders.  Develop a framework for volunteering with the aim of increasing the engagement, capacity and recruitment of volunteers in the management and ownership of public open space aligned to the Shared Vision and Common cause. This should take into account the varied demographic of the county and set out the steps that are needed to deliver it and ensure its ongoing sustainability.  The tenderer will need to build in time to engage with the consultant working on funding and operating models to understand the operating models that will be considered. | **By 31 January 2021:**  A research and findings report that provides a recommendation on a framework for volunteering across Cambridgeshire and Peterborough, including the steps needed to deliver it. This should be evidence based, and with practical advice on how volunteering could be managed through our current structures and also via a new operating model, taking into account the resource required including IT systems, communication systems, training tools and the management of it. It should also include recommendations related to opportunities and challenges for volunteering post COVID-19.  Recommendations for consideration by the work stream on funding/operating models. |
| **4:**  **Regional Growth, Development and meeting the needs of new communities** | Engage with the planning and developer communities on proposed standards for green space, which are under development in a separate consultancy. Understand the barriers / challenges for these stakeholders in meeting the agreed parks and open space standards, including with respect to management and funding. Prepare a research and findings report with recommendations of how these can be overcome.  Sample residents of new communities in new developments (e.g. one in each local authority areas) to understand their aspirations for and experience of green spaces in their community. Using these results, and building on research undertaken elsewhere, produce a short report and recommendations that can inform work on green space standards and be used as communication tool with developers and decision makers.  The tenderer will need to build in time to engage with the consultant working on funding and operating models and the working group on mapping and open space standards. | **By 15 December 2020:**  A research and findings report on the barriers and challenges in meeting open space standards, and the potential application of open space standards. The report should include recommendations for consideration by the work stream on funding/operating models and open space standards.  **By 31 January 2021:**  A research and findings report on the aspirations and experience of green spaces in new communities relating to Parks and Open Spaces. This report is expected to contribute to the developing shared vision and common cause. It is also expected that this report can be shared with contributing stakeholders to allow them to consider the report findings when they develop their respective open space standards. |
| **5:**  **Realising and capitalising on the public health benefits from parks and public open space** | COVID-19 has refocused attention on the role that parks and public open space play in our society. We want to understand the impact of COVID-19 on the use and aspirations of public open space in Cambridgeshire and Peterborough with the stakeholders outlined above, and respond to the changing perspectives.  Building on a survey on parks use undertaken by the Local Nature Partnership and national research, understand the behaviour changes in using our open spaces following COVID-19 as well as ways of supporting the continued use of open space.  Engage with senior health partners to understand the need and opportunities for collaborative working around the health agenda. Make recommendations on areas of work that should be taken forward by the FPA Programme around the health agenda.  To engage with a sample of user and non- users to research and establish their changes in needs, wants and future aspirations from Parks and Open Space. | **By 15 December 2020:**  A research and findings report, with supporting evidence, and recommendations to inform and shape the shared vision and the future direction and delivery of the FPA programme, to respond to COVID-19 and realise the public health benefits from parks and public open space. |
| **Final presentation** |  | **By March 31 2020:**  A final presentation(s) to the Project Team, Executive Board and wider stakeholders on the results of the project. Details of the presentation content, and audience, to be agreed in collaboration with the Project Team. |

S3.4 Phase 2 work should complement, not duplicate, more generalised advice and toolkits available to the sector. We are seeking an expert advisor to help us apply existing, generalised advice available publicly or through the FPA programme, including:

* Existing toolkits on stakeholder engagement
* Existing stakeholder engagement models across in the seven local authority partners
* In-kind advice from our charitable partners about their stakeholder engagement plans and experience, from the National Trust (through FPA) and other members of Natural Cambridgeshire

S3.5 We do not expect tender submissions to show a detailed understanding of these toolkits. Rather, we expect submissions to show an overall willingness to engage with and build on those resources, rather than duplicating effort. It is not expected that this will create significant contingencies or additional work for the successful appointee; on the contrary, we believe that using these toolkits where appropriate will enable us to make more effective use of your time and expertise, which we would like to use to explore how these toolkits might be applied locally.

**S4 WORKING COLLABORATIVELY**

S4.1The work of our consultant will complement other reports we are commissioning, including funding models, mapping, and evaluation, and it is important that the outputs of this contract show awareness of the wider objectives of the programme. It’s essential the successful tenderer works with our consultants leading on these other work streams.

S4.2 Approximate timelines for the other consultant work as part of this project areas will be confirmed at inception meeting.

**S5 REPORTING AND PROJECT MANAGEMENT**

S5.1 The successful tenderer will have a duty to report monthly to the Project Team via the Programme Manager(s) during the lifecycle of the project against agreed KPIs.

S5.2 The Project Team will ensure that local authority staff are made available to speak with the tenderer at agreed times. A timetable of meetings with appropriate staff will be scheduled in advance for the duration of the Quotation with review dates agreed. The Project Team will be available to agree in advance the structure and format of the outputs.

S5.3 The tenderer must allow time to work with a small working group of FPA officers to ensure these standards are professionally sound and based on the local conditions and political influence.

**S6 ADDITIONAL SERVICES**

S6.1 Although every effort has been made to capture the full extent of this study it is requested that the tenderer provides an hourly rate for the delivery of tasks that may be omitted from the brief. These tasks will be discussed in advance and the number of additional hours will be mutually agreed before the task commences.

**S7 IMPACT OF COVID 19**

S7.1 The current COVID-19 situation may impact the ability of the tenderer to engage and we expect that to be factored into any applications that are made. We believe that some of this work can be done remotely, as desk-based assessments or through video calls. However, we expect the consultant to advise where this is not possible. In addition, we request a flexible approach from the tenderer so that any reasonable adjustments can be made in the event of any amendments to the brief in the face of the changing circumstances from COVID-19 and high level discussions. These will be agreed by both parties.

S7.2 In addition, the current measures in place due to COVID-19 may still have some impact on the work and in particular the pace at which some local authority colleagues are able to respond to requests for information by the tenderer. Therefore, we are looking for the proposals to detail any challenges and potential solutions to enable this work to be completed and we understand that there may need to be some flexibility with timescales.

**S8 BUDGET AND PAYMENT SCHEDULE**

S8.1 The maximum available budget for this work is £50,000 and we are seeking competitive bids that deliver value for money. Bidders are asked to propose a methodology in their application that can be undertaken within this budget.

S8.2 Payment will be authorised upon acceptance of milestone achievement to an appropriate quality. This quality assurance will include a short review process by the FPA Project team or an equivalent delegated group.

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Activity** | **% of Payment** | **Amount** |
| 1 | Phase 1 - Stakeholder Engagement Plan | 10% | tbc |
| 2 | Phase 2 - Report on a ‘Shared Vision’ and ‘Common Cause’ | 20% | tbc |
| 3 | Phase 2 – Report on working collaboratively with ourselves and others | 20% | tbc |
| 4 | Phase 2 – Report on building the interest, capability and capacity of volunteer groups | 10% | tbc |
| 5 | Phase 2 – Report on Regional Growth, Development and meeting the needs of new communities. | 10% | tbc |
| 6 | Phase 2 – Report on realising and capitalising on the public health benefits from parks and public open space | 10% | tbc |
| 7 | All final reports completed and delivered supporting presentation. | 20% | tbc |

**PART 3 - EVALUATION OF BIDS**

To apply to undertake this work, please fill in all sections of the form provided in Appendix 1.

The commission will be awarded by Cambridgeshire County Council; however the overall evaluation of submissions and future governance of the project will be undertaken by members of the Cambridgeshire Future Parks Accelerator Team.

Cambridgeshire County Council shall seek to accept the most economically advantageous and high-quality Quotation in terms of the evaluation criteria set out below.

Any quotations not compliant or not completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

## E1 Evaluation of Quality (Award Criteria Questionnaire – 50%)

E1.1 An initial examination will be made to establish the completeness of submitted Quotations. The Authority reserves the right to disqualify any Quotation submission which is incomplete. Information submitted by potential providers in response to this document may be subject to further clarification questions by the Authority.

E1.2 Cambridgeshire County Council reserves the right (but is not obliged) to seek clarification of any aspect of a potential provider’s Quotation during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Potential providers are asked to respond to such requests promptly and within any given deadline. Potential providers may be eliminated if they do not satisfactorily respond within the given deadline.

E1.3 All quality questions will be scored independently by Evaluators.

E1.4 The quality questions found within the Award Criteria Questionnaire of ProContract are separated into different sections.

E1.5 The section value and the relative sub weighting of each question is visible in the summary of online questions in ProContract.

E1.6 The potential provider’s response to each question will be evaluated and scored a maximum of 3 marks as per the table below:

|  |  |
| --- | --- |
| Score | Criteria to Award Score |
| 0 | Response does not meet requirements or no response is provided. |
| 1 | Response partially meets requirements but contains significant weaknesses, issues or omissions. |
| 2 | Response meets requirements to an acceptable standard but contains some weaknesses, issues or omissions. |
| 3 | Response meets requirements to a high standard. Robust and detailed in all respects. |

E1.7 The evaluated mark will be divided by 3 and multiplied by the sub weighting (%) of the question, to give a final score (%) for each question.

E1.8 For example, if the sub weighting for the question is 20% and the potential provider is marked a ‘2’, their final score (%) for that question will be:

* + 1. 2/3 X 20 = 13.33%/10%

E1.9 Potential providers should note that irrespective of the methodology described above, a quality score (i.e. total score for responses to method statements - Award Criteria – Quality) of less than 60% of the total score available for the response to method statements (Award Criteria – Quality) shall result in their being excluded from the process, as the Authority requires a minimum quality threshold to ensure an overly low price does not skew a bid whose quality is fundamentally unacceptable.

## E2 Moderation of Quality Evaluation

E2.1 A moderation meeting will be held where members of the evaluation panel have given differing scores to a question response. The moderator will facilitate discussion to allow an agreed score to be given for each question. The agreed score will be the final score applied to the evaluation methodology.

E2.2 A desktop moderation may be carried out prior to the moderation meeting to determine which Quotation responses do not need to be moderated further. Where a desktop moderation is carried out, evaluators will be offered the opportunity to challenge the score allocated.

E2.3 Where the highest scoring Quotations are tied in total score to two decimal points, the potential provider who scored highest in the price assessment/ quality assessment will be awarded the contract.

## E3 Evaluation of Price (Award Criteria Questionnaire – 50%)

E3.1 Potential providers should satisfy themselves of the accuracy of all fees, rates and prices quoted, since potential providers will be required to hold these or withdraw their Quotation in the event of errors being identified after the submission of Quotations.

E3.2 If a potential provider fails to provide fully for the requirements of the ITT it must either:

* + 1. absorb the costs of meeting the full requirements of the Quotation within its Quotation price; or
    2. withdraw its Quotation.

E3.3 The potential provider with the lowest overall compliant price will be awarded the full score of 50%. All other bids will be scored in accordance with the following calculation:

E3.4 An example is provided below. This example is based on a 60% price weighting where the lowest compliant price is £1,000,000.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Bid Price** | **Price Calculation** | **Price score** |
| Potential Provider 1 | 1,000,000.00 | =60% (lowest compliant price) | 60 |
| Potential Provider 2 | 1,100,000.00 | =60+(((1000000-1100000)/1000000)\*60) | 54 |
| Potential Provider 3 | 5,000,000.00 | =60+(((1000000-5000000)/1000000)\*60) | -180 |
| Potential Provider 4 | 1,300,000.00 | =60+(((1000000-1300000)/1000000)\*60) | 42 |

E3.5 Potential providers who receive a minus score will be eliminated from the procurement process.

**APPENDIX 1: APPLICATION FORM AND PRICING**

##### SECTION A Organisation and Contact Details

A-1 Name of your

organisation

A-2 Registered office

(if applicable)

A-3 Trading address

(if different from registered

office)

A-4 Organisation

Registration Number

(if applicable)

A-5 Is your organisation a:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Sole Trader

Partnership

Public Limited Company

Private Ltd Company

Voluntary & Community Sector

Charity

SME (Small and Medium Enterprise)

Other

If you selected other, please

specify

A-6 What, if any, local

connections do you have with the

County

A-7 If the Company is a

member of a group of companies,

please give the name and

address of the ultimate holding

company

A-8 Name of person to whom

any queries relating to this quote

should be addressed

A-9 Telephone

A-10 Email

A-11 Address

(if different to the Address above)

**SECTION B Questions**

Please see Part 3 Evaluation of Bids, for details on the weighting and scoring criteria.

Bidders must answer these questions in complete honesty.

Should the Council discover any discrepancies or that the Bidder has been dishonest with its answers, this will result in the Bidder being rejected from the quotation process or if awarded a contract having its contract terminated with immediate effect.

All questions are mandatory unless stated otherwise.

All questions should be answered in plain English, avoiding the use of technical jargon where possible.

Cross references made to other method statement questions you have responded to as part of this quotation process will not be considered as part of the evaluation

Additional information provided by bidders which we have not asked for in the question will not be taken into account.

In the event that the top two bidders are awarded equals scores, then a further competition (i.e. a mini exercise) will be held. Such mini competitions will be conducted in a relatively quick and simple manner in the form of a presentation day, without further recourse to advertisement and with minimal ‘procedure’, and are likely to prove the usual means of selecting and appointing a supplier.

Respondents are requested to please keep their answers concise and relevant, and not include superfluous information or promotional literature.

|  |  |
| --- | --- |
| **1**  (*Weighting 20%*) | Please provide a summary of a project proposal/approach to the project with an outline timetable, breakdown of key tasks and methodology. Please also include consultancy background, experience and the expertise you/your team would bring to this project and details of any tenderers that would be working on this project and their relevant experience. **This can be included separately on no more than one side of an A4 document.**  Please also confirm that you can meet the timelines above and if not, please propose an alternative ambitious but realistic option. We will be seeking approaches that are innovative, cost effective, and robust to ensure successful and evidence-based delivery of the outcomes set out in Tables 1 and 2 in the specification section of this brief.  (Max 500 words). |
| **Answer** |  |
| **2**  *(Weighting 20%)* | We require the tenderer to employ a range of methodologies depending on the task being undertaken. Using three examples of projects, please give examples of different methodologies you have used to engage a wide range of stakeholders including private and public sector, community groups and that have led to successful delivery, were cost-effective, innovative and adaptive.  (Max 500 words). |
| **Answer** |  |
| **3**  *(Weighting 20%)* | We require the tenderer to have a broad range of LA and private sector experience. Please provide three examples of relevant projects where you have and at a county or regional scale working with a wide range of stakeholders including private and public sector, community groups. These scenarios should include:   * details of name of project, location, client, * details of your involvement * confirmation of whether services were delivered within budget, and within timescales and if not provide an explanation * the outcomes of the work   (Max 500 words). |
| **Answer** |  |
| **4**  *(Weighting 20%)* | Using at least three examples of projects you have delivered, please demonstrate that you have an in-depth understanding of developing a strategic vision and engaging with a broad range of stakeholders to achieve a common cause.  (Max 500 words). |
| **Answer** |  |
| **5**  *(Weighting 20%)* | Please give three examples where you have had to work with senior stakeholders, including those with divergent views, and explain how you have ensured a collaborative approach bringing those stakeholders on board.  (Max 500 words). |
| **Answer** |  |
| **6**  **PASS/FAIL** | The levels of insurance required are:  **Employer's Liability £5 million**  **Public Liability £2 million**  **Professional Indemnity £2 million.**  Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award?  **PASS/FAIL question. Potential Providers who answer ‘No - have not got cover and won't provide Authority’s level of cover’ will fail the RFQ process.** |
| **Answer** | **Yes** - have levels of cover already and will continue to for this contract  **No** - but will provide Cambridgeshire County Council’s level of cover requested if awarded contract.    **No** - have not got cover and won't provide Cambridgeshire County Council’s level of cover |
| **7**  **PASS/FAIL** | The Authority wishes to ensure that within your business or in its supply chain that the processing of personal data and processes in relation to this contract are complaint with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act.  Please confirm that you and your supply chain with regards to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act. |
| **Answer** | Yes–in response to this quotation ourselves and our supply chain comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.    No–in response to this quotation ourselves and/or our supply chain does not comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act. |

**Section C - PRICING SHEET**

**Pricing and Costs**

In completing this pricing schedule, bidders must provide information on the grades of consultant intended to work on the project for each deliverable, the relevant hourly rate for the grade and the number of hours that each grade will spend on that deliverable.

You may also set out up to two different options and approaches to achieving the output. There is no expectation or requirement to do so, if you recommend one approach.

All hourly rates submitted must be inclusive of any expenses and exclusive of VAT.

|  |  |  |  |
| --- | --- | --- | --- |
| **Consultant Grade** | **Hourly Rate(£)** | **Number of Hours** | **Total(£)** |
| **Phase 1: Defining the Stakeholder Engagement Plan** | | | |
| A final Stakeholder Engagement Plan including a fully scoped delivery plan. |  |  |  |
| Approval from the Executive Board to proceed to Phase 2. |  |  |  |
| **Phase 2: Delivery of the programme of work to five initial stakeholder engagement tasks and final presentation.** | | | |
| Developing and agreeing a  Shared vision and Common cause. |  |  |  |
| Working collaboratively with ourselves and others. |  |  |  |
| Building the interest, capability and capacity of volunteer groups. |  |  |  |
| Regional Growth, Development and meeting the needs of new communities. |  |  |  |
| Realising and capitalising on the public health benefits from parks and public open space |
| Secretariat and reporting |  |  |  |
| Any other expenses (e.g. mileage etc.)  Please add new lines as needed. |  |  |  |
| Final presentation |  |  |  |
| **Total** | | |  |

**SECTION D - FREEDOM OF INFORMATION**

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**SECTION E - SIGNATURE AND DATE**

**Request for Quotation for the provision of consultancy services for.**

I the undersigned hereby declare by marking an X in the box:

1. that the information provided is complete and accurate;
2. that the price in Appendix 1, Part C is our best offer;
   1. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 3;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 3 and an instruction to proceed has been given by the Council in writing.

Name ...............................................................

Position Held ...........................................................

Dated ........................................................

**APPENDIX 2: INTRODUCTION TO THE FPA MILESTONES**

Our project has a high-level milestone that outlines the key deliverables that are expected (Table 3).

**Table 3 High level milestone plan**

|  |  |
| --- | --- |
| **Collective leadership and shared ambition for our Parks and Public Open Space** | **Develop the shared vision and common cause for the region's Parks and Public Open Space** |
| Identify and create the buy in of the shared vision for our parks and Public Open Space with our stakeholders and use these outputs to support work-stream recommendations. |
| Establish success criteria, both qualitative and financial to ensure successful delivery of the project. |
| Develop options paper and next steps in taking the FPA programme objectives forward to create a sustainable future for our Parks and Green Space for Senior Management and Members in readiness for the relevant political processes in May 2021. |
| **Plan for Open Space Management** | **Identify and understand our Parks and Public Open Spaces** |
| Map accessible Parks and Public Open Space in Cambridgeshire and categorise by agreed typology taking into account both size and quality. |
| From this identify the gaps both in terms provision but also quality, within each Local Authority area. |
| **Understand and respond to growth** |
| Work collaboratively to support the development of qualitative and quantitative for Parks and Public Open Space. |
| Review local planning documents to identify and map new developments and public open space need. |
| Working alongside the LNP to identify two case study new developments. Identify the features that are needed in new open space provision or the investment in existing open space to ensure sustainable funding and management opportunities are maximised.\*\* |
| Using the ~~s~~tandards developed for Parks and Public Open Space, work with Local Authorities and Developers to investigate policy options for to embedding in Local Plan Documents and new developments. |
| **Address Parks and Public Open Space inequality in Cambridgeshire** |
| Understand the barriers / challenges for Parks and Public Open Space Managers in meeting the agreed open space standards including empowering communities to support management. |
| Identify two existing sites where standards are low but potential is high, to use as case studies to review the opportunities to generate income via an improved commercial approach and/or other means of income generation such as that from natural capital investment.\*\* |
| **Understand and manage the contribution that Parks and Public Open Space make to biodiversity and climate change** |
| Demonstrate the value of parks and public open space to help with the biodiversity and climate change agenda through natural capital assessment working with VIVID Economics and other experts. |
| Develop a Park based pipeline of natural capital investment opportunities as part of the wider LNP Natural Capital Investment Plan. |
| Identify two sites to develop as climate and biodiversity friendly parks, comparing the natural capital benefits of each site 'before' and 'after'. Use the learning to share experience through a county wide network/Knowledge Hub\*\* |
| **Understand and manage the contribution that Parks and Public Open Space make to health and well-being** |
| Review learning from HDC Healthy Parks, Camden and Islington and forthcoming guidance from Public Health England to make recommendations that can be applied at county level and identify a pilot linking to the LNPs Naturally Health work stream and NHS Healthy Towns initiative\*\* (**We are looking to review this piece of work owing to COVID19, which has highlighted the importance of our Parks and Greenspace and how we can work more closely with Public Health**) |
|  | **Share knowledge and skills to achieve the maximum potential from Parks and Public Open Space** |
|  | Identify opportunities for collaborative working in the management of Parks and Public Open Space including sharing skills and resources within and between our partners. |
|  | Identify the model for 'Knowledge Hub' and Open Space Forum (Cambridgeshire Parks Alliance) to support the development of sustainable funding opportunities, resources and knowledge sharing. |
|  | Develop finalised plan of action to establish a Knowledge Hub / Open Space Forum and its ongoing support and resourcing. |
|  | **Engage and Empower communities to encourage use** |
|  | Auditthe 'volunteer' and 'friends of' groups across county and understand what capability and capacity they have. Understand the local barriers, opportunities and learn from best practice.\* |
| **Model for Delivery** | Develop a volunteer model and approach for developing volunteer engagement to support public open space and develop this at two sites.\* |
|  | Investigate models/case studies of volunteer-led ' Open Space Forum / Friends of Network' as a mechanism of supporting growing volunteering across open space in Cambridgeshire\* |
|  | **Identify and maximise opportunities to generate income to enhance our Parks and Public Open Space** |
|  | Share knowledge across all partners on ways to ensure commercial opportunities are maximised to create sustainable parks.\*\* |
|  | Identify sources of funding opportunities through legacies, crowdfunding, contactless donations, grants, section 106 and Natural Capital Investment Plan. Create a guide so parks and greenspace can maximise the funding opportunities available through our partners and or an alternative operating model. |
|  | Undertake an options appraisal to understand the benefits of a range of operating models for our partners' and how this would be applied practically e.g. foundation models etc. This work in conjunction with our partners' would be supported with an outline business case and implementation plan for the preferred operating model. If an extension is approved for the project, then we would progress to the implementation phase pending partners' approval. |
| **Evaluation** | Evaluate whether project achieved it's outcomes and associated impact. Understand the challenges and success. Build on learning locally and nationally. |

**APPENDIX 3: CONDITIONS OF CONTRACT**

Please see separate document for conditions of contract.

1. The Executive Board is responsible for providing senior effective, coordinated and strategically aware leadership of the Future Parks overall performance and delivery. The Project Team acts as a steering group providing day-to-day management of the Project. Both groups have representation from each of the project partners. [↑](#footnote-ref-1)