# **REQUEST FOR QUOTATION**

# **FOR**

Open Space Mapping and Standards in Cambridgeshire

**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)

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# **Part 1 - INTRODUCTION**

1. **OVERVIEW**
   1. The Future Parks Accelerator (FPA) is a collaborative venture between National Trust, The National Lottery Heritage Fund and Local Authorities, with financial support from the Ministry of Housing, Communities and Local Government. The National Trust and National Lottery Heritage Fund developed the programme in order to help ensure green and open space is available for everyone, for generations to come.
   2. Cambridgeshire is one of eight areas selected for FPA funding. The FPA area includes Cambridgeshire County Council, Cambridge City Council, Peterborough City Council, East Cambridgeshire District Council, Fenland District Council, Huntingdonshire District Council and South Cambridgeshire District Council as well as local charities, developers and businesses including the Local Nature Partnership, Natural Cambridgeshire, which is made up of partner organisations including Nene Park Trust, the Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire, the National Trust, RSPB, Urban & Civic, and O&H Hampton.
   3. This Cambridgeshire Future Parks Accelerator Project work streams will address mapping and valuing existing and potential green space; stakeholder consultation and engagement; funding opportunities and models; governance arrangements and partnerships.
   4. The Cambridgeshire local authorities have already undertaken a range of survey work, reviews and studies into a variety of aspects related to open space provision and management over recent years. In addition there are several projects connected with open space, in particular Green Infrastructure Strategies.
   5. Cambridgeshire’s FPA project now wishes to appoint consultants to draw these elements together, address some specific gaps and produce a strategy with recommendations for policies and standards of provision across the entire county and unitary area.
   6. We are inviting quotations for the provision of consultancy services to support the work stream on mapping and valuing greenspace assets. The consultant will provide a summary of local open space context; an understanding of the usage of greenspace (demand and need); assistance in the establishment of standards for provision (in terms of typology, quantity, quality and accessibility).
   7. The detailed requirements for this work are defined in Part 2: Specification, as detailed in section 1. Requirements. The application form is in Appendix 2.
   8. The contract will commence on 16th March 2020 with the deadline for delivery by 12:00 on 29th May 2020.
   9. Please note that this work stream has three key phases of which this Quotation process is to deliver Phase 3. Phases 1 and 2 are intended to be completed by Vivid Economics and the FPA team by 9th March 2020 with Phase 3 commencing immediately after this date.
   10. For further information on Phases 1 and 2, and outputs that will be available, see Appendix 1: introduction to the work stream on mapping and valuation.

1. **PROCUREMENT TIMETABLE**

|  |  |
| --- | --- |
| 1. **Request for Quotation Issued** | Tuesday 18th February 2020 |
| 1. **Deadline for Clarification Questions** | 12:00 on 2nd March 2020 |
| 1. **Deadline for Quotation Responses** | 12:00 on 10th March 2020 |
| 1. **Quotation Evaluation** | 10th – 13th March 2020 |
| 1. **Contract Awarded** | w/c 16th March 2020 (estimate) |
| 1. **Deadline for Final Delivery** | 12:00 Friday 29th May 2020 |

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 [sarah.ferriss@cambridgeshire.gov.uk](mailto:sarah.ferriss@cambridgeshire.gov.uk) and [victoria.stacey@cambridgeshire.gov.uk](mailto:victoria.stacey@cambridgeshire.gov.uk) by 12.00 on 2nd March 2020.
   3. No requests for clarifications will be accepted after 12:00 hrs on 2nd March 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 2 via email no later than **12:00** on **10th March 2020** to sarah.ferriss[@cambridgeshire.gov.uk](mailto:@cambridgeshire.gov.uk) and v[ictoria.stacey@cambridgshire.gov.uk](mailto:ictoria.stacey@cambridgshire.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.
4. **REQUIREMENT**

# **Part 2 - SPECIFICATION**

The successful bidder will be required to**:**

1. Summarise local open space context
2. Propose standards for quantity, quality and accessibility of green space provision and analyse current and future supply and demand
3. Identify deficiency in green space provision for each local authority and review development funding provision

The successful bidder will provide a report in two formats as outlined in section 2 (Deliverables) below.

The following key stages are consider essential components that must be fully costed within the quotation submission.

The potential provider should refer to **Appendix 1**: Introduction to the work stream on mapping and valuation, for additional supplementary information.

1. **Summary of local open space context**
2. Much work has already been undertaken to review national, regional guidance and legislation in respect to setting standards for open space standards. You will be required to produce an executive summary of this work to ‘set the scene’. The report will be expected to consider the soon to be published Natural England’s National Green Infrastructure Standard, if published and as applicable.
3. Undertake an overview of existing City, District and County Council strategies that may influence open spaces provision and standards.
4. Additionally review existing open space policies incorporated in the adopted Local Plans, drawing together common themes.
5. Review existing funding for open spaces, as applied by FPA Authorities, through the planning process (106 agreements and CIL)
6. Incorporate the findings of the Natural Capital Accounting works undertaken by Vivid Economics, linking these benefits to the subsequent standards formed.
7. **Standards for quantity, quality and accessibility of green space provision**
8. **Quantity standards**
   1. Using the data provided in Phase 1 and 2 of the project, calculate the current quantity of provision by population, typology and ward level. For comparison reasons the quantity of open space should be expressed as an area per thousand population for each open space type. This data should be then calculated for each authority as a whole and then further sub divided at a ward level.
   2. Working in partnership with Vivid, use their model to define future demand for existing and proposed sites (predicted through growth data). The response to changes in population, accessibility and features (e.g. Cafe, toilets, tree planting etc) are thought to be key areas for consideration.
   3. Draft new standards based on analysis of the quantity of provision alongside the demand data provided. This standard should by expressed by type of open space and as an area per thousand population.
   4. Time must be allowed 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 (est. two half day meetings)
9. **Quality Standards**
   1. Based on the information compiled, provisionally set a quality standard for each specific typology of open space. This standard can use existing quality standards guidance and is intended to provide a clear list of what provision is expected of each open space type. It should take account of the work done by VIVID Economics for Cambridgeshire and demonstrate how provision can be maximised to achieve returns.
   2. To devise an audit criteria for each open space type, which allows the nature and quality of the space to be defined. This assessment is intended to be completed after this initial study yet will allow a comparative assessment across the Cambridgeshire FPA area. This could use public engagement or local authority staff, however it’s essential that the methodology ensures consistency. Other work on quality standards, for example the forthcoming HDC open space strategy and Natural England ANGST standard should be taken into consideration, in consultation with the FPA project team.
10. **Accessibility standards**
    1. Based on the data provided you will be required to propose accessibility standards for each specific typology of open space. This will be based on the detailed work that the Greenkeeper analysis will provide and is aimed to identify existing shortfalls spatially and equally to aid future development layouts.
11. **Identify deficiencies in Green Space provision**
12. Applying the standards created, identify any existing deficiencies of open space for each Authority. This should be further presented at a ward level for greater clarity. For ease of interpretation and future use this data should be supplied in spreadsheet format based on each open space typology.
13. Identify and compare S106 funding in each of the Cambridgeshire local authorities.

1. The report which stems from all of the above should provide standards supported by the necessary evidence, suitable for inclusion in formal planning policy documents (Local Plans, Spatial Strategies, Supplementary Planning Documents and Neighbourhood Plans).
2. **DELIVERABLES**

The primary deliverables from this contract will be:

* A full report of the work undertaken and results. At a minimum, this would include the ability to easily select future provision needs of sites, along with minimum standards of provision requested with clear robust justification.
* Two summary reports in user friendly formats for both developers and Local Planning Authorities.

1. **PROJECT MANAGEMENT**

The Project Team will ensure that local authority staff are made available to speak with the consultant 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, which will support the milestones as outlined in section 5. The Project Team will be available to agree in advance the structure and format of the outputs.

The consultant 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.

1. **ADDITIONAL SERVICES**

Although every effort has been made to capture the full extent of this study it is requested that the consultant 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.

1. **PAYMENT SCHEDULE**

Payment will be authorised upon acceptance of milestone achievement to an appropriate quality by the FPA Project team.

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Activity** | **% of Payment** |
| 1 | Draft report for task A: Summarise local open space context | 25 |
| 2 | Draft report for task B: Propose standards for quantity, quality and accessibility of green space provision and analyse current and future supply and demand | 25 |
| 3 | Draft report for task C: Identify deficiency in green space provision for each local authority and review development funding provision | 25 |
| 4 | Final reports and supporting data submitted. | 25 |

**PART 3 - EVALUATION OF BIDS**

To apply to undertake this work, please fill in all sections of the form provided in Appendix 2.

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.

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:

The Authority shall seek to accept the most economically advantageous and high quality Quotation in terms of the evaluation criteria set out below.

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

* 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.
  2. The Authority 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.
  3. All quality questions will be scored independently by Evaluators.
  4. The quality questions found within the Award Criteria Questionnaire of ProContract are separated into different sections.
  5. The section value and the relative sub weighting of each question is visible in the summary of online questions in ProContract.
  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. |

* 1. 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.
  2. 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%
  3. 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.

## Moderation of Quality Evaluation

* 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.
  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.
  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.

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

* 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.
  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.
  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:

* 1. 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 |

* 1. Potential providers who receive a minus score will be eliminated from the procurement process.

**APPENDIX 1: INTRODUCTION TO THE WORK STREAM ON MAPPING AND VALUATION**

The project will have three key phases of which this Quotation process is to deliver Phase 3, as outlined below.

The overall aim of the work stream (Phases 1 -3) is to deliver the following across the entire Cambridgeshire Future Parks Accelerator area:

1. A summary of local open space context (through reviewing national, regional and local guidance/legislation and identifying key characteristics of the area)
2. An understanding of the usage of greenspace (demand and need), to assist in establishment of standards as well as to form evidence to support other workstreams.
3. Consistent and robust standards for provision (in terms of typology, quantity and accessibility).
4. Whether (and if so, how) it is appropriate to build flexibility into the standards to reflect quality of provision (e.g. if quality of provision was high, should that offset any shortfall in quantity or accessibility)
5. Using the agreed standard, benchmark the area (applying the standard to each authority for existing and predicted growth) to establish locations which are deemed to have any existing over or under provision by category and location (ward based).
6. To agree a consistent, robust and easy to use method for measuring the financial value of greenspaces, to help inform investment in both provision and maintenance.

Those intending to Quotation for this work should review the process and outputs generated within [Peterborough City Council’s Open Space Strategy 2016](https://drive.google.com/file/d/1BFDIZQptC-85TLtKm_jaZI_olthizOL6/view), which may not precisely match the sort of output we are seeking but forms a useful reference as to the sort of output we are seeking, and the outputs of the National Trust challenge report (to be provided by the Council). The preparatory work detailed below will have been undertaken by the FPA project team and Vivid Economics prior to this contract being awarded. Vivid Economics are funded through the FPA programme to undertake a natural capital assessment of Cambridgeshire’s public open space using its Greenkeeper tool. Their work is considered to fundamentally link to this study and will be considered essential to form an evidence base of this study.

The project will have three key phases of which this Quotation process is to deliver **Phase 3**. Phases 1 and 2 are intended to be completed by Vivid Economics by 9th March 2020 with Phase 3 commencing immediately after this date. The key phases are as follows:

**Phase1** **Data tasks** (Vivid and FPA Partners)

* Where available collect data on existing and planned greenspaces, number of visits and population (existing and projected).
* Creating shapefiles of publicly accessible greenspaces from Ordnance Survey and selected features within those spaces.
* Vivid Economic to create a demand model using a credible population source.

**Phase 2 Analytical tasks** (Vivid)

* Analysis of the demand and supply of greenspaces using the Greenkeeper software.
* Natural Capital Accounting assessment.

**Phase 3 Policy tasks** (This Quotation)

* Identify and compare current open space policies and standards across the Cambridgeshire FPA area.
* Benchmarking these standards against national standards.
* Create new open space standards.
* Demonstrate the case to invest in and secure new open space provision, assisted by the Natural Capital Accounting undertaken.
* Explore existing funding options within the planning system within the Cambridgeshire FPA area and present a preferred model based on examples explored.

Phase 1 and 2 will aim to provide the successful applicant with:

* 1. A GIS layer of all open space within FPA project area. The data will be largely based on OpenStreet Map, which is seen to be a comprehensive greenspace layer. It will however be supplemented by local knowledge of FPA partners. For the purposes of the study, ‘open space’ should be interpreted as meaning publicly accessible open land\* which is available for purposes of amenity, play, leisure, cultivation, or recreation. For the avoidance of doubt the following land is **excluded** from this study:
* Land which would qualify as open space but **access is restricted via payment of charges** or membership fees.
* **Cemeteries and churchyards**
* **Civic spaces**
* **Green corridors** (do not fall under the typologies in Table 1)
* **Accessible countryside in urban fringe**
* **Outdoor Sports facilities** -Land which the primary function is for formal sports provision (e.g. football pitches and similar) and which is not generally available or accessible to the public for informal use when not in formal use. Thus, where such provision exists (e.g. as part of a wider country park) and is generally available most of the time for informal purposes by the public, then such land should be counted as part of the study.
  1. The categorisation of all open spaces captured based on its function. The agreed categories/ typology of open space are as detailed within the table below. The typology chosen is aimed to reflect those categories most commonly used within the FPA cohort and those elements of open space frequently expressed as standards within Local Plans. The process is aimed to allow deficiencies to be identified, provide consistency, maintain a coherent strategic context, facilitate cross boundary working and allow benchmarking.

\*The term ‘publicly accessible open land’ means land which is accessible by the public at nil cost 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). Access to such land should also not be restricted by any kind of booking system or quota (except, again, on special event days).

**Table 1. Typology of green space within scope in this project.**

|  |  |  |
| --- | --- | --- |
| **Typology** | **Typical size** | **Characteristics** |
| Country Parks | Over 50ha | A large landscaped setting which may include a variety of natural features, or formal planted areas, typically over 50ha in size. Country Parks should provide a wide range of recreational activities including outdoor sports facilities and playing fields, children’s play for different age groups and informal recreational pursuits including sitting out and walking. Nature trails, cycle routes, formal picnic areas, interpretation facilities refreshment and toilets are also likely to be found in Country Parks. |
| Neighbourhood Public Parks & Gardens | Up to - 50ha | Landscaped setting which may include a variety of natural features, or formal planted areas. Parks should provide for a range of recreational activities that may include outdoor sports facilities and playing fields, children’s play equipment for different age groups and informal recreational pursuits including sitting out and walking. |
| Informal Parkland & amenity space | Variable | Open spaces that include areas of grass, trees and landscaping for passive recreation, walking and sitting. |
| Neighbourhood playgrounds | LAP  LEAP  NEAP | Open space dedicated to children’s play, includes formal play provision which should conform to NPFA standards in terms of LAP, LEAPs and NEAPs. |
| Allotments | 0.5-2.5ha | Open Spaces where the primary use is allotment gardening or community farming. |
| Natural & Semi Natural Open Space | Variable | Woodland, scrub, grassland, heath or moor, wetlands (e.g. marsh or fen) open & running water wastelands, wetlands etc. where the public have legal or permissive access (e.g. nature reserves). |

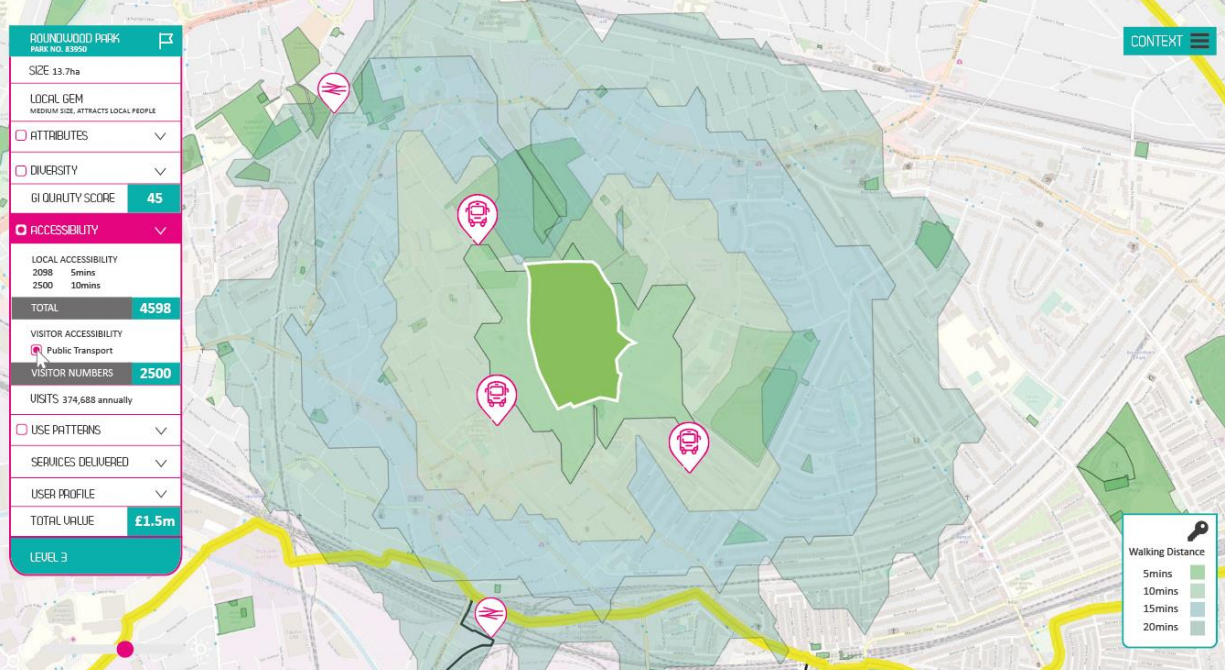
* 1. This data will be further summarised within tables that show each typology by ward within each respective FPA Authority boundary.

Demand and need

* 1. A demand model will be provided by our partners Vivid Economics through their Green Keeper software. This demand model uses statistical analysis to predict the number of visits to a greenspaces based on location, visitor demographics, surrounding area features and greenspaces features. The greenspace features which predict visits are tree coverage, water bodies, the presence of play areas, sports facilities, cafes, toilets and attractions (such as view-points). The model will also include the travel time to get to the greenspaces from a given population centre.
  2. Although embedded within the Green Keeper software the population data used will be shared in a format suitable for GIS analysis or computer spreadsheet. The population data used will be a combination of the 2018 Lower layer Super Output Areas data (Office of National Statistics) and the latest annual population and dwelling stock forecasts created by the Cambridgeshire Research Group (CRG).
  3. To further define predicted growth, a table from each authority shall be supplied showing key strategic growth points within each of the FPA Authorities. The table shall contain the following information for development proposals of greater than 200 residential units, based on the demand until 2036.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Location** | **Ward** | **Site Area (ha)** | **Indicative No. of Dwellings** | **Indicative Popn** | **Outstanding with Permission** | **Outstanding Allocations** |

* 1. Greenkeeper software will also provide you with predicted accessibility of each site. It will predict where people travel from, the number of visits from a set catchment area and the number of visits from a Lower layer Super Output Area. An example of which is shown below.



* 1. Finally the Green Keeper will provide a Natural Capital Account for all Publicly Accessible Open Spaces within the FPA area. This will be expressed as a monetary value based on services to include recreation, mental health, physical health, amenity, carbon (soil), carbon (trees) and temperature.

**APPENDIX 2: 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:

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|  |
|  |

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

N/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). 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 25%*) | Using three examples of projects you have delivered, please demonstrate that you have experience working in public open space mapping and data analysis (Max 500 words). |
| **Answer** |  |
| **2**  *(Weighting 25%)* | Using three examples of projects you have delivered, please demonstrate you have an in-depth understanding of green space standards, including quantity, quality and accessibility? (Max 500 words). |
| **Answer** |  |
| **3**  *(Weighting25%)* | Please provide two examples of relevant projects where you have and at a county or regional scale working with multiple stakeholders / local authorities. 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 25%)* | Using at least three examples of projects you have delivered, please demonstrate that you have an in-depth understanding of planning policy and local plans, new developments, and S106 funding (Max 500 words). |
| **Answer** |  |
| **5**  **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 the Authority‘s level of cover requested if awarded contract  X  **No** - have not got cover and won't provide Authority’s level of cover |
| **6**  **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.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Consultant Grade** | **Hourly Rate(£)** | **Number of Hours** | **Total(£)** |
| 1. **Summary of local green space context** | | | |
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|  |
| 1. **Standards for quantity, quality and accessibility of green space provision** | | | |
|  |  |  |  |
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|  |  |  |  |
|  |
| 1. **Identify deficiencies in Green Space provision** | | | |
|  |  |  |  |
|  |
|  |  |  |  |
|  |
| Secretariat and reporting |  |  |  |
| Any other expenses (e.g. mileage etc.)  Please add new lines as needed. |
| **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.

Insert specific Information here if applicable

**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:

X

1. that the information provided is complete and accurate;
2. that the price in Appendix 2, Part 4 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 3: CONDITIONS OF CONTRACT**

Please see separate document for conditions of contract.