**July 2020**

# **REQUEST FOR QUOTATION FOR**

CONSULTANCY SUPPORT:

Evaluation of the 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)









**Cambridgeshire & Peterborough Future Parks Accelerator Programme**

**Invitation to Tender July 2020**

# **Part 1 - INTRODUCTION**

1. **OVERVIEW**

This brief sets out the requirements for a consultant to develop and deliver an evaluation programme for the Future Parks Accelerator Project across Cambridgeshire and Peterborough. The detailed specification is included in Part 2 below.

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 are dependent on ever dwindling sources of funding. 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. 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’***

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. **BACKGROUND – FUTURE PARKS ACCELERATOR**

The Future Parks Accelerator (FPA) is a national strategic initiative from the National Trust and the National Lottery Heritage Fund, 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.

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

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.

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.
2. Developing a shared open space strategy based on mapping, agreed standards for provision, and natural capital assessments.
3. Identifying future financial, resourcing and operating models to diversify and grow the funding available for 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** | 30th April 2022 |

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 hrs 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 2 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.

**Brief**

# **Part 2 - SPECIFICATION**

# **REQUIREMENTS**

## We are seeking a consultant to evaluate the impact of the Cambridgeshire and Peterborough Future Parks Accelerator project and its associated outcomes. This will involve the development and implementation of a project evaluation plan to assess progress against the aims of our project, project impacts, and learning from the process.

## The successful bidder will be required to:

* Develop the proposed project evaluation framework and methodology in consultation with the Project team and other stakeholders. This needs to plan how we measure our progress against the aims of our project and will include: key questions being evaluated, methodologies to be used for each aspect of evaluation, data needed and collection opportunities, detailed timelines for delivery of evaluation programme, and outcomes. The evaluation programme should be based on the project milestones (Appendix 2) as well as any broader questions on project impact and outcomes (e.g. what worked well in the partnership; challenges; etc). The consultant should advise on our evaluation points, review our plans and help to select a small but significant number of things to evaluate and measure them robustly. The evaluation methodology should be informed by discussions held with the Project Team, Executive Board, and national FPA programme.
* Understand current and existing data held by various organisations and the opportunities for collecting and potentially cleansing these data.
* Develop a theory of change, collecting and reviewing baseline data and capturing learning and evidence from project activities.
* Implement the project evaluation as outlined above, including collection of evaluation data (quantitative and qualitative) with details of numbers of individual/group interviews and/ or focus groups etc
* Consider how measures of success can be evaluated across the partnership, recognising that these might differ across each of the organisations.
* Produce evaluation materials required
* Identify any risks to successful stakeholder engagement and develop contingency plan
* Identify areas where the project team and other stakeholders could assist with the evaluation process and assess the feasibility of this. Guide the project team in their role in the evaluation and deliver training in evaluation for Project Team members and volunteers
* Facilitate evaluation sharing sessions alongside the project team.
* Make recommendations on template research tools (e.g. survey questions) that can be used by the project team and partners to enable ongoing monitoring.
* Engage with key FPA stakeholders – to understand fully the needs of the National Lottery Heritage Fund, Cambridgeshire and Peterborough staff and members with regard to evaluation of the project. Others within the FPA cohort will also be evaluating their projects, and it’s important that the successful organisation is keen to work with them to find commonality within measurements.

**Methods**

## We anticipate that the Project Evaluator will use a variety of methods to collect data for the project alongside the project team which may include but is not limited to:

* + An analysis of baseline information for the project as researched during the development stage of the project
  + Development of a Theory of Change
  + Interviews with project staff, participants, residents and partners
  + Surveys to collect larger-scale quantitative data
  + Focus groups exploring specific issues with target audiences, project and wider staff, and volunteers
  + Training of ‘peer researchers’ in the project team for data collection
  + Participatory evaluation activities with the general public
  + Observations at workshop sessions and events throughout the lifetime of the programme.

## We are looking for a partner that can help guide and advise us on what will be useful, credible, persuasive and possible within the timeframe and budget. Innovative approaches are welcome.

## Evidence for the evaluation will be gathered from the full range of project stakeholders including but not limited to:

* + Executive Board
  + The Project Team
  + Members’ Group
  + Communications Group
  + Project Participants
  + Delivery partners
  + Wider Local Community
  + Volunteers
  + Media Coverage

## The consultant should advise the Project Team at the outset on the documentation and monitoring needed, and the Project Team will document the project as appropriate and make its work available to the evaluator.

**Audience**

## We have two distinct stakeholder groups to provide information for:

* The first is key decision makers within the council, local partners and key strategic delivery partners. For example, senior officers and members who will adopt a future model for managing and funding parks and open spaces and growing the benefits they provide, for inclusion in forthcoming Local Plans. Our evaluation should provide evidence for these decision-makers on the importance of our green spaces and the learning from our project.
* Secondly the project reports on its findings to the national Future Parks Accelerator programme to inform strategic development and advice to the wider parks sector, so we need to ensure our learning is captured, and our successful outputs can be replicated nationally.

**Timelines**

## Our project is underway, and it was initially due to finish in May 2021. However, due to delays incurred because of COVID-19, we now expect the project to run until the end of March 2022. For this reason we are looking for a consultant that is available until shortly after this point to provide post project evaluation. An interim evaluation will be required in April 2021 to allow us to make any further amends to maximise our chances of success in this programme.

## The start date will be as soon as possible, and within one month after the contract is awarded.

# **DELIVERABLES**

## S 2.1. The following deliverables are required, the detail of which will be agreed on inception:

## S 2.2. The detailed timetable for the project will be agreed at inception. However, the provisional schedule is likely to be as outlined in Table 1.

**Table 1. Deliverables and associated timelines.**

|  |  |
| --- | --- |
| **Deliverables** | **Timelines** |
| A detailed project evaluation methodology (both quantitative and qualitative) ensuring compatibility with ongoing work streams | 1 November 2020 |
| An interim report detailed progress to date, next steps, challenges, successes and any adaptations needed. | 30 April 2021 |
| Recommendations on template research tools (e.g. survey questions) that will enable ongoing monitoring by the project team and other stakeholders | 30 April 2021 |
| Full delivery of the evaluation programme as described in a final report summarising the findings from all stages of the evaluation, and recommendations for ongoing activities in Cambridgeshire. | 31 March 2022 |
| An Executive Summary highlighting the key findings of the evaluation and recommendations. | 31 March 2022 |
| A presentation of the findings to the project team and funders. | 30 April 2022 |

# **WORKING COLLABORATIVELY**

## S 3.1. The work of our consultant will complement other reports we are commissioning, including stakeholder engagement, funding models, mapping and evaluation consultation. It’s essential the successful tenderer works with our consultants leading on other work streams such as funding models and the mapping elements as this piece of work will be delivering our vision.

## S 3.2. Approximate timelines for the other consultant work as part of this project areas will be confirmed at inception meeting.

## S 3.3. The consultant will be required to liaise with the team undertaking the national evaluation of the FPA programme as necessary.

# **CONTRACT MANAGEMENT**

## S 4.1. 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. The format of these updates will be agreed at inception.

## S 4.2. Contractors should raise any areas of concern immediately as they arise.

## S 4.3. 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 Appendix 1. The Project Team will be available to agree in advance the structure and format of the outputs.

## S 4.4. 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.

# **BUDGET**

## S 5.1. The maximum available budget for this work is £30,000 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.

# **ADDITIONAL SERVICES**

## S 6.1. 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.

# **IMPACT OF COVID 19**

## S 7.1. The current restrictions in place because of Coronavirus will impact this project in ways we are yet to fully understand. At the time of publication of this opportunity, we do so in good faith and with the caveat that any partner that we engage should be able to work with us flexibly, potentially within longer timeframes. Whilst we have given start dates above for this work, those are subject to change and all work undertaken will follow government guidance in all matters.

## S 7.2. It may be that we line up a partner to begin working with us when public movement restrictions are lifted, or that the partner can complete research activities / planning before that time.

## S 7.3. Bidders are requested to outline how their approach may be adapted to comply with possible restrictions in place as a result of Coronavirus, and their ability to deliver this, e.g. utilising online methods for data collection.

# **PAYMENT SCHEDULE**

## S 8.4. Payment will be authorised upon acceptance of milestone achievement to an appropriate quality by the FPA Project team, as outlined in Table 2. This quality assurance will include a short review process by the FPA Project team or an equivalent delegated group.

**Table 2. Payment Schedule**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Activity** | **% of Payment** |
| 1. | A detailed project evaluation methodology (both quantitative and qualitative) ensuring compatibility with ongoing work streams | 20% |
| 2. | Interim report | 30% |
| 3. | Full delivery of the evaluation programme, reported through:  A final report summarising the findings from all stages of the evaluation, and recommendations for ongoing activities in Cambridgeshire.  An Executive Summary highlighting the key findings of the evaluation and recommendations.  A presentation of the findings to the project team and funders.  Recommendations on template research tools (e.g. survey questions) that will enable ongoing monitoring by the project team and other stakeholders | 50% |

**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 |

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

**APPENDIX 1: INTRODUCTION TO THE FPA EVALUATION WORK STREAM**

Our project has high level milestones that outline the key deliverables that are expected (Table 3). This brief allows scope for the evaluator to propose what mix of measures (using quantitative and qualitative data) is required to evaluate the delivery of these milestones and the impact of the project, along with any other learning around project successes and barriers that can be shared.

Much of the work will be taken forward through a series of consultancy contracts including on stakeholder engagement, funding and operating models, and mapping and valuation.

Potential areas for consideration include:

* To show how we have developed and effective countywide integrated approach to managing our parks and green spaces portfolio
* A shared vision and common cause for the County’s Parks and Public Open space
* A shared plan that identifies how we can reduce the inequality of access to parks and open space across the County
* Demonstrate that we have responded effectively to the growth agenda
* Demonstrate that we have maximised funding opportunities across the partnership
* Demonstrate how we have contributed to the health agenda
* Demonstrate how effective we the project has been in developing a countywide/regional opportunity for Parks and Green Space managers/staff to share good practice and knowledge
* A Forum for Friends Groups/Volunteer groups to share good practice/knowledge/information
* A shared vision of how parks and open space can make a difference for community health and wellbeing, bringing together the Local Nature Partnership, Public Health, Clinical Commissioning Group, GP Surgeries and Parks and green space managers and owners.
* Learning from the challenges and opportunities of the partnership approach
* Any other priorities included in response to COVID-19.

**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 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 20%*) | Please provide 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 consultants 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 Part 2 Specification (Max. 500 words) |
| **Answer** |  |
| **2**  *(Weighting 20%)* | Provide three examples of projects you have delivered where you have developed and implemented a methodology to evaluate project impact demonstrating your understanding of data collection methodologies and analyses, across a range of different stakeholders.  (Max 500 words). |
| **Answer** |  |
| **3**  *(Weighting 20%)* | Provide two examples of where you have mentored and trained a range of partners from different organisations to work on a project impact evaluation to deliver a successful and robust programme of evaluation, and overcoming any challenges (Max 500 words). |
| **Answer** |  |
| **4**  *(Weighting20%)* | Using three projects that you have worked on, please give examples of innovative approaches you have taken to evaluating project impact? (Max 500 words). |
| **Answer** |  |
| **5**  *(Weighting 20%)* | Please provide three examples of relevant projects where you have and at a county or regional scale working with multiple stakeholders / local authorities / private sector. 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** |  |
| **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 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 |
| **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.

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

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| Final interim report |
| A final report summarising the findings from all stages of the evaluation, and recommendations for ongoing activities in Cambridgeshire.  An Executive Summary highlighting the key findings of the evaluation and recommendations.  A presentation of the findings to the project team and funders.  Recommendations on template research tools (e.g. survey questions) that will enable ongoing monitoring by the project team and other stakeholders |

|  |  |  |  |
| --- | --- | --- | --- |
| **Consultant Grade** | **Hourly Rate(£)** | **Number of Hours** | **Total(£)** |
| 1. **Development of detailed project evaluation methodology** | | | |
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| 1. **Delivery of the evaluation methodology (please add detail as appropriate)** | | | |
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| 1. **Final report and presentations** | | | |
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|  |
| 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.