



## Invitation to Tender

To supply and deliver outdoor information boards for the “New Life on the Old West” Project

Proposal start date: 1-Aug-2022

Proposal end date: 30-Aug-2023



Procurement is being undertaken by Cambridgeshire ACRE

ITT preparation date: 10-Jun-2022

Company limited by guarantee No. 3690881 • Registered charity No. 1074032 • VAT Registration No. 838 5035 17  
Registered office: e-space North, 181 Wisbech Road, Littleport, Ely, CB6 1RA

## **Introduction**

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Cambridgeshire ACRE is managing the delivery of the 'New Life on the Old West' project (NLOW), which is being funded through the National Lottery Heritage Fund. This is a 3-year project running until late 2023.

This project seeks to establish connectivity and ecological resilience in the Cambridgeshire Fens between core wetland nature reserves: National Trust's Wicken Fen and RSPB's Ouse Fen and Ouse Washes. It will do so by creating stepping-stones of new and enhanced small-scale habitats along a corridor centred on a stretch of the Great Ouse River, also known as the Old West River, benefiting a range of habitats and species. Re-connecting dispersed species and restoring ecological processes will be achieved through habitat improvements on the network of fenland ditches and other waterbodies, farmland and community green spaces.

There will be new opportunities for local people to discover, experience, and appreciate their fenland natural heritage and green spaces. This should increase their sense of connection to fenland wildlife and to others within their community, engender a desire to become enthusiastic stewards of their local environment, and an inspiration to other communities within the Fens, and beyond.

Cambridgeshire ACRE is now looking to work with a specialist company with a proven record and background in designing and supplying natural heritage information products, for use in the outdoors.

## **Information board specification**

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Cambridgeshire ACRE plans to install between 8 and 12 individually designed information and interpretation boards at new and enhanced wildlife habitat sites across the project area.

The proposed standard design is a single, very durable and easily cleaned A2 size panel, fixed within a sustainable and durable frame, and anchored into the ground by a single post. While content will differ across each board, they will show a recognisable and distinctive overall design and branding. Each board will contain: key references to the NLOW project and the area's landscape; information about habitat enhancements brought about by the project; information about wildlife which benefits from the enhancements, highlighting one or two key species at each site; acknowledgement of National Lottery Heritage Fund support.

To ensure the boards are accessible and can be read and enjoyed by a wide range of people, they will contain a high ratio of images to text and will be visually attractive. They will be of lectern design and will utilise large text, using plain English and avoiding scientific jargon. It is essential that their design will be highly durable, easily cleanable and well proofed against vandalism.

## **Tasks to be completed**

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- 1) The supplier will advise and work closely with the NLOW project team to develop and agree an overall design and branding for the suite of boards. Advice and suggestions for changes and improvements to the proposed style (outlined above) are of course

welcome at this stage. The final overall design must, however, be able to be installed at sites without the need for planning applications.

- 2) Continuing to work with the project team, the supplier will develop individual creative visually attractive boards highlighting the habitat enhancement work and wildlife value at each site. At this stage there will be input from landowner and local communities.
- 3) Boards will be completed and delivered, ready for installation, to Cambridgeshire ACRE. The project team will install the boards and the supplier will need to provide written advice and details to ensure their correct installation.

## **Timetable**

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Each board will be designed and delivered at different times, reflecting completion of habitat enhancement work at each site. It is envisaged that the initial overall design process will be completed over summer 2022, with individual boards thereafter being designed and delivered from autumn 2022 onwards. Each board will be delivered and installed by September 2023.

## **Contract Management**

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The contract for this work will be managed by Howard Jones, NLOW Project Manager at Cambridgeshire ACRE. The supplier will be expected to work closely with Cambridgeshire ACRE staff, landowners and community partners.

An inception meeting will be held at the start of the project to discuss the work and provide for the development of an agreed workplan to guide the work, timing and expectations. Please allow time for this meeting and development of a workplan in your costings.

Cambridgeshire ACRE is fully compliant with the General Data Protection Regulation (GDPR). Our Data Protection Policy (copy provided) sets out the measures with which all parties working on its behalf should comply. Any personal data shared by Cambridgeshire ACRE with the successful consultant must be handled in accordance with these measures.

The GDPR states that we should only contract with a processor who can provide sufficient guarantees that the requirements of the GDPR will be met and the rights of data subjects protected. The successful consultant will therefore be asked to complete Cambridgeshire ACRE's 'Data Protection Third Party Processor Checklist' as a way of providing the necessary assurances.

## **Budget**

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The maximum value of this contract is £1,000 per information board designed and supplied, which must include all VAT and expenses you incur. Cambridgeshire ACRE cannot exceed this amount.

## **Preparation of tenders**

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Tenders are expected to cover the following:

- Relevant experience and competency possessed to complete the work.
- Examples of similar work completed successfully elsewhere.
- The methods to be used for the development of each of the key tasks.
- Proposals for approaches to working with all relevant partners involved.
- A simple risk analysis of any issues or barriers foreseen in undertaking the work successfully.
- A breakdown of key milestones and their expected completion dates.
- Contact details of two people who are willing to provide references regarding similar work undertaken over the last 3 years.

## **Selection of tenders**

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Cambridgeshire ACRE has a formal 'Policy on Choosing Consultants, Contractors and Suppliers' a copy of which is provided alongside this Invitation to Tender.

Cambridgeshire ACRE will set a scoring system to allow it to determine and select the best value for money tender, with a panel of both staff and trustees involved in this process, and staff from selected partners where relevant or needed. Shortlisted consultants will be invited to an interview where a short presentation will be required detailing how the work will be undertaken.

## **Submission of tenders**

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If you wish to discuss the requirements of the tender further, then please contact Howard Jones on tel: 07854 701363 or via email at [howard.jones@camsacre.org.uk](mailto:howard.jones@camsacre.org.uk).

Please submit your tender (in MS Word or PDF format) by email to Alison Brown, Head of Business Services at Cambridgeshire ACRE, by 12 noon on 22 July 2022 via [alison.brown@camsacre.org.uk](mailto:alison.brown@camsacre.org.uk). Late submissions will not be accepted.