



## **Request for Quotation**

### **Slow Ways Research**

## **Submission Date**

6pm, Friday 17th June, 2022

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# 1 Introduction

Slow Ways CIC (hereafter referred to as 'Slow Ways') is seeking to appoint a partner organisation to support our research, monitoring, evaluation, learning, decisions and actions.

We are looking for an organisation that can lead and develop our value chain accounting and action research while also supporting our learning and reporting needs.

This Request For Quotation sets out the context for this work, the procurement timescales and services required.

This will be a 2-year contract anticipated to start week commencing 4th July 2022. Subject to funding, the contract may be extended beyond the initial 2 years.

A submission received as part of this procurement process shall constitute acceptance of the terms and conditions detailed within this document.

## 1.1 Background

Slow Ways is an initiative to create a national network of walking and wheeling routes that connect all of Great Britain's towns and cities.

The core purpose of the initiative is to inspire and support more people to walk and wheel more often, further and for more purposes.

Slow Ways was brought to life during the first months of the pandemic when, during lockdown, hundreds of people drafted thousands of walking routes. Since then, the initiative has been going from strength to strength.

In 2021 we established Slow Ways CIC (a non-profit Community Interest Company) to help make the initiative a success. Thanks to funding from the National Lottery Community Fund's [Growing Great Ideas](#) programme, we have secured £3 million over seven years to help with the effort.

Our core organisational aims are to:

- Create a national network of recommended walking and wheeling routes that connect all of Great Britain's towns and cities.
- Inspire and support more people to walk and wheel more often, further and for more purposes.

Our core reporting objectives to the Lottery Community Fund are to:

- Directly/indirectly contribute to creating prosperous and thriving communities in the UK.
- Connect and provide value to a wide range of networks, organisations and communities.
- Ensure equity continues to be centred in our work.
- Build a funding ecology around Slow Ways.



## 2. Scope of Contract and Services Required

Further detail around our project objectives are detailed below. We are also looking for teams to consider alternative approaches, options or be creative based on their own expertise in how best to deliver this work. We expect you to have ways to understand and assess your progress towards meeting your aims and we will want you to share these with us. This work will include four key elements:

### 1. Value chain research and accounting

We want to understand and account for the actual and potential value of the Slow Ways network, community and initiative. We would like to have both rolling capability/methodology (progress reports) and an annual report. This work will identify direct and indirect social, health, environmental and economic benefits of Slow Ways.

### 2. Action research cycle

Advising on, designing and helping to implement and monitor a cycle of research, theory and practice that can be used to test and evidence methodologies that contribute towards our aims. We want to actively use research to (rapidly) lead our practice.

### 3. Reflection, learning and connections

We expect to have a close relationship with someone in your organisation who can help our team to develop, learn and make connections by being sign-posted to relevant insights, opportunities and policy updates.

### 4. Progress reporting

To create a short annual report that draws together relevant findings from elements 1-3.

If necessary, the design of reporting may need to be adapted to meet changing needs (with any budget implications being agreed by both parties).

Findings should be presented in accessible, plain-language with graphics/visuals where possible. The primary audience for the evaluation is National Lottery. However, reports will be used internally, to inform and communicate about the impact of the Slow Ways initiative and difference that has been made so far. This insight and learning will allow for agile and flexible learning.

The National Lottery's priorities for our work

- The extent to which a wide range of networks, organisations and/or communities have become connected to the ecology and contributed to it, as well as drawn value from it.
- The initiative being able to demonstrate its contribution to creating prosperous and thriving communities in the UK. This may be indirectly given the focus of these grants on generative infrastructure.
- Equity continuing to be centred in the work.
- The progress made in building a funding ecology around the work.



## **The National Lottery's Summary of our Aims**

Slow Ways is an invitation to reimagine the role, purpose and experience of walking, through innovating the infrastructure that makes this activity possible. It aims to get more people walking for longer and further, challenging the narrative of walking as something done just for leisure, framing it as something also done with purpose. Additionally, it challenges assumptions about who walking is for, opening access to all.

Over the next 7 years, Slow Ways hopes to achieve a number of far-reaching and ambitious goals as they build on their existing energy and momentum, growing and deepening their capacity to respond, support, collaborate and scale the diversity and impact of the initiative.

They will build out several different approaches and tools to develop a network of routes in a simple and accessible way, enabling people and communities to collaborate on their creation. This will involve building, testing and sharing physical and digital assets for the Slow Ways walking routes, and different approaches to public engagement and co-creation.

The routes will create connections and inspire activities across communities in the towns, cities, and villages they link. Slow Ways will seek to promote, encourage and facilitate collaboration and interdisciplinary synergies across these connected communities that can impact policies, local investment and an enhanced sense of interdependency. In service of these goals, Slow Ways will collect stories and share narratives that connect people and places using design-based communication principles.

We expect you to have ways to understand and assess your progress towards meeting your aims and we will want you to share with us.



### 3. Request For Quotation

#### 3.1 Indicative Timeline

19.05.22	Request for Quotation issued.
10.06.22	Deadline for teams to ask clarification questions.
17.06.22	Deadline for submission of bids.
w/c 27.06.22	Clarification meetings with shortlisted teams. **
w/c 04.07.22	Award contract and notify teams. **

**Please Note**

- We reserve the right to amend timescales if necessary.
- Deadlines come into effect at 6pm on dates advised.
- A maximum of three teams will be shortlisted with those teams being the highest scoring parties.

*\*\* Dates are subject to change*

#### 3.2 Communications

The winning team will work with Slow Ways to devise and agree an effective communications plan for the summative evaluation reports. We expect reports to be produced in a clear, accessible and engaging way using plain English.

All reports and events must be supported by an agreed concept note prior to work commencing that details:

- Purpose
- Audience
- The evaluation objective/s the output addresses
- Outline content: structure and format
- Timetable

#### 3.3 Data Protection and Ethics

The winning team will be expected to adhere to all relevant legislation including, but not limited to, that covering equalities, ethics, data protection, freedom of information, fraud and anti-corruption.

#### 3.4 Supplier Attributes

- Demonstrable experience of conducting value chain research, value chain accounting and action research involving projects of varying focus and scale.
- Demonstrable experience of successfully conducting evaluation with particular technical expertise in measuring engagement and behavioural change.
- Ability to work flexibly over time, responsive to changing needs of the project with a strong project management approach to flex resources as required.



- Attention to detail, quality of work and timeliness in delivering the contract. An approach to continuous improvement and a commitment to regularly reviewing service delivery (and implementing change where appropriate) to improve the quality of the services.
- Ability to ensure production of quality outputs that meet audience needs and communicate findings in a manner that is clear, engaging and accessible.
- Ability to build and maintain long-term positive and collaborative relationships with partners (as required).
- Ability to work closely with the Slow Ways team to ensure deliverables meet the desired quality expectation, on time, and within budget.
- Desire to potentially continue the work beyond the initially funded period.

### **3.5 Quality Assurance**

We place high value on quality of service and outputs from suppliers. We expect all communications, analysis and outputs/deliverables to be subject to a meaningful quality assurance process and ask that you set this out within your delivery plan and costings.

### **3.6 Contract Value and Term**

This will be a 2 year contract with a potential to extend (subject to funding).

Teams should only submit one quotation which should operate as a standalone quote and not be dependent on any other quote or other factors. The quote must be capable of being accepted by Slow Ways in its own right.

Teams must also provide details of the: names; job titles; role; number of days and day rate applied for each member of the project team and consultants that will be providing the Services in order to deliver the Deliverables and the Contract.

Payment will be made upon satisfactory completion of deliverables at set milestones to be agreed post-award with the winning team.



## 4. How to Apply

We have tried to make the application straightforward! You can either:

- a) [Complete this online form](#) or
- b) Email your response to [julian@slowways.org](mailto:julian@slowways.org)

For either option, please ensure you have reviewed this document in its entirety, particularly the requirements in Section 3 and answer the following five questions:

1. *What experience do you have of value chain accounting? How would you plan to deliver our value chain accounting?*
2. *What experience do you have of conducting an Action Research Cycle? How would you plan to implement and support our action research?*
3. *What experience do you have creating opportunities for teams to reflect, learn and identify opportunities? How would you support this work?*
4. *What experience do you have of progress reporting? How would you create a report that summarises activity across services 1, 2 and 3?*
5. *What is your quotation for this work?*

For questions 1-4, please clearly show your thinking and demonstrate that you have the ability to do the work. For question 5, please provide a clear breakdown of costs.

In addition to the above, you are asked to:

6. *Provide a brief synopsis of your company/team/organisation.*
7. *Confirm that, if successful, you have, or will put in place, the following insurances:*

<i>Employers Liability</i>	<i>£10 million</i>
<i>Public Liability</i>	<i>£5 million</i>
<i>Professional Indemnity</i>	<i>£1 million</i>
8. *Provide, if requested, financial information in order for us to assess your financial health.*
9. *Provide, if requested, a copy of your:*
  - Health & Safety Policy*
  - Quality Assurance Policy / Statement*
  - Environmental Policy / Statement*
  - Data Protection & Privacy Policy*
10. *Completed the Statement of Non Collusion (see foot of this document).*
11. *Keep submissions open for acceptance for 90 calendar days following the closing date.*



## 4.1 How we will Score Submissions

Questions 1 - 4 will be scored out of 5 using the following criteria:

### 0 Points

#### No response or partial response

Poor evidence provided in support of submission. Does not give Slow Ways confidence in the ability of the team to deliver the Contract.

### 1 Point

#### Weak Response

Submission supported by a weak standard of evidence in several areas. Concern about the ability of the team to deliver the Contract.

### 2 Points

#### Satisfactory Response

Submission supported by a satisfactory standard of evidence in most areas. Lacking in some detail/evidence giving rise to some concerns about the ability of the team to deliver the Contract.

### 3 Points

#### Comprehensive Response

Supported by a good standard of evidence. Gives Slow Ways confidence in the ability of the team to deliver the contract. Meets our requirements.

### 4 Points

#### Very Good Response

Comprehensive submission and supported by a high standard of evidence. Gives Slow Ways a high level of confidence in the ability of the team to deliver the contract. Exceeds our requirements in some respects.

### 5 Points

#### Excellent Response

Very comprehensive submission and supported by a very high standard of evidence. Gives Slow Ways a very high level of confidence in the ability of the team to deliver the contract. Exceeds our requirements in most respects.

Question 5 will be scored out of 5 using the following criteria:

The team(s) with the lowest quotation will receive **5 points**, the next lowest **4 points** and so on. All teams who submit a quotation will receive a minimum of **1 point** for question 5. *Your quotation should include VAT and a breakdown of how costs have been allocated.*

Questions 6 - 11 are pass or fail.

**The total amount of points available is 25.**



## 4.2 Further Instructions and General Information

This Request For Quotation process will be advertised on the Slow Ways website and social media feeds. It may also be distributed to organisations we are aware of that offer these services.

All clarification questions must be emailed to [julian@slowways.org](mailto:julian@slowways.org) only. In the interests of fairness, we will distribute questions and responses (without identifying the author of the question) on our website except where we consider the question and response to be commercially sensitive.

Teams must submit a response within the timeframes specified in the timetable. Submissions received after the deadline will not be considered.

Acceptable file formats for attachments are Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Adobe PDF.

The issue of a signed Contract shall constitute the Slow Ways acceptance of the Quotation. The successful team shall not commence any work related to this Request For Quotation post-award without being in possession of a signed contract signed by all parties.



## Statement of Non-Collusion

To: Slow Ways CIC

We recognise that the essence of competitive quotations is that Slow Ways will receive bona fide competitive submissions from all teams. We therefore certify that this is a bona fide quotation and that we have not fixed or adjusted the amount of the Quotation or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.

We also certify that we have not done, at any time before the hour and date specified for the return of this Request for Quotation the following:

1. communicate to any person other than Slow Ways the amount or approximate amount of our proposed Quotation, except where the disclosure, in confidence, is necessary to obtain any insurance premium quotation required for the preparation of the Quotation;
2. enter into any agreement or arrangement with any other person that he shall refrain from submitting a Quotation or as to the amount included in the Quotation;
3. offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person doing or having done or causing or having caused to be done, in relation to any other actual or proposed Quotation for the contract any act, omission or thing of the kind described above.

In this certificate, the word “person” shall include any person, body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such information, formal or informal, whether legally binding or not.

For and on behalf of the submission team:

Name :  
On Behalf Of :  
Date :

Signature \_\_\_\_\_

