

PEAK DISTRICT NATIONAL AUTHORITY

APPROVED LIST FOR 'Provision of Research and Data Services to the Peak District National Park Authority'

REFERENCE PDNPA/S&P/RESEARCH2022

Return Date: 28/01/2022

Return Address:

FAO Emily Fox
RE: PDNPA/ S&P/RESREARCH2021
Peak District National Park Authority
Aldern House
Baslow Road
Bakewell
Derbyshire
DE45 1AE

To respond to this request for expression of interest to be placed on the Authority's Approved List, please complete the expression of interest form below and return to the address above no later than the return date of 28th January 2022.

A. Approved List Objectives

- The object of the approved list is to provide the Authority with Research and Data Services.
- This is an invitation to express an interest to supply the Authority with the Services.

B. Service specification

We require market research companies and field service firms to work with us to help collect, report, supply and analyse data for the Peak District National Park Authority. Depending on the Research Brief, the specific research services required by the Peak District National Park Authority may change.

1. Services required:
 - a. Research Consultants / Market Research Firms
 - b. Field Service and Tabulation Firms
 - c. Data Preparation and Analysis
 - d. Data Supply
 - e. Online and/or Fieldwork capacity

C. Approved List award Criteria

1. The Consultant must meet the following criteria:

- Be able to demonstrate professional competence. This includes:
 - 1..1. Consultants shall be able to demonstrate that they are technically competent and qualified to undertake the Services;
 - 1..2. Provision of a written declaration which states that the Consultant and its employees can operate with independence, impartiality and integrity and that personnel carrying out the work are adequately trained for all aspects of the work taking place.
- Compliance with the Authority's Standing Orders;

- Evidence of an insurance policy in force with reputable insurers in respect of the Consultant's liabilities:
 - 1..1. To the Authority and to any of their employees;
 - 1..2. To the employees of the Consultant;
 - 1..3. To the public and any other person (public liability);
in the sum of at least [£5,000,000 (FIVE MILLION POUNDS)] in respect of any single claim required); and
 - 1..4. Professional indemnity in the sum of at least [£1,000,000 (ONE MILLION POUNDS)] in respect of any single claim required (This is only required at the point of any contract being awarded).
- 2. The Authority shall evaluate Expressions of Interest on the following basis:
 - Ability to carry out the Services;
 - Experience and price
 - Accreditation of appropriate Market Research organisation, such as MRS

Weighting of criteria: *60% experience in your area of expertise across any of the services listed in item B Service specification and 40% Price.*

D. Approved List process

1. **To respond to Approved List request, please complete the attached Expression of Interest form and return it by email to the address below no later than the Return Date of [28/01/2022].**

**The title of the email should read: 'EXPRESSION OF INTEREST FOR APPROVED LIST REF: PDNPA/S&P/RESEARCH2022
FAO Emily Fox
Emily.fox@peakdistrict.gov.uk**

2. Please note that the Authority accepts no responsibility for any problems arising from the Authority's or the Consultant's IT or internet connectivity and that the current maximum size of any email receivable by the Authority is **10mb**.
3. Expressions of Interest received after the Return Date will not be considered.
4. Following evaluation, any person submitting an Expression of Interest by the Return Date and satisfying the criteria will be notified within 6 weeks of the Return Date that they will be placed upon the Approved List.
5. The Approved List shall be for a term of 2 years from the Return Date.
6. Award of contracts:
 - a. The Authority will notify such number of the Consultants as it determines of the Services it requires from time to time and such Consultants shall be given the opportunity to assess each job individually. A Consultant's response to a request does not guarantee an award of contract.
 - b. Services will be awarded on a call off basis by contract.
 - c. The value of any contracts issued under this Approved List to each Consultant shall not exceed £25,000 exclusive of VAT in any 12 month period.
7. A Consultant may be removed from this Approved List with immediate effect on written notice from the Contract Administrator if:

- a. there is a material change in the Consultant's Expression of Interest Form or their circumstances materially change;
 - b. they are in breach of any contract issued under this Approved List (or any other contract with the Authority);
 - c. if the Consultant behaves in a way that the Contract Administrator considers to be contrary to prevailing community standards, be in conflict with the interest of the Authority (as a planning authority or otherwise) or may be regarded by the public as unacceptable, or which may be detrimental to the general reputation of the Authority by its continued association with the Consultant.
8. Any Consultant may withdraw from this Approved List by giving written notice to the Contract Administrator at any time.

E. Detailed Conditions applying to any contract awarded

1. All contracts shall be in the Authority's standard form and shall incorporate the Authority's standard terms and conditions, which are available on request.
2. The contract shall contain provisions relating to:
 - a. General Data Protection Regulations, where each party shall comply with its obligations under the Data Protection Act 2018 and General Data Protection Regulation ((EU) 2016/679) (including provisions agreement of the control and processing of data); and
 - b. Intellectual Property Rights, where it is agreed that all intellectual property rights arising from the Services shall vest solely in the Authority.
3. The Consultant will be responsible for health and safety during any contract. Risk assessments and method statements will be provided by the Consultant if requested.
4. The Consultant will inform the Contract Administrator if it becomes aware of any conflict of interest arising from the performance or the Services (or a request to perform any Services).
5. [Save in connection with the performance of any Services, the Consultant and its employees must only make contact with the Authority's staff engaged or connected with the Authority's planning department by way of formal appointments and meetings. All other contact with any Member of the Authority or its staff shall be wholly via the Contract Administrator].
6. [The Consultant (and its staff performing the Services) will sign a Confidentiality Agreement prior to performing any Services].
7. The consultant will be expected to cover their travel expenses.

G. Glossary of terms

"Approved List" means a list of approved Consultants created under the Authority's standing orders for procurement

"Authority" means the Peak District National Park Authority

"Consultant" means a consultant (being a company or otherwise) appointed under this Approved List

"Contract Administrator" means an officer of the Authority administering contracts issued under this Approved List

"Expressions of Interest" means responses to an Approved List request attached

"Return Date" means the return date for Expressions of Interest