Introduction

The Yorkshire Dales National Park Authority and Yorkshire Dales Millennium Trust recognise that the profile of visitors to the National Park does not reflect that of surrounding communities. We are also looking to play our part in improving the health and wellbeing of people within the National Park and areas which are close to it.

We aim to build on work that both organisations have already delivered by targeting areas where we can provide the greatest benefit. To help us achieve this we wish to commission research to investigate the need for a project that would engage with people from under-represented and/or vulnerable groups and provide opportunities for physical exercise and mental wellbeing in the Yorkshire Dales National Park. The research will be split into two stages. This brief is for the first stage. Its findings will inform the brief for the second stage.

First stage brief

The purpose of this research is to review existing data to identify the communities and groups which would gain the greatest potential benefit.

It is essential that project participants live within easy reach of the National Park and for that reason this research is focussed on the area up to 30km (20 miles) from the National Park boundary. However, this boundary is not the same in all directions as there is a stronger connection with communities and the presence of other National Parks needs to be taken into account. The attached map shows the study area.

This research should identify the geographical areas where available data shows high indices of:

- People from Black, Asian and Minority Ethnic (BAME) backgrounds;
- People with a disability or a long term health condition;
- Low physical activity rates;
- Areas/pockets of high deprivation;
- Increased levels of obesity and high weight.

To be useful these geographic areas need to be identified as closely as possible. In your submission you should give an indication of the level of detail you will be able to provide.

The output of the research should be in the form of a number of overlapping layers of data which will give a visual representation of the areas of greatest need. There should also be a text description of the communities.
3. **The consultant**

3.1 We are looking for a consultant with knowledge of navigating the large number of existing data sets which are available and the ability to present these in a meaningful way. Information should be drawn from official data sources such as:
- Census data
- Office for National Statistics
- Public Health England
- Active Lives Survey
- Local Authority data

4. **Project supervision**

4.1 The contract will be managed by Catherine Kemp – Education and Events Manager, Yorkshire Dales National Park Authority. Contact: Email: Catherine.kemp@yorkshiredales.org.uk Phone: 01756 751641

5. **Timetable**

5.1 Quotes must be received by noon on Friday 21 July 2017. The research needs to be completed by 29 September 2017.

6. **Submission of quotes**

6.1 Your submission should include:

   a) The names, qualifications, and relevant experience of each person who will be involved in the contract and how work will be divided between them.

   b) An indication of how you propose to undertake the specific requirements of the brief.

   c) Details of the GIS format you would be able to provide the data in, or other presentation method.

   d) Details of previous relevant experience of your company in carrying out similar work.

   e) Details of appropriate industry standard qualifications, quality marks and relevant awards.

6.2 Quotes will be evaluated on a quality and cost basis. The National Park Authority is not bound to accept the lowest or any quotation.

7. **Terms and conditions**

7.1 The contract will be subject to our standard conditions of contract, and will be on a fixed fee as quoted.
8  **Invoicing arrangements**

8.1 We will pay all invoices prepared in accordance with the contract document within 30 days.

9  **Data Protection and Freedom of Information**

9.1 Each of the Parties undertakes to comply with its obligations under the Data Protection Act 1998, and in particular not to disclose any personal data as defined by that Act in relation to any individual unless the relevant conditions permitting such disclosure are met.

9.2 The Parties acknowledge that the Authority is subject to the provisions of the Freedom of Information Act 2000, and that this Agreement does not constitute or contain any obligation of confidentiality.

9.3 In any case where the Authority receives a request for information under the Freedom of Information Act 2000, the Contractor shall on request take all reasonable steps to assist the Authority to comply with it in accordance with the law.

10 **Canvassing etc**

Any Contractor who canvasses any member or officer of the Authority directly or indirectly relating to this contract will be disqualified.

Any Contractor who:

a) fixes or adjusts the amount of his bid by arrangement with any other person; or

b) communicates to any person other than the Authority the amount of the tender (except where made for insurance purposes); or

c) enters into any arrangement with other organisations or individuals to the effect that they will refrain from bidding or as to the amount of any tender to be submitted; or

d) offers or pays any sum of money to any person to induce such a person to accept the bid

then the contractor will be disqualified from presenting a tender and may be subject to both civil and criminal liability.
CONDITIONS OF QUOTATION

1. Any quotation received after the specified time will be returned promptly to the firm concerned unless we are satisfied that there is evidence of posting in time for delivery by the due date in the normal course of post delivery and that the other quotations have not been opened. Late quotations will be opened for purposes of identification only and no details will be disclosed.

2. Persons quoting will not be allowed to alter their quotes after the date fixed for the receipt of quotations but arithmetical errors may be corrected if found to have been made inadvertently.

3. The National Park Authority is not bound to accept the lowest or any quotation.

4. Quotations should be based on the complete specification and persons quoting should not make amendments to the specification.

5. Where an appropriate British Standard Specification or British Standard Code of Practice issued by the British Standards Institution is current at the date of quotation, all goods and materials used or supplied and all workmanship shall be in accordance with that Standard.

6. All persons quoting will be informed whether their quotation has been accepted or not within 15 days of the final date of its receipt.

7. Successful contractors wishing to be exempt from tax at source must provide a copy of their exemption certificate (714).

8. Successful contractors must provide evidence of suitable Public Liability Insurance cover before work commences.

9. All contracts must adhere to Health & Safety regulations applicable to their particular method of operation. Risk assessments must be made available, to the National Park Authority, on request

10. Where applicable successful contractors/consultants must provide agreed levels of Professional Indemnity Insurance Cover.
Research boundary

Scale 1:700,000