

# Wild Fishing Wales Project

Part of Communities and Nature (CAN)



**WILD  
FISHING  
WALES  
PYSGOTA  
GWYLLT  
CYMRU**

## Frequently Asked Questions for potential delivery agents

Revision 2: 20 November 2009

<b>GENERAL QUESTIONS</b>		
G1	Who are the key points of contact for the project?	<p>The key contacts are:</p> <p><u>For general enquiries about WFW:</u>  <a href="mailto:wildfishingwales@environment-agency.gov.uk">wildfishingwales@environment-agency.gov.uk</a></p> <p><u>Procurement queries (in relation to tendering for the works)</u>            Julie Dyer            WFW Procurement Officer  <a href="mailto:julie.souter@environment-agency.gov.uk">julie.souter@environment-agency.gov.uk</a></p> <p><u>Technical Queries and WFW project queries:</u>            Ben Wilson            WFW Project Executive  <a href="mailto:ben.wilson@environment-agency.wales.gov.uk">ben.wilson@environment-agency.wales.gov.uk</a>            077 2139 0104</p> <p><u>Marketing and Training Queries:</u>            Rhys Llywelyn            WFW Marketing and Training Officer  <a href="mailto:rhys.llywelyn@environment-agency.wales.gov.uk">rhys.llywelyn@environment-agency.wales.gov.uk</a>            0134 144 0756</p> <p><u>WFW Project Delivery Queries</u>            Richard Hancox            WFW Project Manager  <a href="mailto:Richard.hancox@environment-agency.wales.gov.uk">Richard.hancox@environment-agency.wales.gov.uk</a></p>
G2	How do you find out more about WFW, CAN, WEFO and the procurement process?	<p>The following websites will provide useful information:</p> <p>The <a href="#">Wild Fishing Wales</a> Website            The <a href="#">Agency</a> website            The <a href="#">CCW website</a>            The <a href="#">WEFO</a> website            The <a href="#">Sell2Wales</a> website</p>
<b>MATCH FUNDING QUESTIONS</b>		
M1	At what stage do we need to confirm match funding?	This would be confirmed at the tender stage

M2	Does match funding have to be formally in place by the time organisations submit their PQQ?	No, but the Agency would expect delivery agents to have a strong indication of where the match funding is coming from. If a project is successful, it will be a condition of the contract that the match funding is in place.
M3	Can we submit a proposal for a site that has benefited from European money in the past?	Yes, as long as it adds value to the previously funded project and is not a top up.
M4	Could our preliminary costs, e.g. for completing application forms, be regarded as match funding?	No. Normally match funding is only eligible once the project has been approved. Preparation time for a project is not eligible as match funding.
M5	Can works we are currently undertaking be considered as our match funding.	No. All expenditure on the project must be incurred after the project is awarded.
M6	Is staff time eligible as match funding?	<p>Staff time is not an in-kind contribution, it is a cash contribution. If you use staff time as a cash contribution, you would need, for audit purposes, to record 100% of the staff member's time, and then highlight that percentage of it that was spent on the project. You will be required to provide the following evidence of expenditure as a minimum:</p> <ul style="list-style-type: none"> <li>• Signed time sheets using a template provided by WEFO</li> <li>• Copies of staff payslips to show the rate of pay for a member of staff</li> <li>• Bank statements showing that salaries have been paid from your organisation's account</li> </ul>
M7	When using staff time as match funding what hourly rate should be used? The real costs or set rates?	Actual costs should be used and evidenced via timesheets and payroll.
M8	Can match funding be in kind? If so, what is the percentage?	Yes, match funding in kind can be used. The delivery agent may provide up to 10% of the total project costs as in kind. The remaining contribution (a minimum of 10% of total project costs) must be in cash.

M9	Can we use volunteer time as part of the 20% delivery agent match funding?	Yes, but only for up to 10% of the total project costs, so long as the volunteer time is being used specifically on the project, and accurate signed timesheets are kept. Also the appropriate rate should be used for the tasks being carried out. (See point M11 below)
M10	What are the volunteer time rates?	This is the link to WEFO's guidance on volunteer time: <a href="http://wales.gov.uk/docs/wefo/publications/applyingforfundingguidance/090521matchfundinginkinden.pdf">In-kind match funding guidance note, May 2009.</a> <a href="http://wales.gov.uk/docs/wefo/publications/applyingforfundingguidance/090521matchfundinginkinden.pdf">http://wales.gov.uk/docs/wefo/publications/applyingforfundingguidance/090521matchfundinginkinden.pdf</a>
M11	Could volunteer time used towards developing a tender be counted as in-kind match funding?	No. There is no facility within WFW to cover preliminary costs, and this includes monies and in-kind gathered prior to contract award.
<b>FINANCIAL QUESTIONS</b>		
F1	What is 'eligible expenditure'?	See the document - <a href="#">Welsh National Rules</a> on the Eligibility of Expenditure of the 2007-2013 Structural Funds Programmes for further information. .
F2	What is the value of the available funding for the tender rounds?	The approximate allocation of funds for improvement projects for the 4 rounds is listed below.  Round 1 £250,000 Round 2 £500,000 Round 3 £500,000 Round 4 £250,000  Please bear in mind only 45% of this is ERDF, the rest is match funding delivered by the Agency and the project delivery agents.
F3	Is there room for retrospection (i.e. can we claim for expenses already incurred?)	Not within CAN
F4	Can we claim preliminary expenditure, i.e. for money spent before the contract is signed, for example planning permission and architects fees?	No, the Agency is not able to cover preliminary costs.

F5	Is there a minimum project cost ?	There is no minimum project cost to any of the rounds. No project however must exceed £130,000.
F6	Can third sector organisations claim quarterly in advance?	Each case will be looked at individually and agreed between the Agency and the third sector organisation. Round one tenders will be receiving 35% of the project costs up front on signing of the Agreement with the Agency. It is likely that this will also be the case in future rounds.
<b>GENERAL PROCUREMENT QUESTIONS</b>		
P1	How will the projects be selected?	The projects will be chosen on a 2 stage selection process comprising a pre <u>Qualification Questionnaire</u> and <u>Tender pack</u> for completion by parties.
P2	What do I need to do to apply for funds?	The application process is discussed in detail in the Briefing Note. In summary you will need to: <ol style="list-style-type: none"> <li>1. Register your organisation on Sell2Wales</li> <li>2. Express an Interest when the Contract Notice is advertised</li> <li>3. Submit a PQQ</li> <li>4. If your PQQ is successful, submit a tender return</li> <li>5. If your tender is successful, you will need to sign a Collaborative Agreement with the Agency prior to commencing work.</li> </ol>
P3	How will I find out about upcoming opportunities to tender.	There are many ways you can find out about when and how you can bid for the works. <ol style="list-style-type: none"> <li>1. Information will be provided at WFW Seminars</li> <li>2. On the WFW website</li> <li>3. By registering on Sell2Wales</li> </ol>
P4	How will the four tender rounds be advertised?	All ERDF projects must use Sell2Wales for their procurement activities. At the start of each tender round, a contract notice will be released on Sell2Wales. You will need to register on Sell2Wales to receive this notification. The WFW Briefing Note available on the WFW website provides details of this process. The advert will be placed for approximately one month and parties must send an email to the Agency's

		procurement team to express an interest.
P5	How do I register on Sell2Wales?	Guidance is provided in the WFW Briefing Note. You will need to register under a specific CPV code to receive the notice.
P6	What CPV will the tender notices on Sell2Wales will be using?	The CPV (Common Procurement Vocabulary) code that the WFW notice is advertised under is: <b>77700000 - Services incidental to fishing.</b>
P7	Is this a paper based process, or is there room for face-to-face contact? Will staff be able to call on organisations and meet them?	The WFW team will be able to meet with organisations if necessary. However, ideally communication should be via email and telephone.
P8	Are we allowed to work with private companies?	Yes, private companies are allowed to lead or subcontract. See <a href="#">WEFO rules on expenditure eligibility</a> on sole traders and private individuals. Private companies are not eligible for up front match payments
P9	Would a delivery agent need formal arrangements on partnership working if they were heading a multi-partner project?	The Agency will have a formal arrangement with the delivery agent, which makes the latter responsible for the delivery of the project – it is therefore assumed that the delivery agent would want the security of a formal contract with the other partners as well.
P10	If you have a second delivery partner, at what point do you have to formalize the arrangement (i.e. have a formal contract with them)?	Only when the contract with the Agency is being signed.

P11	Would it be possible to submit a preparatory project in one tender round for a bigger project to be submitted under a subsequent tender round?	<p>There are two problems with this:-</p> <p>i) Each project, small or large, needs to meet the Aims of WFW and CAN and cannot be merely preparatory for something else.</p> <p>ii) Because all projects will be selected via a selection panel, if the first preparatory project were selected, there is no guarantee that the follow-on project would be selected in another procurement round.</p>
P12	How many Tender rounds will there be?	It is likely that there will be four tender rounds scheduled from July 2009 to late 2011.
P13	Approximately how long will the process take?	<p>The Agency estimates it will take 4 to 6 months from contract notice to contract award. This comprises of</p> <ul style="list-style-type: none"> <li>• 1 month for Contract Notice and EOI</li> <li>• 1-2 months for PQQ phase</li> <li>• 1-2 months for tender phase</li> <li>• 1 month for project award phase</li> </ul>
P14	When was the first Expression of Interest (EOI) released?	The first EOI was released in July 2009 and the closing date was August 2009. The next EOI is schedule to be released in December 2009.
P15	Is there a timescale for awarding round one contracts?	Contract award for round one will be from January 2010 to February 2010
P16	What and when is the next round? What are the timescales for bids and decision-making?	Information on timescales will be contained within each separate contract notice . We hope to launch the second tender round by the end of the year.
P17	Would it be possible to get sufficient warning about when the different tender rounds are to be put on Sell2Wales, to enable plenty of time for preparation	As soon as we have been through the procedure once, we will know the timescales involved. At that point we will draw up a timetable of when the different Lots will be put on <a href="#">Sell2Wales</a> and make this timetable available on the <a href="#">Wild Fishing Wales</a> website.

P18	Our organisation has missed the Seminar that was held, can we still bid for money?	Yes. You can obtain the latest information by registering with <a href="#">Sell2Wales</a>
P19	Does it matter if the costings that we submit at the tender phase are different from those submitted in the PQQ?	No, that is acceptable.
P20	Does it matter if the project has changed from that submitted in the PQQ?	The tendered project should only differ from that in the PQQ if this has been agreed with the WFW team in advance.
P21	Our organisation is interested in bidding; can you give us an indication of how successful we are likely to be?	We cannot comment on the likely success of your project, only what the WFW and CAN objectives are.
P22	I am a new business without a track record; would it be worth me applying?	The WFW project is open to all, please refer to the PQQ to decide whether you consider you meet the required criteria.
P23	If the Agency has allocated £500,000 to a particular procurement round, how do they envisage it will be divided up – between 4 big projects or between lots of small projects?	The Agency have no preset proportions of how the money is to be divided up – it depends entirely on the quality of the projects submitted.
P24	Will I receive feedback if my project is unsuccessful?	Yes. Please contact the Agency for feedback on your submission. You may use this feedback to develop the idea further and re-submit at a later round.
P25	If a project idea is unsuccessful in this round can it be entered again in any future rounds?	The Agency will be de-briefing unsuccessful project ideas. You may use this feedback to develop the idea further and re-submit at a later round.

P26	What kind of legal agreement will our organisation have with the Agency if our project is successful.	The Delivery Agent and the Agency will sign a Collaborative Agreement which outlines the legal obligations of both parties for the project. The Agency will be providing this document.
<b>PRE QUALIFICATION QUESTIONS</b>		
Q1	My organisation does not have a Welsh Language Scheme (e.g. HQ is based in England).	If you do not have your own Welsh Language Scheme, you will be expected to adopt and comply with the Agency's Scheme, found on <a href="http://www.environment-agency.gov.uk/static/documents/Utility/wls_english_1870797.pdf">the Agency's website</a> . <a href="http://www.environment-agency.gov.uk/static/documents/Utility/wls_english_1870797.pdf">http://www.environment-agency.gov.uk/static/documents/Utility/wls_english_1870797.pdf</a>
Q2	Can you explain the term RIDDOR?	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. For further information, please visit the <a href="http://www.hse.gov.uk">HSE</a> website.
Q3	If it is a multi-party project, would all parties need to be able to answer all questions in the PQQ?	No, but the lead partner should be able to.
Q4	What if a small or newly formed organisation does not have access to or has not set up any of the policies described in the PQQ and tender document?	This will not automatically disqualify you from the process. The Agency would expect an organisation to work towards and implement such policies while developing project ideas during the tender phase. Help and advice can be given by the <a href="http://www.wcva.org.uk">Supplier Development Champions</a> and SET teams ( <a href="mailto:3set@wcva.org.uk">3set@wcva.org.uk</a> )
Q5	We are asked to list past relevant project experience in the PQQ. What if we've undertaken projects that are not applicable or similar to WFW?	The Agency would like you to demonstrate the ability to deliver projects by showing previous experience. Make the projects as applicable as possible.
Q6	If we have more than one project that we would like to submit to one round, do we fill out just one PQQ, listing the different projects, or do we fill out a PQQ for each project.	You fill out a separate PQQ for each project.
Q7	To pass this PQQ, what is more important, the project idea or the supplier taking the lead?	Procurement requires the testing of the market, and therefore the short listing of organisations that have the capability of delivering. The PQQ will therefore be used to short list capable organisations with eligible project ideas that meet the

		overall objectives of the WFW project.
Q8	What is the timescale between the PQQ round and being asked to tender?	We endeavour to issue Invitations to Tender within 4 weeks of the receipt of PQQs. For round one of projects, the tender documents should be released in early December.
Q9	I am on holiday for 2 weeks, is there likelihood I might miss the PQQ?	Bidders will have a minimum of 3 weeks to submit their PQQ. Each contract notice will be available on <a href="#">Sell2Wales</a> website.
Q10	Do Local Authorities need to submit their accounts to the EA in their PQQ?	Not if they wish. The Agency already has access to LA accounts.
<b>TENDER QUESTIONS</b>		
T1	The tender asks the bidder to declare details of any potential conflict of interest that might jeopardise the relationship between the Agency and the Potential Partner. What if I have friends/family who work for the Agency?	The Agency would like organisations to declare if any of the project staff are related domestically or commercially or have any regular social contact. This will mitigate the risk of anything that might lead to allegations of collusion or favouritism
T2	Do I have to implement both a habitat and access projects	Yes. All projects must include both habitat and access components.
T3	Can I offer week tickets instead of day tickets at my fishery?	Ideally we would like access to fisheries to be as open as possible. We would ask you to consider day or weekend tickets
T4	Do I have to lower the cost of my day tickets?	No, but ticket prices should be reasonable for the quality of fishing on offer.

T5	There are no marks awarded for the geographic area of the project.	In this round we are not looking at geographical spread, but we may do in future rounds if we find that distribution of projects is not even.
T6	Will the Agency be conducting site visits as a part of the tender phase?	The Agency will hold site visits with successful PQQs prior to the issues of the tender documents. The purpose of these visits is to gain a better understanding of the proposed project and to discuss any queries arising from the PQQ, for example eligibility rules.
T7	If an organisation fails on one selection criteria (i.e. scoring <2) does that mean that the tender fails completely?	Yes.
<b>PROJECT DELIVERY QUESTIONS</b>		
D1	What is the lifetime of the programme?	All projects should finished within the agreed timescales for that round (typically 1 year). All projects must finish by September 30 <sup>th</sup> 2013.
D2	Is there a realistic expectation that smaller organisations can successfully adhere to the project delivery process?	We have tried to put everyone on a level playing field but organisations with limited resources must consider what they would do if their costs overran.
D3	How long should infrastructure last?	Infrastructure must last for at least 5 years after the project ends.
D4	I would like to rebuild an existing car park or bridge as part of this project. Is this eligible?	Repair and maintenance is not eligible under the project. Therefore if you are replacing an existing asset with a similar asset this will not be eligible under WFW. The project is designed to support opening up new access to areas.
D5	What is the minimum age for beneficiaries?	14 years.

<b>TRAINING AND MARKETING QUESTIONS</b>		
TM1	What kind of training is allowed under WFW?	We plan to develop an NVQ qualified training course for angling guides. Further details about this will be provided at a later date.
TM2	How do I get on the angling guide training course?	This will be advised at a later date. For updates either look at the Agency website or contact Rhys Llywelyn (refer question G1 for contact details).
TM3	Once I've been on the angling guide training course, will I have continuing obligations to the project	There are expectations for the attendees of the training courses but not obligations (for example involvement in marketing activities, and local fisheries)
TM4	Are tourism "brown signs" eligible costs?	We are seeking clarification on this from WEFO and will let you know in due course.