

Clarifications

The following questions were received on 4th January 2021:

1. Are the timelines as set out in the Timetable still in force please (i.e. have there been any changes since the tender document was published)?

Yes, the timelines as set out in the timetable are still in force. There have been no changes since the tender document was published.

2. The instructions require the Method Statement to be no more than 10 pages setting out how the bidder will meet the "Specification". Does the Method Statement, therefore, need to include things such as business continuity arrangements and staffing/resource management?

No, these could be included under the following sections, which can be separate from the method statement (although you may also wish to refer to them in the Method Statement):

- Governance, risk management and business continuity arrangements

An overview in order to satisfy LGBCE that its contractor has sound processes, policies and arrangements. You should also confirm that you meet the insurance requirements.

- The proposed team

Details of the proposed team: Names, level, qualifications/CV, details of experience/skills necessary to carry out the work, proportion of the work to be carried out by each.

3. Under Evaluation Criteria, where the instructions refer to "details of your policies which deal with ethics, potential conflicts, independence and compliance with regulatory and professional bodies", does this mean that you do not necessarily want us to submit the policies themselves?

We have not specifically asked for copies of policies; however you should provide us with sufficient detail to cover these points. You may include the policies if you wish.

4. Would we be able to see your responses to any other queries that other potential bidders may have raised so far?

We have not received any other queries. We will publish your query (anonymised), our response and any other queries received before the end of the tender period on Contracts Finder.