**Provision of Graphic Design Services - Response to Clarification Questions**

**Q) Please could you provide more info regarding the recently published tender, and scope of the work required.**

**A) In relation to the scope of works, the Invitation to Tender (attachment) covers our requirements and can be found under 'More Information', attachment - titled - Invitation to Tender - Provision of Graphic Design Services - Social Work England 10113 - Final.doc'.**

**Update 30/09/2022 - The Invitation to Tender was updated as detailed in the Description of the Tender Notice. The file has now changed to -** [**Invitation to Tender - Provision of Graphic Design Services - Social Work England 10113 - Final-Revision1.doc**](https://www.contractsfinder.service.gov.uk/Notice/Attachment/fc59f216-9258-4123-8a0c-624239045d89)**.**

**Q) Can you provide an indication of budget for the services required?**

**A) With regards to the budget available for this procurement, Social Work England will not be publishing an actual figure that we expect bidders to work to. We expect bidders to state their best estimated costs, to fulfil our requirements during the contract term stated within Invitation to Tender. Tenders will be evaluated on the basis of 30% price and 70% response to method statements. Further detail on how price will be scored can be found at point 17.5 in the invitation to tender document.**

**Q) Can you provide detail on who the existing service provider is if one is in place?**

**A) Social Work England do not hold a contract with a provider for the overall services as this work was done on an ad hoc basis. We’ve now combined our requirements as detailed in the Invitation to Tender (ITT) to seek a Contract with a provider for the duration specified in the ITT.**

**Q) Check if you were accepting copywriters only for the above tender?**

**A) Please refer to section 2 (Aims and Objectives), of the Invitation to Tender, that reads ‘Social Work England are seeking to establish a Contract with a provider’, and section 2.2 that reads ‘pending budget availability for future years, Social Work England may require the successful provider to undertake the following work on an Ad hoc basis’. For this invitation to tender we are seeking a single provider to deliver against all of the services as stipulated in the ITT.**

**Q) Reference the Cost Matrix Table to be completed. Can you provide further detail as to how we should price the service required?**

**A) We have made a revision to the Invitation to Tender, Cost Matrix Table in Part B (Response to Tender), as per Section 12 Social Work England’s Rights, and detailed in the Description of the Tender Notice as an Important update.**

**Q) In reference to Part B (the tender submission document) it appears that Question 5 is a repeat of Question 4. Can we assume that this is an error and should be replaced with the following Question 5 as it appears on page 21 of the ITT Part A.**

**A) We have updated The Invitation to Tender - Method Statement Question 5 of Part B (Response to Tender), to reflect the correct information as per Section 16 Response to Method Statements Table and covered in the Description of the Tender Notice as an Important update.**

1. **Could you please give an indication of the contract's estimated value?**
2. **With regards to the estimated Contract value, Social Work England will not be publishing an actual figure that we expect bidders to work to. We expect bidders to state their best estimated costs, to fulfil our requirements during the contract term stated within Invitation to Tender. Tenders will be evaluated on the basis of 30% price and 70% response to method statements. Further detail on how price will be scored can be found at point 17.5 in the invitation to tender document.**

**Where you have stated to include 'an hourly/day rate card for the ad hoc activity listed including copywriting, copyediting and photography to indicate costs' - where should this be provided on the table?**

**A) The wording above the cost matrix has been updated as follows to provide further clarity - Please include an hourly/day rate card for the Services list in clause 4 and Ad hoc Services listed in clause 5, either by adding this onto the table below (extra columns/rows can be added if required), or as a separate appendix (i.e., excel sheet).**

**Q) Please could you confirm whether we only provide costs for the highlighted green sections in the pricing table?**

**A) The wording above the cost matrix has been updated as follows to provide further clarity - Green shading reflects the dates for the expected period of work for each report/product, that potential providers will be expected to undertake. Potential providers should also populate the corresponding overall cost Inc. VAT/assumptions).**

**Q) Please could you provide more information on the translation services required (e.g., languages)?**

**A) The translation services potentially required would be translation into easy read format rather than other languages.**

**Q) Further to the above, do these translation services need pricing and do we add them to the pricing table?**

**A) This service should be provided within the rate card – e.g., hourly rate or by product as per the instructions with the Invitation to Tender. This is the same for all other Ad hoc Service requirements.**

**Q) The updated pricing table still does not function properly and does not propagate the VAT columns.**

**A) The table does not contain formulas, and therefore all calculations will need to be performed and inputted manually by potential providers. There is a risk that if Social Work England provide spread sheets that contain formulas to calculate costs, then we may be liable if the spreadsheet does not perform the calculations as it should.**

**Q) In reference to Tender 10113 - P*rovision of Graphic Design and Copy-editing Services*, we would like to clarify if the tender procedure is open to companies from all over the world, or if it is restricted to companies from the UK.**

**A) As this tender opportunity is below the World Trade Organisation’s** (“**WTO**”) **threshold value, Social Work England have decided to keep this tender opportunity to UK bidders only. This is to help support aspects including domestic supply chains, attracting new entrants to government markets, and supporting UK wide recruitment.**

**Q) Can we have an indication of spending on the services now included in this procurement, for each year over the last 2 or 3 years?**

**A) Social Work England can confirm that the spend has been roughly 16 to 18k since the beginning of 2020 on the main reports (except the Strategy report, of which the early 2023 is the first) listed in the required services of the Invitation to Tender. Please bear in mind that Social Work England only came to inception mid-December 2019.**

**Q) Will we need to supply a text only version for the online version?**

**A)**  **No, Social Work England manage this ourselves. The text only version will be sent to them to create the artwork. Any amends to text once we’re at design stage, we will manage the text only version, the supplier will only manage the designed version.**

1. **Are you able to supply a direct link to the Social Work England’s large print annual report and accounts 2021 to 2022**
2. **The large print version isn’t hosted online, so we cannot share a link to it. If potential providers require a copy of the large print version, please email** [**tenders@socialworkengland.org.uk**](mailto:tenders@socialworkengland.org.uk) **to request this. \*\*Please note that the deadline for clarification questions from potential providers passed on 07.10.2022, so we will not accept any further questions that are posed along with requests for this document.**
3. **Is large print only needed for the annual reports? It isn’t mentioned on the other two documents so the assumption is it’s only required for the annual report.**
4. **Yes, this is correct.**
5. **Is the printable version only required for the annual report? It seems as though the other two are digital, but you mention print ready artwork is also required. If print ready is required across all, there will be 3 variations required for the report (Digital, Print, Large format) and 2 for the State of the Nation and Corporate Strategy, with the potential requirement for a text only version of each. (7-10 total outputs).**

**A) We would require print-ready versions of the annual reports. Digital only versions are only required of the strategy and the state of the nation report currently, but we would discuss with the supplier if this requirement was to change to also include a print ready version.**

1. **Over the 3-year period, are there currently only plans for the 5 documents total (3 x annual reports, 1 x state of the nation and 1x Corporate strategy 2023 to 2026)?**

**A) Within this framework yes. Should any further requirements arse, we would either discuss with the supplier based on their associated rate card or tender for the service separately.**

1. **How many stakeholders/ stakeholder organisations are there and do you have a current review/ approval process. If so, can you outline it for us?**

**A) The review and approval processes vary by document, but all documents will go through several stages of review internally with feedback and amends sent to the designers. Most of the reviews of content will take place to Word versions before design commences. They can expect approximately 2-3 rounds of amends on the state of the nation report and the strategy; and probably 4-5 on the annual report.**

1. **Will the above review/ approval process differ depending on the document being produced?**

**A) Please refer to the answer to previous question posed.**

1. **You mention about looking for innovation, do you have any specific areas you’re looking for innovation within? e.g., digital publication method or print format.**
2. **There are no specific areas that we are looking got innovation with.**
3. **Do you require print management services for the Annual Report?**
4. **No, thank you.**
5. **Will you be sharing the Q&A from all interested parties?**

**A) Yes, all Q/A’s shall be shared on the Contracts Finder as an attachment titled – Response to Bidders Clarification Questions.**