

ReLondon tender: 2024/25 UKSPF Business transformation summative assessment

Responses to tender queries

1. Eligibility of the Consultant:

- Is the tender open to both individuals and consulting firms?

Yes, the tender is open to both individuals and consulting firms. However, individuals must be registered as freelancers or as another relevant contracting entity to participate and must be compliant with any GDPR or data handling requirements associated with treating confidential business data.

- If individuals are eligible, are there any specific requirements regarding citizenship or residency, such as being based in the United Kingdom?

There are no specific requirements.

- Would international consultants be considered, or is physical presence in the UK required for project execution?

Physical presence in the UK is not required for project execution. However, if the bidder operates remotely, the proposal must clearly outline how this arrangement will be managed. This includes addressing aspects such as accessing the necessary data for analysis and accommodating time-zone differences for effective day-to-day project management.

2. Legal Structure of the Contractor:

- Is there a preference or requirement for the legal structure of the contractor (e.g., sole trader, limited company, etc.)?

There is no preference or requirement.

3. Budget and Costs:

- Is there a specific budget range allocated for this project that we should consider when preparing the proposal?

The maximum budget for this project, as stated in the brief, is £25,000 + VAT. While there is no specific budget range, proposals should align with this maximum value. We are prepared to allocate the full amount if the proposal meets or exceeds the scope of work.

- Are there any preferred formats for presenting cost structures in the proposal?

There are no preferred formats for presenting cost structures; however, clarity is essential. Please ensure the following details are included:

- *The total costs of your proposal, presented with and without VAT (if applicable).*
- *Your day rate multiplied by the number of days allocated for delivering the proposal.*
- *A breakdown of staff costs versus other project delivery costs (e.g., travel, subsistence).*

If your delivery and methodology are structured by work package, we would also appreciate a grouping of costs and days of effort per work package.

- Regarding hotel accommodation, public transport, and other travel expenses mentioned in the document, should these costs be included in the proposal budget, or will they be reimbursed directly by ReLondon?

Travel expenses, including hotel accommodation and public transport, should be included within the proposal budget. Please provide a rationale for these costs to demonstrate their necessity for successful project delivery.

4. Evaluation Criteria:

- Could you provide additional details on the scoring system? For example, what specific elements of the proposal carry the most weight in evaluation?

Each proposal will be scored on a scale of 0-100 for each criterion of price and quality. These scores will then be weighted according to the breakdown provided in the brief, with greater emphasis placed on quality over price. We are particularly interested in working with a bidder who presents a sound and coherent methodology for evaluating our business transformation programme.

5. Scope of Work:

- Are there specific areas within impact measurement and analysis that should be prioritised?

Section 3 of the scope of work is a particular priority for us. We are interested in an assessment of the economic contribution and impact of our programme, particularly as it relates to national and local growth policy priorities and in line with UKSPF objectives. We are also interested in understanding the evidence of value for money of our delivery.

- Is there flexibility in the proposed timeline if agreed with the contractor?

As it stands, our contract with UKSPF runs until 31st March 2025, with no current provision for an extension. Consequently, we have limited flexibility with the proposed timeline and are required to deliver a summative assessment of the programme to our funder no later than 14th April 2025. However, if an extension to our existing contract is secured, there may be an opportunity to revisit the timelines, as well as the scope and potential budget for secondary evaluations.

6. Communication and Meetings:

- How frequently do you expect updates or meetings during the project?

Updates and meetings should align with the project delivery schedule. At a minimum, we expect check-ins at the kick-off, halfway point, and project close. Additional meetings can be arranged as needed, such as for decision-making or to address key milestones.

- Will meetings be conducted virtually, in person, or in a hybrid format?

Meetings can be conducted virtually. However, we are open to in-person or hybrid formats if convenient and workable for all parties involved, as long as this keeps costs and travel emissions down to reasonable levels.

7. Access to Data and Resources:

- Will ReLondon provide access to any data, reports, or contacts that are relevant for conducting the impact assessment?

We would like to understand, as part of your methodology, what specific data you require to conduct the impact assessment. Data

points described in the appendices will be made available to the successful candidate, in compliance with our GDPR obligations.

- What level of involvement can we expect from ReLondon's team in supporting the project?

ReLondon will be available to facilitate access to relevant information or contacts, within our capacity, to ensure a high-quality evaluation of our programme. The level of involvement will depend on the methodology employed. Please clearly outline in your proposal the input and time commitment you would require from ReLondon.

10. Key Deadlines:

- Does the final report deadline of 31 March 2025 include time for review and revisions?

No, the deadline for the final report, including time for review and revisions, is 13th April 2025.

- Will there be an interim review of progress before the final submission?

Yes, we anticipate several check-ins throughout the project delivery period to review progress. The frequency of these check-ins will depend on the methodology and key milestones. Please specify in your proposal how many check-ins you consider relevant for your delivery approach.

9. Definition of "Value for Money":

- How does ReLondon define "value for money" for this project?

We are open to suggestions from the successful bidder on how to define "value for money." We expect proposals to be compliant with UKSPF guidelines and to present a compelling narrative aligned with national and local policy priorities. We are also open to discussing and aligning metrics at the start of the project based on data availability. Past metrics have included <GVA created per £1 invested> or <cost per job created>.

- Are elements such as methodological innovation or sustainability considerations included in this definition, or does it solely refer to direct costs?

Yes, we would be open to considering additional factors such as methodological innovation and sustainability when defining value for money.

10. Geographic Considerations:

- Does the inclusion of accommodation and travel cost ranges indicate that the contractor is not required to be based in London?

There is no requirement for the contractor to be based in London. If accommodation or travel costs are incurred, we would expect the bidder to provide a clear rationale for their necessity in delivering the project successfully.

- If contractors are based outside London or the UK, are there additional requirements or considerations to keep in mind?

As noted in the previous answer, if the bidder operates remotely, the proposal must clearly outline how this arrangement will be managed. This includes addressing aspects such as accessing necessary data for analysis and managing time-zone differences for effective day-to-day project management. We are open to remote-only arrangements where appropriate for the delivery of the work.