**Bidder Clarification Questions Written Questions and Answers**

Responses to questions value will be sent to all bidders. All references to the question’s originator will be removed

**Date: 6 April 2020**

**Updated: 9 April 2020**

**Q1: Can you confirm if the budget of £100,000 includes or excludes VAT? I.e. if it includes it, the pre-tax budget is £83,333.**

As stated in the ITT, the ‘budget is £100,000 (including VAT and all expenses)’. VAT is expected to be added at the prevailing rate.

**Q2 Are you happy for bids to offer optional costs that might go beyond the stated budget?**

The budget is £100,000 as stated in the ITT. Optional costs beyond the budget will not be evaluated.

**Q3 There are a large number of diverse audiences to include in the research. It may not be possible within your budget to include all of these. If we need to prioritise certain groups, which ones would ARB consider as higher or lower priorities?**

If this is the case, we would like to hear the bidder’s rationale for prioritisation, which would demonstrate an understanding of the objectives of the research.

**Q4 Can you explain your thinking behind a survey of individual architects (not architecture businesses/employers)? This is one of the boxes ticked under the survey column in your table.**

The box for a survey of Architecture employers is ticked. Individual architects are vital to informing this review.

**Q5 Do you have any estimates or information on the proportion of UK construction firms and local authorities that employ architects?**

The ARB does not hold estimates of this and will be looking to bidders to suggest means of reaching employers of architects.

**Q6 When is the stage 1 review intended to be completed?**

This is intended to be completed by the time of appointment.

**Q7: Does the ARB have email addresses for its 42,000 registered members? How up to date are these email addresses (e.g. based on how often you contact registered members)?**

ARB holds email addresses for approximately 98.5% of the Register. Regularly communication is made to architects by email, and although ARB carries out periodic cleaning procedures, it is reasonable to assume that inaccuracies will reduce that figure to 95.5%.

**Q8 If you do not have emails, do you have any other contact details for your members (other than address)?**

Not applicable

**Q9 The ITT mentions that value for money will be assessed based on costs submitted in the ‘price schedule’. Is the price schedule a specific template you wish us to use (and if so where can access it), or is that just a reference to the set of costs that will be set out in the bid?**

There is no template, but we provided guidance on how costs should be presented in Evaluation Criteria 5:

***“Value for money based on the costs in the submitted detailed price schedule***

*Guidance to tenderers: The total cost should be quoted in sterling (excl. and incl. VAT). Separate aspects of the study (literature review/secondary analysis/initial interviews/survey [including cost per interview]/deliberative inquiry/analysis and reporting/project management) are to be individually priced and attributed to specific members of the project team along with the estimated number of days clearly stated and day rates for project team included (exc. VAT).*

*Fees should be inclusive of the time and travel costs for meetings, face-to-face interviews, etc.”*