

Questions and Answers

No.	Question	Answer
1.	Are we able to discuss the requirements of this tender with UKCES prior to submitting our proposal?	UKCES will not discuss forthcoming or live tenders with individual suppliers as this could result in unintentionally giving them an unfair advantage. We would be pleased to receive, in writing, any questions which you may have.
2.	Can we be placed on a list to be notified of future opportunities of this type?	<p>To be notified of new tenders posted please register on Contracts Finder and subscribe to the RSS / data feed.</p> <p>All suppliers are welcome to bid for our work but we do not operate any kind of preferred supplier list.</p> <p>Each tender is open to all who can fulfil the requirements; simply read the tender documents for any opportunity and respond with the information requested, details of the evaluation criteria and scoring systems are included with each Invitation to Tender.</p>
3.	What is the e-mail size limit for submissions?	<p>E-mails should be no greater than 10MB in size.</p> <p>Any emails which are bordering on the 10MB size limit MAY NOT reach tenders@ukces.org.uk and therefore cannot be considered. All submissions which reach the Tenders inbox will trigger an automated email response confirming receipt. If you do not receive this automated email response your submission has NOT been received and you should contact tenders immediately.</p> <p>Late submissions will not be considered whatever the cause of the delay.</p>
4.	Will UKCES pay for the preparation of our proposal and for expenses for attending an interview?	No – UKCES will not reimburse any costs of preparing any application or for attending an interview.
5.	Who are you looking to recruit?	We will primarily be looking to recruit Researchers, Policy professionals and Marketing professionals.
6.	What are the vacancy numbers you need to recruit to over the next 12 months?	This will depend on government approval which is required prior to starting a recruitment campaign. We are currently waiting on approval for a batch of 9 initial posts.

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7.	What are the vacancy types you need to recruit to over the next 12 months?	Managers and Senior Managers
8.	What's the volume that you expect?	Depending on the role we would expect a high volume of high calibre candidates.
9.	What's the current recruitment process?	Candidates currently complete an application form and then are invited to interview. At interview applicants are asked to undertake relevant assessment tasks, presentations etc.
10.	How have you arrived at the £50K budget?	This is in line with what we have spent under previous recruitment tenders.
11.	Is there room for innovation in the recruitment process? I.e. Would you be open to us advising on enhancements to your current process? Or are you happy with the current process?	We would welcome a discussion about any enhancements which can be made to our current process.
12.	I only started trading under this company name a few months ago. Will the lack of historical financial and commercial information will count against us?	<p>Thank you for your interest in the work of the UK Commission for Employment and Skills. We welcome bids from all suppliers and particularly the SME market.</p> <p>Please complete what you can of the Financial and Commercial Criteria section and where you are not able to provide the requested financial information please indicate why this is the case. If you were successful in securing this work we would simply ask for a statement from your bank showing sufficient cash in bank to ensure business continuity over the period of the contract.</p>
13.	What is the deadline for questions about this tender?	The deadline for questions has now passed and therefore no further questions will be answered.