



St Ives Town Council

Clarification Log – Design Framework

No.	Query	Clarification
001	Is there an overall budget for the project	As set out in the tender pack, this opportunity is to join a framework, not a specific project. The framework will be a small, pre approved group of suppliers we can commission to deliver specific pieces of work. In determining whether the opportunity's for you, be mindful that we are a town council which has a total operating budget of £1.8 million. Some of the typical projects are set out in the tender document - for example designing a tote bag or town map.
002	Is there an opportunity to have a meeting in advance of submitting the tender to get more of an overview of the brief?	All bidders are free to request a clarification discussion by phone, prior to submitting a tender. As above, the tender is to be part of a framework of suppliers rather than a specific brief , as outlined in the tender pack.
003	Are you looking for a framework of individual suppliers, or could there be an opportunity for a company who can do all? We're a full service creative agency, therefore we're inclined to go for all service areas, would that cause problems with the tender process?	Bidders can apply to as many categories as they wish, so long as they can evidence examples of work delivered for each. We are not, however just looking for one supplier, it will be a group of pre-approved contractors we can appoint for future opportunities.
004	Do we need to provide case studies for individual services or can we draw from the same one that covers multiple areas?	Bidders can choose what to submit and whether one project showcases all of the services equally. However we would anticipate a supplier would be want to show the breadth and diversity of their portfolio.

005	Who is looking after the strategic overview for the project ?	The Council's Head of Culture and Community will generally be the commissioning lead.
006	Timelines - when might the first brief come in?	A piece of work could be commissioned as early as July. But please note our responses above that you would be joining a group of suppliers who we can commission future projects from. There is no guarantee of work
007	Local Preference	All tenders will be evaluated and scored as outlined the full tender pack – please see qualitative elements and assigned weighting.
008	Contribution Evaluation	All tenders will be evaluated and scored as outlined the full tender pack – please see qualitative elements and assigned weighting. Please in particular see Document A General Instruction to Bidders.
009	Expectations for Non-local Suppliers	All expectations and requirements are outlined in the full tender pack. Document A General Instruction to Bidders, includes a section on local & sustainable sourcing. We would expect each bidder to include how they would contribute to this as part of their submission.
	Updated 25/06/2024	