**Heat Networks Investment Project – Questions and Answers for the Invitation to Tender** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Question One:** Would bidding for this contract preclude us bidding to deliver the HNIP main scheme?

Answer: If or where any conflict of interest arises it would be for the applicant to advise us how it might mitigate this, in order for BEIS to consider the bid.

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**Question Two:** The ITT mentions a figure of £40,000 as the maximum budget for the project (in section "12.Budget").  In a different section at the end of Annex A entitled "Breakdown of costs" this sum is divided into two categories: events/workshops and promotional material for the HNIP launch.  However, there are no explicit categories for quarterly fixed workstream or event delivery.  Where do these sit in the breakdown of costs?

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Answer:  The budget for events includes the work to deliver events, part from any promotional materials used at the events, and any input from BEIS, including the use of its Conference Centre  is £20,000. The budget for all the other comms work outlined e.g. including all promotional work is £20,000.

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**Question Three: P12 says the events will be full day, but the following paragraph (p13) suggests that they could be half day. Can you confirm the expected length of the events.**

Answer: The six main events are expected to be 9am (registration) to around 4pm close to cover all the topics such as applications and guides.  Any optional events could be shorter e.g. half day.

**Question Four: On P33 a suggested breakdown of costs is provided**

* 1. **Does the £800 per BEIS-hosted event for specialist/consultant fees (speakers, documentation) include an estimate for our time to manage the events or is this purely for external costs?**
  2. **Does the £20k for specialist comms resource include our time to manage the events or is that purely for the development of materials outlined in section 5c?**

Answer: Costs are indicative only and flexibility is encouraged. The management of the BEIS hosted event, which are largely managed by the Conference Centre, will entail preparation of the event, including invitations, identifying attendees and also staff costs in running the event.  The £20k for specialist can include management of the events, but is mostly focused on building more contacts, producing materials and guides, case studies, so some of that work could be covered per event from the other £20K budget.

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**Question Five: The pricing schedule asks for fixed costs per quarter, but there are 7.5 months in the contract. How should we complete this section?**

Answer: Since we are aiming to start the contract from mid August, we have included August-September as one of the fixed cost quarters then for periods October – December and January – March.

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**Question Six:  We have budgeted for printing of agenda and info sheet for each event but not for printing of resources in 5c. Is that in line with your expectations?**

Answer: As stated above, we are flexible on where costs sit.

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**Question Seven: Would any BEIS staff be on hand to support during the events, e.g. with reception, facilitation during the day? If so, how many?**

Answer: Not for the logistics. A good number of BEIS staff will give presentations, sit on panels, can lead break out groups, as required.

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**Question Eight: Could you explain what professional communications products refers to in the pricing schedule? Does that include printing and other materials?**

Answer: This refers to development (and production for events) of:

* 1. Case studies showing a range of exemplar projects in operation in the UK
  2. Key lessons learned from pilot funding scheme (eg pitfalls to avoid, improving quality of evidence etc)
  3. Guides to optimising project technical design, commercial, financial set up
  4. Top tips for preparing applications
  5. Focused guides for different applicant types (eg community groups, buildings owners, social landlords, developers, heavy industry, local authorities etc)
  6. Updated BEIS stakeholder list with agreed number of new contacts.