**Clarification to RFQ for LEADER Written and Video Case Studies posted 22.08.2022**

Question 1. (17082022)

4.5 CCES is also commissioning an external evaluation of the project which will require this supplier to interview/survey the grant recipients to quantify the economic and social impact the LEADER Project has had on Cornwall. The successful supplier, therefore, will be expected to work collaboratively with this supplier in minimising recipient contact as directed by CCES staff. The evaluation will need to be depicted, by the supplier of this contract, in a very simple but impactful infographic for the website.

Could you please confirm our understanding of this point which is:

a) we would not be required to create the infographic

b) we would be required to collaborate with the supplier creating the infographic.

Response 1.

The supplier of the written case studies, this contract, would be expected to create the infographic but the content will be provided to the supplier by the CCES staff based on data provided to the CCES Staff by the supplier of the evaluation contract. Therefore, you will be required to design the infographic based on data provided by CCES Staff.

Question 2 (22082022)

Can you please clarify the budget for the Cornwall LEADER written and filmed case studies project. The RFQ states £15,000 while the Contracts Finder portal states £10,000?

Response 2

The Contracts Finder value is a guide based on “Lowest / actual value (£)”. The figure in the RFQ represents the budget for the project but is not fixed as suppliers can bid according to how they assess the cost of the supply is in meeting the RFQ requirements.

Question 3 (24082022)

Can you be more specific about the required format and hosting arrangements for the videos?  Specifically, is Vimeo the preferred / required platform for hosting the videos, and do you have requirements or expectations on who will hold the Vimeo (or other format) account from which the videos will be hosted (i.e. will CCES open an account or will you expect the consultants to provide the account)?

Response 3

CCES have no preferred solution, but your response should cover all of the costs to meet the requirement. Regarding Vimeo as a solution. If the consultant considered, for example, the free version of Vimeo would meet the requirement then CC would most likely hold the licence unless advised otherwise by the website provider (who will also be hosting the website).

Question 4

Will you expect the businesses to provide one or more high quality images for inclusion in each case study, or do you require the consultant to quote for providing these?

Response 4

The consultant to include this within their solution costs.