1. Does CITB have a current outplacement services provider? Will there be a handover plan/timeframe? Also will there be any TUPE considerations for us to consider?: **We have a current provider. A handover date will be agreed. No TUPE issues**
2. Are you able to provide any headline details on the numbers of employees at CITB across your office locations? **We employ approx 1400 staff**
3. Are any details available regarding anticipated numbers of staff that may be placed at risk over the course of a 12 month period? **Estimated max is 400 over a 2 year period**
4. Could CITB clarify what you are expecting from a jobs database, as per: “Six months access to a nationwide database of job vacancies” (on page 3 of the ITT)? Would this be the ability for individuals to search for any job in the market? Or just those roles xxxx is working on? **Any job**
5. Can you clarify the type and frequency of support services required under: “Three months support via telephone and email” (as per page 3 of the ITT)? Is this expected to be unlimited for each individual over the course of 3 months? **Yes**
6. Under Group outplacement on page 3 of the ITT, can you please provide further details on what CITB would expect to be included within: “A one day Job Seeking Skills Workshop”? For instance would this solely relate to job searching? Or could it also include aspects such as writing a CV, preparing for interviews, networking, and online branding? **We would want the content to go beyond just job searching**
7. Does CITB require the outplacement services to also support staff who are applying for alternative roles internally within CITB? **No**
8. Are we able to suggest/include additional services Hays feel would benefit CITB in addition to the services required as outlined on page 3 of the ITT?: **Yes**
9. We can identify from s1 - Information for Tenderers the service required, but not numbers of anticipated attendees, or the likely levels of attendees e.g., management, leadership etc. so that we can outline specific programmes?: **best estimate is a maximum of 200 over a two year period with a mix of professional/technical and administrative roles**
10. In s6, we have the opportunity to demonstrate three recent contracts, but is it acceptable to add an additional Appendix document to demonstrate the full range of our service in this discipline? **yes**
11. in s7, Tender modules you ask four questions, and ask for them to be confirmed by an X, is this simply a self-certify element, or should we provide at this stage evidence of these four areas in an Appendix?  **Please supply evidence**