**CLARIFICATION NOTE TO TENDER 421 Dated 5 April 2018**

1. We note that in the Indicators Annex the output targets for 'number of enterprise receiving support' for each of the programmes are as follows - BIG2 (200), IIC (36) and CIOSGH (1,702). However, we also note in the ITT that the programmes are also currently subject to Change Requests with MHCLG, and this relates to a reduction in outputs. To help us frame the number of beneficiary contacts we may need for the Summative Assessments are you able to provide any more information about the likely number of 'enterprises supported' for each programme by the end of May 2018?

RESPONSE

The PCRs have yet to be agreed. However, if approved the overall BIG2 and IIC numbers could potentially decrease by 10-15%. We report data quarterly; we anticipate the cumulative figures to March 2018 to be as follows:

BIG2 83

IIC 19 landed investors (approx. 80 leads)

CIOSGH 1144 (see 2 below re drop-out)

1. Following on, we note that the output target for 'number of enterprises receiving support' for the CIOSGH programme is 1,702. However, we also note that beneficiaries go on a client journey (as indicated in the ITT supporting information), and assume that they reach different stages (Stages 1-6) on that client journey according to their need. Therefore, can you provide any further detailed information about the breakdown of beneficiaries that reach each of the Stages of the client journey?

RESPONSE

The large majority of clients complete the client journey however, there is a degree of ‘drop out’ which is overall running at 17%

1. For each of the programmes, will you be able to provide contact details for programme beneficiaries? If, so, what details will you be able to provide (eg name, telephone number, email address, etc)

RESPONSE

The minimum data that can be supplied is name and email address. However, we do also hold telephone numbers for most of the contacts.

1. For each of the programmes, will the beneficiaries have already agreed/opted to take part in the programme evaluation?

RESPONSE

All of the beneficiaries will have agreed to be contacted and take part as part of the conditions of the offer of support they have received. However, we will contact all the beneficiaries in advance to provide the background to the assessment process and the details of the successful bidder.

1. Are you able to detail what beneficiary data is held by CDC? Is data collected prior to the business assist, and is post-support data also collected? If so, how long after the support is data collected? Is post-support data available for all beneficiaries? Can you confirm that this beneficiary data will be made available to the successful contractor?

RESPONSE

Data is collected prior to the business assist and limited post-support data is collected which predominately relates to the indicators identified at Enclosures 10, 11 and 12

Attached are the following documents which aid our data collection:

BIG2 Grant Application Form

IIC Client Agreement Form

CIOSGH Excel spreadsheet indicating CRM fields

Once signed contracts are in place and hence, the successful bidder has agreed to CDC’s standard terms and conditions (Enclosure 13 of the bidding documents) - your attention is drawn to section 5 of the ITT with regard to this question - all beneficiary data will be made available as identified and agreed at the inception meeting.

Post support data is not currently held for all beneficiaries, status per project as follows:

BIG2 Applicants have a period of time post grant award to report outputs, project deadline for collection / reporting June 2019, awaiting PCR approval (Enclosure 1 to Clarification Note)

IIC Applicants have a period of time post grant award to report outputs, project deadline for collection / reporting Sept 2019, awaiting PCR approval (Enclosure 2 to Clarification Note)

CIOSGH The applicants have no requirement to report post support however, applicants are asked to complete a feedback survey. (Enclosure 3 to Clarification Note)

1. Specifically, can you confirm whether the GVA of beneficiary businesses is estimated pre- and post-support? If possible, are you able to provide more details of how this is held (i.e. is it detailed company-level information, or data that can be used as a proxy e.g. turnover.)

RESPONSE

No GVA data is gathered as this is not a requirement of the BIG2 / IIC or CIOSGH projects.

1. Please could you clarify if point 5.2.8.5 is correct as it repeats the bullet points from point 5.2.8.4 (may be just because 'Investment Panel’ has been added)?

RESPONSE

5.2.8.4 and 5.2.8.5 are related and do duplicate. The assessment required is; how good has the administration of the project been (5.2.8.5) and what lessons can be learned as to how the processes might have been improved or opportunities missed (5.2.8.4).

1. Can you provide beneficiary numbers for each of the three projects (BIG2, IIC and CIOSGH)?

RESPONSE

The beneficiary numbers are anticipated to mirror approximately as per the enclosures 10 / 11 & 12.

1. Can you confirm whether one inception meeting will suffice, or do you require three inception meetings – one for each project?

RESPONSE

We are expecting there to be three inceptions meetings, one for each project, but they will are be arranged on the same day.

The deadline to return the tender response to CDC has been extended to 5.00pm on 13 April; the subsequent evaluation of the tenders received and the contract award date have also been amended. These changes are shown below and have also been incorporated into a revised version of the Invitation To Tender Document TEN421 Version 050418

|  |  |
| --- | --- |
| **Clarifications posted on Contracts finder by** | **5 April 2018** |
| **Deadline to return the Tender to CDC** | **13 April 2018** |
| Evaluation of Tender by CDC | 19 April 2018 |
| Award of Contract by CDC | 19 April 2018 |
| Inception (preferred bidder) meeting | 23 April 2018 |