**Clarification Questions & Answers**

**Contract Reference: C22-0087-1664**

**Date: 23 June 2022**

**Title: Executive Leadership Team Coaching: Organisational Health**

**Q1** On page 6 of Annex A, under section 11 Instructions for Bid Submission there seems to be some words missing from the second bullet it seems to end a little abruptly:  *“…A proposed approach for achieving the objectives of the contract and delivering the detailed tasks identified within each objective.  This should be sufficiently detailed to…”*

**A1** The sentence should end at objective - highlighted

**Q2** Is PDF document is acceptable to be emailed?  And, if necessary, can we send through appendices as a separate attachment?

**A2.** PDF is acceptable, so are separate appendices. It is preferable that documents are saved in a zip file.

Q3. Are you expecting T&S costs to be included within the budget for this project, or are these separate?

A3. T&S if applicable, to this project would be separate and to be agreed in advanced with JNCC project officer. T&S rates for contractors are included in the ITT documents.

**Q4**. In Annex A, Section 3 you say “This project is one in a series of elements making up the Executive Leadership team coaching package for 2021/22-2022/23”. Can you tell us what the overall package is and what the other elements consist of?

**A4.** The first element was identification of individual and team preferences using psychometric testing and individual and group discussions. The second part was collective feedback from ELT peers, direct reports, external peers and line managers to look at how collective leadership can work for the organisation

**Q5** When talking about organisational health – do you have a specific focus (e.g. staff wellbeing or organisational resilience) or are you talking about all aspects of organisational health (e.g. including finance, marketing, innovation etc).

**A5** The focus will be on staff wellbeing  and organisational resilience.