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| **Ref** | **Clarification Question** | **Response** | **Date Issued** |
| 1 | Is it anticipated the extension requirement will have the same number of interns/staff training/departments as previous years? | Anticipating up to 50-60 interns per year, approximately 120 to be trained and up to 20 departments. | 18/09/2020 |
| 2 | The contract states the internships are expected to occur in the 36th week, which is 18th June for 3 weeks. Are these dates fixed? | Dates are a somewhat flexible – we may start the internships around July time. | 18/09/2020 |
| 3 | Will the internships definitely take place over the summer period? | Yes – potentially on a virtual basis, depending on the status of Covid-19. | 18/09/2020 |
| 4 | Will internships run at the same time in all locations? | That is the intention. | 18/09/2020 |
| 5 | In Q5.2 we are unsure what this means: "Include both IT and non-IT accessibility requirements". Our interpretation is a blend of online and face to face training delivery – please can you confirm? | Any information/inputs – delivered by IT or verbally - would need to recognise accessibility requirements. | 18/09/2020 |
| 6 | Is it possible to post a template of the Risk Management Document to e-sourcing? | Yes – uploaded to the portal 22/09/2020 | 22/09/2020 |
| 7 | Are we able to use landscape and portrait in the same Word document? Is this still compliant as per the bid requirements? | Yes | 18/09/2020 |
| 8 | When we downloaded Attachment 3 "Statement of Requirement" it was an empty page. Should there be content on this attachments? | Statement of Requirements – re-sent | 18/09/2020 |
| 9 | In the commercial document there is number of interns of 60. Is that the number of interns for both the years of the contract, or the number of interns per year (e.g. if it was two years it would be 60 x2). | Per year. | 18/09/2020 |
| 10 | The start date on the contract is the 16/10/20 we realise this has probably been delayed due to Covid but was is expected start date?  Three week internships are quite limiting for those with Autism - is there any possibility of these being longer or could you spread over a longer period (i.e 2 days per week . In our experience it normally takes people with these support needs 2-3 week to settle in to a new place, routine and meet new people.  Could you offer less internships for a longer period?  Is it 60 new interns in a year? Or 60 internship roles?  It states internships within the civil service or other opportunities – is this for a provider to broker opportunities elsewhere?  Pricing schedule - is there any indication of amounts expected per year? | We hope to start supplier engagement on 16/10 if possible, though the internship itself would not launch until around July of 2021.  At this stage our intention is to run the internship over three weeks, which is a format that has operated well in terms of offering a positive intern experience, with relevant support. Nevertheless we recognise other formats may also be suitable and would be happy to consider alternative approaches, providing you also scope a three week design.  We anticipate up to 60 interns in a year, though that is entirely dependent on departmental demand.  All internship opportunities will be sourced through the Civil Service. Reference to other opportunities is principally in respect to interns applying for subsequent work roles following the internship itself.  Unfortunately we are not able to provide guidance in respect to the pricing structure. | 23/09/2020 |
| 11. | In Attachment 3, 16.6, it states: 1.1 The supplier shall complete the Risk Management Documentation to the satisfaction of the Authority within 30 working days of contract award. For information, a template document is here.  However when I click on the link provided, access is denied, can we please ask for this to be shared with us? | Uploaded to the portal 22/09/2020 | 22/09/2020 |
|  | Considering the volume of items being released across the sector in this month due to Covid-19 would you consider extending the deadline date for submission? | This event has now been extended to Tuesday 6th October 2020 | 23/09/2020 |
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