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| **Contract Ref No.** | **Description** |
| STA 0221 | Provision of Inclusion Expert Services for the Standards and Testing Agency |

**ITT Clarifications - Questions and Responses**

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| **Version** | **Date** | **Notes** |
| 1 | 20 / 03 / 2019 | Enquiries 1 to 12 |
| 2 | 05 / 04 / 2019 | Enquiries 13 to 17 |

| **ID** | **Tenderer Question** | **STA Response** |
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| 1 | I am interested in applying for the inclusion experts procurement. Where can I find more information regarding this procurement? | An invitation to tender (ITT) for the provision of Inclusion Expert resource (ref: STA-0221) with all relevant information regarding this procurement together with responses to clarification questions can be found on the Gov.uk website at the link below:  <https://www.contractsfinder.service.gov.uk/Notice/16ca6571-9e59-47d9-b7a2-d7a88bb76a24> |
| 2 | I am currently an inclusion expert on the existing Inclusion Expert Framework 2018-2020. Do I need to reapply? | No, your existing contract is valid until 31 October 2020. This procurement is to procure additional inclusion experts as we were unable to procure sufficient numbers of inclusion experts during the procurement exercise in summer 2018.  However, if you wish to be considered for additional inclusion expert specialisms, you will need to submit an application for those roles. Please be aware that if you are already on the framework for 3 different inclusion expert roles, you cannot apply for additional roles as successful applicants can only be accepted onto the inclusion experts framework for a maximum of 3 inclusion specialisms. |
| 3 | I have been forwarded information regarding the STA Inclusion Experts procurement. I know other individuals who may be interested in this procurement. Is it OK for me to forward the information regarding the procurement to them? | Yes. Please forward them the link to this procurement (see link in response to Q1 above). |
| 3 | Our organisation has a number of individuals who are experienced in the specialisms listed in the Invitation to Tender (ITT) document. Would you like the response to be based on a specific individual or could the response reflect the skills and experience of a team who would be drawn upon as needed to do the work? | Although organisations can apply to be on the Inclusion Experts Framework, organisations must ensure that they submit separate applications for each of the named individuals who they are putting forward for any of the inclusion expert specialisms. |
| 4 | We note that we can submit a bid as an organisation, but many of the questions seem to relate to individuals. Can we complete these with our organisational experience, or would you prefer for us to give the credentials and experience of one or two individuals as exemplars? | Please see response to Q3 above. |
| 5 | There are three sections for specialisms in the tender form. We are able to provide experts in more than 3 specialisms. Is the number of responses per organisation limited to three specialisms, or could we copy and paste the questions in Part B to answer for more than 3 specialisms? | As set out in section 2.4 of the ITT, each individual can apply for more than 3 specialisms but they can only be selected for a maximum of 3 specialisms only provided that they meet / exceed the technical threshold. To apply for more than 3 specialisms, you can copy and paste the specialism question section in Part B and complete this for the additional specialism(s) you are applying for.  Therefore, an organisation can put an individual applicant forward for more than 3 specialisms. |
| 6 | If I apply for more than 3 inclusion specialisms and meet the technical threshold for these, how will STA decide on which 3 specialisms I am selected for? | Where applicants submit bids for more than 3 specialisms and meet / exceed the technical threshold for all the specialisms they have applied for, STA will select individuals based on the specialisms with the highest technical threshold scores and / or the specialisms where there is a shortfall of inclusion experts. |
| 7 | If I provide two different specialisms, will I be paid separately for those? | If you have applied for, and are successful for more than one inclusion expert role, you will be restricted to carrying out the inclusion review for one specialism only for a given subject in any review round. Please see section 4.4 for more information. You will be paid for any work you do, regardless of the specialism. |
| 8 | Do you know roughly when the different reviews take place? It would help me organise my diary to know when different work is likely to come up. | Information on approximate dates for the first round of reviews is set out in section 2.5 of the ITT. At this stage, we are unable to provide dates for subsequent rounds for the different subjects.  We would recommend that successful applicants do not hold these dates especially for the inclusion reviews as they may not always be successful in bidding for the work when we call off from the framework. Please see section 4.4 for information regarding allocation of work. |
| 9 | I am applying as an individual so what do I put for being a small to medium enterprise in the Authorisation box? | If you are applying as an individual, please leave the authorisation box at the end of the bidder’s response section blank. This is only applicable for individuals applying on behalf of an organisation. |
| 10 | Should I use my home address or my work one if I am applying as an individual when providing my contact details? | Please use your personal home address if you are applying as an individual. If applying on behalf of an organisation, then the organisation postal address should be provided. |
| 11 | Are you intending on covering ADHD? As someone who has both been diagnosed with ADHD as an adult, and taught children with ADHD, I feel strongly that consideration should be given to those pupils who have ADHD. | Please apply under the SEND specialism. |
| 12 | The tender for the Provision of Inclusion Expert resource for the STA includes a request for an expert with knowledge and expertise in Communication and Language development (including dyslexia). On reading the invitation to tender letter, this post seems to specify a teacher. Would you consider applicants other than teachers? | We would prefer experts who have significant experience in working with children in a school setting. However, experience in working with children could be demonstrated in other settings. |
| 13 | In regards to the papers Inclusion Experts would review, what are the lengths of the papers? | The length of materials will vary depending on the subject for which materials are being reviewed. The time allotted for a review would be described in the invitation to allow reviewers to get a sense of the commitment required. |
| 14 | As an individual, I was viewing this process as more of a job application form; reading and reviewing the inclusion report- where the tender process implies you're looking for charities, SME's, business, etc? | Both individuals and organisations can apply to be on the Inclusion Experts Framework. |
| 15 | We are a Local Authority. Would you please be able to clarify why we have received the notification regarding this procurement and who this procurement notification should be forwarded to? | We have included Local Authorities (Las) on the distribution list in order to ensure that those working in the area of Special Educational Needs (SEN) within Las are aware of this procurement and are able to apply to be on the Inclusion Experts Framework if interested.  Please forward the information regarding the procurement to SEN colleagues within your organisation. |
| 16 | If I apply to be on the Inclusion Experts Framework on behalf of my organisation rather than on a private individual basis, would the contract be directly with me as an individual or with my organisation? Would I be contacted directly regarding work opportunities in relation to the inclusion work? And how would I invoice for work carried out? | Where individuals are applying on behalf of an organisation, the contract will be with the organisation and the individual will be named on the contract document. Another individual from the same organisation could not accept an invitation on behalf of the organisation.  The individuals from the organisations will be contacted directly via email when inclusion experts are required.  Organisations will have to submit invoices together with the relevant receipts of any expenses incurred for payment. |
| 17 | Do I need to add my details to the draft contract document and submit it with my application? | No. The draft contract document is for information only. Those successful in applying for the Inclusion Expert roles will be issued with contracts at the conclusion of this procurement exercise. |