**Query Log – as at 15 November 2018**

| Query date | Query | London Council Response |
| --- | --- | --- |
| 23/10 | Would [you] be able to clarify if the programmes can be delivered via Apprenticeship provision e.g. Operations/Departmental Manager Level 5? | The London Leadership Programme (LLP) is targeted at Deputy and Assistant Directors, Divisional Directors and Heads of Service.  It is a focussed development programme to help develop senior leaders (future Chief Executives) in London. The Operational/ Departmental Manager Apprenticeship (Level 5) is aimed at those who are, or wish to become Operational/ Departmental Managers, as such would not be appropriate. |
| 24/10 | Are the costs for the opt in sessions, social/ dinner events, speakers, venue hire, publicity and catering outside of the scope of this bid?Are you expecting the winning contractor to manage all of the above utilising an additional budget owned by you?Please can you clarify what you expect to be provided pro bono?What are your existing alumni post course arrangements or is the development of one a new initiative? How long post event would you expect this support to continue? | The costs of the opt in sessions and social/ dinner events etc. are not part of the contract costs.  The winning contractor is expected to manage the entirety of the programme, including the opt in sessions followed by social/ dinner events etc. however an additional budget will be provided for the delivery of these.  Please note that to date many of the programme's opt in sessions and dinner/ social events have been provided pro-bono (sponsored by commercial recruitment agencies etc.).  Bidders should indicate how they would continue, replicate and/ or further develop this aspect of the programme maximising the goodwill and in-kind support that the programme benefits from and the anticipated costs as part of their bids.The development of an effective alumni network is a new initiative.  Support of the alumni network would be expected to continue in the six months following the graduation of cohort four.  Bidders are asked to include details of how they would support the alumni network to become self-sustaining. |
| 31/10 | We have some questions which we hope you can answer for us prior to the Q&A deadline as the responses to them will help in deciding whether we put a tender forward or not.1. What was the curriculum for the pilot cohort and cohorts 1 &2? Are you looking to change or keep the curriculum? and if so why?
2. You have outlined a blend of learning solutions; 15 classroom days, guest speakers, Graduation / Action research event, alumni network, assessment centres, dinners. Are they looking for new ideas on the programme or to repeat the existing solutions. If so why?
3. Incumbent supplier: Do they have an incumbent? Are they looking to change or keep them? If so why?
4. You mention that there is an expectation on the provider to manage the recruitment process of learners. You also mention that a provider has offered to run the Assessment centres on a Pro bono basis. Is this still the case for Cohorts 3 and 4? and will we be required to manage this relationship?
5. You mention additional funding from the LGA, is this on top of the pre-defined £2000 per learner or included within.
 | 1. The [London Leadership Programme Leaflet (cohort 2)](https://www.contractsfinder.service.gov.uk/Notice/Attachment/dedda084-b36b-4d7b-ba43-264e7ab5f2eb) included in the ITT pack provides an overview of the programme content.  Reviewing and refreshing the detailed module content/ curriculum is a key aspect of the contract.
2. The programme and blend of learning solutions delivered in the pilot and to cohort 1 has been very well received.  The LLP Project Board is looking to build on this success, however, as above, reviewing and refreshing detailed module content and its delivery is a key aspect of the contract.  The LLP Project Board would welcome new suggestions that deliver the key objectives of the LLP (as detailed in the ITT).

1. A supplier has been appointed to deliver the LLP to cohort 2 (to Easter 2019).  On behalf of the LLP Project Board, London Councils is looking to appoint a contractor/s to build on the existing programme approach and manage delivery to cohorts 3 and 4.  London Councils is looking for potential suppliers to contact them with bid applications.
2. Arrangements for development centre assessments for cohorts 3 and 4 have not been made.  The contractor is expected to identify and work with commercial recruitment agencies/ or other suitable parties to provide development centre assessments for LLP participants.
3. The funding from the LGA is in addition to the £2,000 fee per participant.
 |
| 01/11 | 1. Can you advise the total budget available for this programme, and what that needs to cover?  We can see that there is a per participant fee of £2,000, and that there is an additional LGA grant that supplements this.
2. Have the current providers of the ‘opt in’ sessions committed to delivering these pre-bono for future cohorts?
3. Who has provided the evening dinners?  Is this the recruitment consultancies who provide the ‘opt in’ sessions?
4. How are participants currently identified?  Is there an application process, or are they simply nominated by the Chief Execs?  How do you ensure you have no more than 30 participants per cohort?
5. What is the current alumni network provision?
6. Why are you going out to tender? Is it because the current contract has come to an end?
7. Is the overarching design/the core module topics/opt-in module topics set, or are they also up for review?
8. Do you own the IP for the current design?
9. Who would provide sign off of any new design/content?
10. Can you give any more information on the development centre?
11. What percentage of participants attended each of the ‘opt-in’ modules/dinners?
 | 1. The costs of the opt in sessions and social/ dinner events etc. are not part of the contract costs.  The winning contractor is expected to manage the entirety of the programme, including the opt in sessions followed by social/ dinner events etc. however an additional budget will be provided for the delivery of these.  Please note that to date many of the programme's opt in sessions and dinner/ social events have been provided pro-bono (sponsored by commercial recruitment agencies etc.).  Bidders should indicate how they would continue, replicate and/ or further develop this aspect of the programme maximising the goodwill and in-kind support that the programme benefits from and the anticipated costs as part of their bids.
2. The current providers of 'opt in' sessions have not committed to delivering these pro-bono for future cohorts.
3. Yes, a number of the evening dinners have been provided/ part sponsored by the organisations delivering the 'opt in' sessions.
4. Participants are currently nominated by Chief Executives.
5. The development of an effective alumni network is a new initiative.  Bidders are asked to include details of how they would support the alumni network to become self-sustaining.
6. The current supplier is contracted to deliver the programme for cohort 2 to Easter 2019.
7. The programme and blend of learning solutions delivered in the pilot and to cohort 1 has been very well received.  The LLP Project Board is looking to build on this success, however reviewing and refreshing detailed module content and its delivery is a key aspect of the contract.  The LLP Project Board would welcome new suggestions that deliver the key objectives of the LLP (as detailed in the ITT).
8. Yes, London Councils on behalf of the LLP Project Board owns the IP for the current design.
9. The LLP Project Board would sign-off any new design/ content.
10. For the pilot and cohorts 1 and 2 a recruitment consultant has run an assessment centre in line with the assessments they would undertake when filling senior posts.
11. See below table

|  |
| --- |
| **Pilot cohort – total of 28 members** |
| Opt in 1 | 23 said they would attend |
| Opt in 2 | 24 said they would attend |
| Opt in 3 | 20 said they would attend |
| **Cohort 1 – total of 30 members** |
| Opt in 1 | 25 said they would attend |
| Opt in 2 | 17 said they would attend |
| Opt in 3 | 20 said they would attend |

 |