

#	Clarification	Answer
1	In the tender documents, it is stated that tender requirements must be completed on, or before, 30th September 2021, with the anticipation that some of the work will be front loaded throughout 2019. Does this mean the work is required full-time for 2.5 years, or the majority of work will be completed in 2019, with the remaining 1.5 years being a call-off contract for support?	As stated in the tender, initially the appointed copywriter will be required to front load some of the work through 2019, however additional content will also need to be produced throughout the two year project to promote industry changes, produce new marketing material and cover new developments as and when they arise.
2	What is the volume of work required? Is it similar to what you are asking for in the cost breakdown section or is this purely for an example of costings?	<p>As stated in the tender, initially the appointed copywriter will be required to front load some of the work through 2019, however additional content will also need to be produced throughout the two year project to promote industry changes, produce new marketing material and cover new developments as and when they arise. The volume of work will depend upon a number of factors including events attended & business developments; and will depend on the wider approach taken to the brief.</p> <p>The cost breakdown is purely an example for CTI to understand costings, however this does give a good overview of the type of content we will require.</p>
3	If the interviews were attended in Cornwall, would you accept remote working for the rest of contract?	As outlined in the tender CTI will require six face-to-face meetings at CTI's offices throughout the lifetime of the project. It is anticipated that following a start-up meeting and the 5 progress meetings, further communication can take place through telephone and email.

4	We would be very interested to receive further information about this opportunity and how to tender.	All information regarding the Tender, including how to apply, can be found on Contracts Finder.
5	Are you looking to award this contract to an organisation based in Cornwall, or can companies outside Cornwall apply?	This contract is open to any company who meet the Tender Requirements irrespective of where they are located. Submissions will be assessed against the criteria outlined in the assessment section of the tender.
7	In section 3, Tender Requirements, you have not specified knowledge of the region as a requirement. Is this something you will be looking for in the chosen provider?	Tenderers should use their submission as an opportunity to demonstrate their suitability for the contract. As set out in the evaluation criteria, Tenderers must decide how best to demonstrate their "knowledge, experience, skills and resource" to meet all the requirements of section 3.
8	In order to cost the items specified, it would be useful to understand whether you will be looking for the chosen provider to be involved in suggesting and choosing the topics, or just to write to a brief on a pre-agreed topic.	The successful tenderer will need to be able to work to briefs, provided by CTI, as well as suggesting content ideas.
9	You haven't asked for rates for other work such as developing a content plan or content monitoring – should we include a day rate for this kind of activity?	As stated in Section 2- Tender Objectives: 'It is also expected that the successful tenderer will compile a content calendar on behalf of CTI.' Tenderers must decide how best to outline this under Section 6 Tender Submission Requirements - 6.5.1. 'A description of how you will manage the allocation of tasks required for the delivery of the contract'

10	<p>You have asked for submissions to outline resources available to meet requirements and timelines – do you have any more detail on what the timelines or volumes of work might be?</p>	<p>As stated in the tender, initially the appointed copywriter will be required to front load some of the work through 2019, however additional content will also need to be produced throughout the two year project to promote industry changes, produce new marketing material and cover new developments as and when they arise. The volume of work will depend upon a number of factors including events attended & business developments; and will depend on the wider approach taken to the brief.</p>
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