

**Southampton Play and Youth Development Services**  
**Market Event One, 12<sup>th</sup> August 2019**  
**Questions and Answers**

**Q. Is it possible to download the tender documents so they can be completed offline and shared amongst the trustees, before uploading them back on the portal to submit them?**

A. Yes, you will need to download the documents so that you can arrange the completion of the necessary parts, the responses will then need to be uploaded prior to submission via the tender portal.

**Q. Could you confirm the payment schedule please? Is it still 12 monthly payments?**

A. Our standard contract payment terms are 12 monthly payments in arrears. However, we appreciate that this could potentially cause cash flow issues for some providers, especially where costs are not evenly spread throughout the year. We will be happy to discuss alternative payment terms with successful bidders on a case by case basis, once the contracts have been awarded. Please note that the contract terms and conditions include the payment schedule, any change to this agreed between parties will need to be annotated in a contract variation.

**Q. Are these services based on the existing grants?**

A. The services specifications for each Lot are based on existing grant funded activity and are similar to them, but are not exactly the same as they have been developed further.

**Q. We combine the council's existing funding with other funding sources to create our whole budget – this makes it difficult to separate out exactly how the council funding is used. How can we best represent this in our bid?**

A. The response which you provide to the method statement questions will give you the opportunity to explain your model.

**Q. However, the difficulty surrounds the pricing document as SCC funds a percentage of what we do as a whole. Previously, you have given a price that we have worked to.**

A. In the pricing document, it stipulates the maximum price for each Lot and you will offer a price that will not exceed this amount. Prices over the stated maximum price will make your bid non-compliant and the offer would fail the procurement process.

**Q. What are the reporting requirements?**

A. The monitoring requirements for each Lot are detailed in the service specification. Successful providers will be required to meet with the council's representative on a quarterly basis and also provide the statistical data listed in the service specification. The proposed forum of providers will also give an opportunity to meet with council representatives to discuss opportunities and challenges.

Questions and answers from the second market event on 4 September 2019 will be published after the event. To book a place at that event please visit our Eventbrite page:

<https://www.eventbrite.co.uk/e/play-and-youth-services-market-event-tickets-66547520425>