

## Request for Quotes

### Energy and Sustainability Support for the Planning Development Management team

**Contract Period: 8 November 2024 to 7 November 2026**

#### RESPONSE TO CLARIFICATION QUESTIONS

Clarification Question	Response
Clarification as to the number of requests for air quality advice.	There is a typo within the RFQ. 56 cases were referred for air quality advice in the period 2022-2023.
It is difficult to estimate the average hours per application type as these will undoubtedly vary. Could a day rate be provided for each specialist consultant as an alternative?	It is recognised that applications vary in their nature however you are asked to provide an estimate of the average time to provide assessment on the 5 different types of application category along with an hourly rate. A day rate would not suffice as an alternative.
The RFQ states suppliers should include expected number of months the pricing would cover. Does this mean we can price our service to only cover a maximum number of months without exceeding the £99k budget. Or would we still be expected to provide consultancy advice throughout the entirety of the 2-year period?	The contract should not exceed £99,999. Responses are expected to indicate how many months it is expected this budget would cover, up to a period of two years.
Does the 6 page limit for the proposal also apply to the pricing elements listed in the RFQ or can these be submitted separately? Would a cover and contents page also be excluded from the page limit?	The cover and contents page can be excluded if it does not contain any detailed content. The pricing elements should be included within the 6 pages.
The RFQ states "proposals should include a detailed summary of the proposed costs for the requested areas of work." Can you provide some more detail on what this summary should include? Would this be text to accompany the pricing tables? Will this also need to be included within the 6 page limit for the proposal	This should be included within the 6 page limit. It is for respondents to determine the level of information they wish to give in this regard.
At Section 8 of the Request for Quotes document it states that there were 551 applications in the year 2022/2023. If each of those referrals involved £100 of consultancy time then that would exceed the maximum value of the contract identified at Para 43 of the document. Additionally, Table 5 in the second column appears to be based on %ages which makes it impossible to provide an actual annual cost.	<p>The RFQ requests that respondents advise of the number of months of advice that the £99,999 would cover within the response.</p> <p>It is confirmed that the second column of table 5 is percentages. We would also accept figures based on 100 applications referred each year using the information in table 5 to guide your responses.</p>