

## Query Log – 02 September 2021

Date	Query	LC response
02/09	The invitation to tender references a number of boroughs and organisations willing to support and inform the work – our assumption is this support includes identifying and recruiting participants currently living in temporary accommodation to take part in the research. Is this assumption correct.	Yes - Our expectation is that boroughs and other supporting organisations will help identify and recruit individuals currently living in temporary accommodation. The supplier would need to provide the appropriate materials to be communicated to potential interviewees (e.g. explaining the purpose of the research and what they can expect). The supplier would also be expected to make appropriate arrangements to coordinate and conduct the interviews once interviewees have been identified.
02/09	For the research phase, if required, will London Councils be able to provide specialist support - for example, interpreters?	LOTI does not expect the supplier to pay for interpreters. On a case by case basis, we will consider funding additional support where it is vital for the successful delivery of the project.
02/09	Beyond those mentioned in the reporting procedure requirements, are there any additional milestones or governance requirements we should be factoring into our project plan?	No. However, based on the specifics of the proposal produced, we would expect the supplier to accommodate reasonable requests from LOTI to provide any additional information needed to keep track of the project's progress and delivery. These would be mutually agreed as part of the project inception meeting.

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02/09	On page 6 of the invitation to tender, it is unclear whether it is expected that the contractor does the piloting/ prototyping, or whether we give recommendations to LOTI. Please can you clarify?	We expect the contractor to provide a set of recommendations that LOTI can take forward as part of a future project.
02/09	Please can we have access to the denied docs	Uploaded as separate PDF document
02/09	Please can we clarify timelines - if you are looking for a draft by week 6, this means that we would need to finish the qual by week 4. If we are scheduling interviews this may be unrealistic. Are we right to think about the project in this fashion? Or will the interviews be scheduled before we start?	As far as possible, the LOTI team will support by scheduling interviews in advance of the project starting. We'll take a pragmatic view of timelines if interviews can't be completed within the set timescales.

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02/09	What is driving the timeline schedule?	Need to address pressing issues raised by a number of boroughs.
02/09	How many interviews / focus groups should we account for in our budget?	Approximately 30 to 40.
02/09	As part of Question 2 Methodology in the above tender, vendors have been asked to provide a detailed project plan. Can this plan be included as an appendix or must it be submitted within the answer template provided?	The project plan can be attached as an appendix, as long as it provides all relevant information.