**Early Market Engagement Questions**

**Provision of Conference Room Refurbishment**

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| No. | Question | Supplier Response |
| 1 | *Please refer to the draft specification document.*  The IPO require both Construction works and Audio-Visual supply/works for the full conference room refurbishment.  How would you recommend that this is approached? E.g.;   1. The same contractor conducts both pieces of work. 2. A primary contractor leads on the construction works, whilst subcontracting the AV element. 3. The two elements are under separate contracts. I.e. the IPO has a contract with a specialist for the AV works; the IPO then contracts with a contractor for the construction works informing them of the need to work with the AV specialist as part of the project. 4. Another way? |  |
| 2 | Do you recommend any changes to the proposed approach? |  |
| 3 | How much lead time would you require from the date of contract award to the date of service commencement? |  |
| 4 | How would you propose that the contract / pricing model be structured? |  |
| 5 | Approximately how long do you anticipate such works to take? |  |
| 6 | What factors do the IPO need to account for, or contribute to, to support the works?  E.g., A dedicated project manager, security passes, access to certain staff types. |  |
| 7 | What type of support will should the IPO request following the completion and installation of works. |  |
| 8 | Are there any public sector framework agreements that you recommend the IPO consider for this contract. |  |
| 9 | Would you require site visits as part of the tender process, or would detailed design plans and floorplans suffice? |  |
| 10 | Are there any KPIs/SLAs which you would expect to see within the contract? |  |
| 11 | What headline risks should the IPO account for within a contract of this type?  Who should bear these risks? |  |
| 12 | What form of contract would you recommend for this provision?  e.g., bespoke terms, NEC3, NEC 4, JCT |  |
| 13 | What would a reasonable tender timeline be for this requirement?  Specifically, we are interested in:   * Period to respond to a tender * Suggested implementation phase * Any other lead times |  |
| 14 | What information, as a minimum, would you require as part of a tender process to enable you to make an informed response/bid? |  |
| 15 | What examples of Social Value could be delivered within the contract?  For reference, Social Value can be split into three areas:  • economic (e.g., employment or apprenticeship / training opportunities, payment of living wage)  • social (e.g., activities that promote cohesive communities, charitable work)  • environmental (e.g., efforts in reducing carbon emissions, recycling of equipment)  The IPO are under an obligation to include social value within its contracts. |  |
| 16 | How can the IPO actively tackle carbon reduction as part of the contract? |  |

Please return your response via the upload feature on Atamis.