**HDC202406 – RFQ - Clarifications received up until 17th April 2024**

Please provide clarification on:

Timetable points 2.4.1. - 2.4.3 (page 2)

The language used in 2.4.1 mentioning "potentially" and then in 2.4.3 referring to "how many days for each school" is causing some confusion.

If we can determine the total estimated deliveries to be made, we can then calculate the total cost for the contract term (refer to page 9). Daily expenses will encompass course development, subsistence, etc.

Answer

The word ‘potentially’ is used because whilst we endeavour to engage with all five secondary schools in the Hart area, we are not guaranteed to do so – this is out of our control because the decision to engage sits with each individual school SLT and their priorities/focus.

Likewise, we cannot define an exact number of days for delivery at the schools as the schools determine which year group they want to attend, and year group numbers differ greatly from academic year to academic year. This can mean a delivery of 2 days to a school in one academic year and then 3 or 4 days to a proceeding academic year if it is a much larger group.

What we have learned through this process is that we need to meet the needs of the school in order to get critical deliveries into the schools in a way that works for them otherwise it simply does not work. The offering needs to be flexible around the schools for booking in and then locked in. This is why we ask for a daily cost rather than a block delivery cost to each school.

Is there a word count for the answers?

Answer

No, although there is a preference for a succinct response where possible.

Is there any guidance you can give me or anything I should be aware of in relation to house style and the process?

Answer

No particular house style required, and the process is as prescribed in the RFQ in terms of scoring submissions.

We have two queries; we were hoping you could help with...

1. In the method statement and approach question a) asks how we would provide the experience but only refers to drugs and drug taking and impact of imprisonment and not about the wider topic of child criminal exploitation as referred to in the RFQ. I wanted to check we can refer to what we would do in terms of teaching around CCE too in that section.

Answer

Yes

1. We would need to cost in for development time as we would be adapting a programme we have to fit to your spec. If it fits into the contract value of £30,000, can we include development costs alongside the costs for the actual sessions in the budget section?

Answer

Yes