**Query Log – as at 07 July 2020**

| **Query** | **LC response** |
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| Could you clarify if the indicated budget of £90k is for one survey or for three? | The £90K indicated is the minimum value for 3 surveys – we have added clarifying text to this effect on the tender notice. |
| [The ITT] asks for relevant experience survey business in London, we have done this for private organisations, not government, will this count against us? | We ask for similar survey experience, ideally in London, which means that it is not essential. You should have experience of working in a metropolitan area as this is not a small scale survey and you would need to be able to demonstrate that you can source a guaranteed base of 1,000 businesses, from a much larger sample. You should also consider how your experience will compare with other bidders who will offer a range of experience, some which will be more relevant than others. |
| [The ITT] asks for experience in lobbying. We are working [on a project] to get data to help them with lobbying, but it is current (not finished), and the contract is through a 3rd party – Will this impact our scores? | We ask for experience in dealing with local government and working with politicians, as well experience in lobbying. Lobbying is a key aspect of both London Councils and the LCCI’s roles so strong experience in this area from potential bidders will score well. Working with third parties to deliver the project would not be an issue unless there was a conflict of interest, which we would pick up at the evaluation stage. |
| On the contracts finder notification, the documents with the same title appear three times. Which documents shall we refer to? Can we assume these are the same documents? | The original 3 documents have been duplicated by Contracts Finder. It appears the site has a software bug whereby it duplicates uploaded documents every time an edit is made to the notice. It has been reported it and it is not an isolated issue, so the IT team are looking into it, but no indication of when this will be resolved has been given.  This will prevent uploading the updated query log until it is resolved, so if you have any further questions relating to the tender you should email directly. Answers will be shared anonymously with other bidders via the query log, but this can not be uploaded as regularly as planned until the bug is fixed. |
| We checked the submission document but [are] not sure if we can bid for the tender from a university? | We can accept bids from academic bodies/universities – we would need to form a contractual relationship therefore any contract would be with the University signed by someone who has the appropriate authority at their end. |
| Mentions they are working for one of the London sub-regions. | The [mentioned sub-region] is one of our subregions that we collect data about in the survey – we would want to ensure that there is no conflict of interest in your working for both us and them should you put in a bid. |
| The Appendix B contents page mentions: LONDON COUNCILS RESEARCH ON CHILDREN’S SERVICES FINANCE PRESSURES  Section 3.1 Method Statements also mentions: Joint bids are encouraged to ensure that both children’s social care and high needs can be covered in sufficient depth.  Can you confirm this is an error and the Tender Submission Pack relates to the Business Survey? | This is a drafting error which we have missed and will correct in the tender submission document before uploading the amended version. This corrected version will have the amend date in the title. We apologise for this oversight and the confusion it will have caused for bidders. |
| The research brief also indicates that the findings from the last 3 years are available on the London Councils website. However, it appears these are located in the ‘members Area’ as briefings. Are you able to share the latest reports and data? | The link to the reports is given in the tender notice: <https://www.londoncouncils.gov.uk/our-key-themes/economic-development/2019-london-business-1000>  Full data will be provided to the successful bidder. |
| For the report, do you require analysis and comparison with previous year’s survey results? | Yes, we will require trend analysis, though only a proportion of the total questions are asked year on year. Full data will be provided to the successful bidder. |
| What is the indicative budget for the project? | The indicative budget is that stated on the tender notice. Please see response to Q1 for clarification. |
| The pricing schedule includes a breakdown for a Roundtable and a Presentation. Neither of these are mentioned in the Specification under methodology or outputs. Can you confirm what is meant by the roundtable and the potential audience for the presentation? | The costing table is an example and stated as such in the introductory text on that page. Having said that, at the end of the project we will be looking to launch the report via a public event. We would expect the researchers to present the findings at this event, which would typically consist of 50+ delegates, comprising a mix of local authority politicians/ officers and businesses. |
| Does the previous questionnaire currently contain any open-ended questions and, if so, would these need to be provided in a verbatim format? | The final iteration of the survey in 2019 did not contain any open-ended questions. That does not rule out needing a question of this type in the forthcoming surveys. If we did need them, we would expect a code frame to be set up and the data presented in this way. We may be interested in seeing the verbatim data, but this would depend on the question. |