

**Horniman Museum and Gardens**

**Nature + Love Project Tender: Project Management**

**Additional Q&As / clarifications 3 December 2021**

Q: With regards to the above Invitation to tender, could you please confirm what the clarifications deadline is?

A: The clarifications deadline is the 2 December.

Q: Would be possible to book a site visit for my colleagues to do a walk around at the Horniman Museum and Gardens?

A: You don’t need to book a site visit to walk around the Horniman Museum and Gardens. The Gardens are open currently between 7.30 am and 4.20 pm. You can book a visit to the Museum on our website and the Natural History Gallery is free to visit.

Q: Do you envisage the Project Manager being stood down during the R2 decision period.

A: Yes I think we would need to, I’m envisaging that all the consultants would be stood down during the R2 decision period.

Q: Is the professional services contract intended to be based on the Horniman Museum and Gardens - Standard Terms & Conditions of Purchase for Goods and Services (November 2018) issued as part of the ITT?

A: I think we would want to agree with whoever we appoint as project manager what the most appropriate services contract would be. They would need to be in line with our standard terms and conditions, but hopefully that wouldn’t be a problem

Q: There is no mention of the format of the submission – do you have a particular preference or can we use our submission template?

A: I do not have a particular template for you to use, please feel free to use your own if you feel it is appropriate

Q: There is also no mention of word limits – can you advise if there are any

A: There are no word limits, but I would prefer it if the submission is as brief as possible and easy to navigate

Q: Can you advise on how the CV and experience is scored

A: We will score CV and experience like this:

Qualitative Scoring Guide – Points Methodology

5 Very good response against the requirements of the project and exceeds HMG’s expectations in major areas.

4 Good response against the requirements of the project and meets HMG’s expectations in all material respects.

3 Response meets an acceptable standard in all material respects but falls short of HMG’s expectations and/or has minor risk transfer to HMG.

2 Poor response which fall short of meeting an acceptable standard in some respects and/or falls short of HMG’s expectations and/or has a material risk transfer to HMG.

1 Very poor response which fails to meet an acceptable standard in some material respects and/or which fails to meet HMG’s expectations in major areas and/or has a significant risk transfer to HMG.

0 No response submitted or a substantially incomplete response submitted or a response which cannot be accepted by HMG

Q: With regards to the case studies, are you looking for case studies only or can we include information on individual staff members’ experience of dealing with similar projects

A: I’m happy for you to include relevant information on individual staff members experience as long as they will be involved with the project