

**REQUEST FOR QUOTE FOR THE PROVISION OF CONSULTANCY FOR
SCOPING AND PRODUCTION OF A TEN YEAR GREEN ECONOMIC DEVELOPMENT
STRATEGY FOR WINCHESTER DISTRICT**

BIDDERS QUESTIONS AND RESPONSES

Question:

With reference to the new zero emissions target by 2030, have you carried out any work on how to achieve this? Have you carried out any work to determine whether this is an achievable target, or is just an aspiration?

Response:

Please refer to the Carbon Action Plan [here](#). We have not undertaken any specific modelling but have in place trackers and estimates which lead to the target outlined. Please refer to update reports [here](#).

Question:

With respect to the terms and conditions around IPR, these are very restrictive and wide-ranging. Would the Council be prepared to amend the definition of “Contract Material” so that it is more accurate in covering the materials related to the Services, rather than potentially covering all work we do as a business during the period of the Services? i.e changing from:

“means all documents, books, manuals, materials, records, correspondence, papers and information (on whatever media and wherever located) relating to the business or affairs of the Council or its customers and any equipment, keys, hardware or software provided for the Consultant’s use by the Council during the Services, and any data or documents (including copies) produced, maintained or stored by the Consultant on the Council or the Consultant’s computer systems or other electronic equipment during the Services;

To :

“means all documents, books, manuals, materials, records, correspondence, papers and information (on whatever media and wherever located) relating to the business or affairs of the Council or its customers and any equipment, keys, hardware or software provided for the Consultant’s use by the Council during the Services, and any documents produced by the Consultant pursuant to the Services;”

Response:

This is a standard clause which aims to cover all types of Consultancy services but the amendment seems reasonable and we find that acceptable.

Question:

Under the proposed terms and conditions, the Consultant carries very wide-ranging and unlimited liabilities, which would not be covered by our Professional Indemnity insurance. Would the Council include a cap on the Consultant's total liability under the contract?

Response:

The indemnity values as outlined in the terms and conditions are standard to cover all types of Consultancy Services and is deemed proportionate in relation with this procurement

Question:

We note the requirement to use existing data where possible and ask if you can please provide the carbon emission data/modelling that was used to inform the Council and the District carbon neutral targets in the Council's Carbon Neutrality Action Plan 2020-2030 - referenced as Carbon emissions evidence base in the plan?

Response:

We have not undertaken any specific modelling but have in place trackers and estimates which lead to the target outlined. Please refer to update reports [here](#).

Question:

We note the requirement for 3 reports to be produced, can you please advise on the following in relation to these:

- a. *Would all the documents need to complement the Winchester City Council branding, or would that just be a requirement for the proposition document / brochure? Will you be supplying supply brand guidelines/assets for the design to follow?*
- b. *Would you be able to supply assets/images for key developments?*
- c. *Is the target audience for the brochure domestic or overseas investors/businesses or both?*

Response:

- a. All final submitted documentation as well as any other documents and communications adopted throughout the life of the consultancy project will need to carry Winchester City Council branding. The Council will provide relevant brand guidelines and assets to the successful bidder
- b. Where we have these then yes we can
- c. Primarily domestic

Question:

For the GIS requirements, can you please advise on the following:

- a. Do you require the consultant team to create the website mentioned in 1.4.4 of the RFQ?*
- b. Do you require the consultant team to design an interactive mapping service for the website or to provide the data layers produced in 1.4.2 of the RFQ in a GIS format for inclusion by the council web team?*

Response:

- a. No the website is already produced
- b. The consultant is required to illustrate the outcomes and conclusions recommended for the Strategy on GIS base map which allows people to access this data in a more interactive and readily accessible way. Bidders should provide a clear breakdown of the costs of providing this additional work on GIS and any examples, of where this has been successfully undertaken before.