

Specialist Bid Writing and Procurement Advice Service for SMEs in Cornwall and Isles of Scilly

Tender Clarification Log v1 20/10/2021

Tender Reference Number

TEN 521

| Ref | Date Raised | Document | Section / Page | Clarification Question | Response |
|-----|-------------|----------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01 | 19/10/21 | ITT | | Who will be responsible for marketing the proposed services to SMEs in the region? | The CIOS Growth & Skills Hub will market the service and discuss the client need in our Business Reviews with client businesses |
| 02 | 19/10/21 | ITT | | Based on the documents provided, it is our understanding that 2 contractors will be appointed to this framework but will then need to compete head to head for individual assignments. Is this correct? If so, does this mean that, in principle, one of the 'successful' contractors may still end up not being allocated any work? | We aim to contract two deliverers. The pipeline of clients will be discussed at inception, but we envisage an equitable distribution of clients as the pipeline allows. |
| 03 | 19/10/21 | ITT | | If our understanding, as outlined in Point 2 above is correct, what will be the criteria for selecting one of the two contractors and will it be the SME owner-manager or CIOS Growth Hub? | As above- we envisage an equitable distribution of clients. However, if the client specified a specific deliverer of the service we would discuss that with them. |
| 04 | 19/10/21 | ITT | | Will there be a minimum / maximum number of days of support that will typically be made available to each SME owner-manager? | We have highlighted that clients will be able to access up to £1000 worth of support so the time allocation would depend on the contractors hourly rate. |

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| 05 | 20/10/21 | N/A | | Wanted to confirm if there are any other documents that we need to read and respond to? | All the documents are on Contracts Finder |
| 06 | 20/10/21 | ITT | | Please could we clarify whether the procurement advice you are looking to commission is in relation to bidders complying with procurement legislation and good practice when submitting bids or for SMEs to procure their own services/products? | We are looking to provide SMEs with advice on how to procure contracts/work (particularly Government contracts for example) for themselves to help them grow their business. |
| 07 | 20/10/21 | ITT | | [The Tender] offers a flat rate of £20k and states that ~£1k worth of support will be provided to each SME. Please can you confirm if that means 20 SMEs will need to be supported per provider, and if so whether those 20 SMEs are already lined up or TBC? | It may not equate to 20 SMEs being supported as there may be a cost in terms of providing the webinar activity and also businesses may not require the full £1k of support. There is not a current 'pipeline' of SMEs however the Growth Hub will market the service and through our business review and diagnostic activity work with businesses directly to highlight the need for support. |