



North Northamptonshire Council

PROCUREMENT QUESTION LOG

WELCOME BACK FUND RETAIL BUSINESS SUPPORT PROGRAMME

PROCUREMENT QUESTION LOG

1. General Information

- 1.1. To offer information equally amongst potential suppliers, the Council are required to log any questions asked and answers provided.
- 1.2. Where we have been asked questions regarding this procurement, the answers to which may be relevant to all potential suppliers, these questions have been reproduced below along with the associated answers.

2. Question List and Answers

Date		Questions and Answers
1.	28-Sep-2021	Q: If we record workshops, masterclasses and other learning content/formats, and make this content available to view afterwards can watching this content be included in the requirement for each SME to receive 12-hours of support?
		A: Please outline in your response to the Project Specific Questions 7, 8, 9 and 10 how you wish to address the requirements and meet the specification.
2.	28-Sep-2021	Q: How fixed are you on the specification that the supplier must provide workshops and masterclasses of a specific length, or would you be open to alternative formats of different lengths?
		A: Please outline in your response to the Project Specific Questions 7, 8, 9 and 10 how you wish to address the requirements and meet the specification.
3.	28-Sep-2021	Q: Can you clarify whether payments will be directly linked to the ability of the supplier being able to complete the provision of 12-hours of support to the 75 SMEs?
		A: The specification Section 5 sets out the Performance Indicators and gives targets for the supplier to achieve during the operation of the contract. Progress will be monitored against these indicators and the supplier will be paid monthly in arrears subject to meeting the criteria.
4.	28-Sep-2021	Q: How do you define a New Business?
		A: For the purposes of this specification a new business is any retail or High Street business that has newly begun trading in the local towns as a start-up or a new arrival in the town. See Section 2 (2.1) and Section 4 (4.1, 4.2)
5.	04-Oct-2021	Q: Could you please clarify the maximum budget that is available for this contract?

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		A: As per the specification Section 7 (7.10 Table D) we have indicated an estimated budget of £75,000. We welcome bidders to respond to the project specific questions 7, 8, 9 and 10 and outline anticipated budget against service proposals.
6.	04-Oct-2021	Q: Do you have an estimated budget for the contract?
		A: See answer to question 5 above.
7.	04-Oct-2021	Q: Is there flexibility with the programme for example is low take up of workshops do more 121 hours or adapt titles to meet the needs of the clients (a lot can change as we know in 6 months) - deliver a reactive programme?
		A: We welcome bidders to demonstrate their ability to deliver the programme through the answers to the project specific questions. This can include comment on flexibility e.g. in questions 7, 8 and 9. In terms of adaptations this can be presented in the answer to question 10. We also highlight that the specification requires the bidder to have a Business Continuity Plan in place.
8.	04-Oct-2021	Q: Will there be any programme delivered by North Northamptonshire Council?
		A: This RfQ is in direct response to the combination of local economic needs analysis as well as the receipt of HM Government funding as outlined in Section 2 (1.1, 1.2). The pandemic situation continues to evolve and the Council will seek to respond to the economic impact with all the means available, but at this stage we have no direct delivery of business support.
9.	04-Oct-2021	Q: Will there be the opportunity to use existing spaces owned by the local authority for events etc? Or do we need to cost this?
		A: The Council will seek to make available existing spaces and will work with the winning bidder to explore all options. But bidders should be aware that under the need to ensure Business Continuity and safe and secure operation of all Council Services our building use is under regular review. We recognise that the local economy is adapting to a 'hybrid' model of a mix of face to face and virtual meetings and a bidder should consider both options considering cost if Council buildings are not available.
10.	Click to enter date.	Q:
		A:

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Date		Questions and Answers
11.	Click to enter date.	Q:
		A:
12.	Click to enter date.	Q:
		A:
13.	Click to enter date.	Q:
		A:
14.	Click to enter date.	Q:
		A:
15.	Click to enter date.	Q:
		A:
16.	Click to enter date.	Q:
		A:
17.	Click to enter date.	Q:
		A:
18.	Click to enter date.	Q:
		A:
19.	Click to enter date.	Q:
		A:
20.	Click to enter date.	Q:
		A:
21.	Click to enter date.	Q:
		A:
22.	Click to enter date.	Q:
		A:
23.	Click to enter date.	Q:
		A:
24.	Click to enter date.	Q:
		A:
25.	Click to enter date.	Q:
		A:
26.	Click to enter date.	Q:
		A:
27.	Click to enter date.	Q:
		A:
28.	Click to enter date.	Q:
		A:
29.	Click to enter date.	Q:
		A:

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Date		Questions and Answers
30.	Click to enter date.	Q:
		A: