**Rochford District Council**

**Advice Services Tender clarification 1**

Please see below some clarification questions we have received -

1. **Section 3 – Clarifications**

Is there a deadline for clarifications?

Yes, last clarification to be received on Friday 18th September

1. **Section 3 – Clarifications**

Will clarifications be published via a portal or other anonymous group method?

All clarifications will be emailed to anyone that has expressed an interest, they will then be published on Contracts Finder

1. **Section 3 – Clarifications**

What is the response time for clarification responses? 24, 48 hours? Or other stipulated timescale?

3 working days

1. **Section 3**

Linked to the questions above is there a timetable available which outlines the process throughout the ITT ? e.g.

* Clarification Questions Received: no later than Friday 18th September
* Clarification Answers Published (latest): - 3 working days after receipt
* Completion of Tender Evaluation - September/October 2015
* Confirmation of Intention to award - n/a
* Start of mandatory standstill period - n/a
* Close of Standstill Period - n/a
* Award of Contract - November/December 2015

1. **Page 9 Publicity**

Can you please summarise the circumstances and the process by which permission would need to be gained to publish information relating to the service? Does this include, for example, ongoing CAB media work or use of social media?

Where the awarded party would like to publicise that there is a contract between themselves and Maldon District Council, the authorised / nominated officer would need to see a copy for approval, prior to it being published

1. **Page 11 Safeguarding**

Can you please clarify what is meant by regulated activity? Does this specifically relate to Regulated Activity in relation to Children as part of the Safeguarding Vulnerable Groups (SVG) Act 2006 and 2012 Protection of Freedoms Act amendments?

This is not just related to any work you have with children, but also vulnerable adults

1. **Page 15 Accommodation**

Can you please clarify the cost of the peppercorn rent to enable costings to be factored into the response?

a nominal figure will be charged for rent on the accommodation mentioned in the specification – effectively rent free

1. **Page 16 Pricing**

Can you confirm that there is no element of price scoring as part of the tender? Is this a fixed price contract assessed purely on quality?

No, interviews are not required

1. **Page 20 Contractor Selection Criteria**

Can you please clarify the weightings across responses making up the method statement questions and section 2 outcomes table (as a % of the global %)

1.  How will your organisation demonstrate social value? **20%**

2. Can you demonstrate your organisations experience of delivering services in the Rochford District **15%**

3. How will you source additional funding to operate the advice service? **15%**

4. Are you involved in any established partnerships within the Rochford District? **5%**

5.  Explain how you will potentially add value and enhance the services provided by RDC? Can you identify any savings that your service could bring to RDC? **20%**

6.  How will you encourage Digital Inclusion? **10%**

7. How will you encourage self-help for the clients you deal with? **10%**

8.  Do you have any innovative ideas on how local premises / accommodation could be used to ensure an effective advice service is delivered to residents across the District? **5%**

1. **Page 21**

Can you please provide further clarity to the paragraph outlining the requirements for clear and concise responses and the parameters relating to this requirement?

Any appendices must be fully referenced and easily identifiable. Any responses to the Quality Questions must only contain necessary information, must fully answer the questions asked, without being too long (no more than 2 sides of A4 per question)

1. **Page 22 Form of Tender**

Could you please clarify Pg 16 refers to the funding being a contribution towards providing a general advice service in the District, pg 22 states '.... undertake and agree to execute the whole of the works as set out in the tender submission.....'

while we accept that RDC funding is a contribution towards meeting the overall advice needs of the District we would expect that additional funding is secured to provide a service that strives to meet these needs. The successful organisation will be measured against the stated outcomes.

1. **Additional documents**

Is it possible to provide a copy of both the Needs Analysis undertaken by the District Council, and of the customer and stakeholder consultation results document to ensure responses in the ITT are based on the most accurate information as part of the commissioning process?

The responses submitted for the Quality Questions should demonstrate your ability to comply with the specification