

Clarifications Log



This Log constitutes the complete record of clarifications and correspondence for the project detailed below. Your acceptance of the final log may be required as part of any preferred bidder appointment.

Project	Digital Growth Factory	Reference		Stage Start Date	
Stage	Request to quote			Final Time and Date for Clarification Requests	28/08/2024

Question Number	Date Raised	Question	Date Response Published	Clarification Response	Document Added	Status
001	20/08/24	1) On the front page you identify 6806 (83%) micro businesses and some 250 seed/venture and growth businesses, do you have details for any of them?	23/08/24	We do not have contact details for all 6806 businesses. The 250 seed/venture and growth businesses we have identified through Beahurst data. We can provide a list of these businesses but our license with Beahurst will not allow for contact data to be passed to a third party. The awarded organisation will be responsible for lead generation and will need to contact companies to facilitate this.	No	Closed
002	20/08/24	2) The Acceleration Support, it sounds like this is more training/workshop based and what is your definition of intensive? How do you see this programme working?	23/08/24	Winchester City Council sees this as a training/workshop based programme which could be supported with some on-line learning. Taking a business model to the next stage to achieve seed or late seed funding is complex so would need a series of sessions. The council is looking for bidders to use their expertise to tell us how this might work using their experience with other programmes/projects	No	Closed
003	20/08/24	3) You mention the incubation and scale-up support would be delivered through a co-working space. Is there somewhere you have in mind? If not, I assume you'd be looking for something within the city, is that correct?	23/08/24	Delivering needs to take place in the Winchester District. If it was not possible in a co-working space another venue that allows for interaction and other businesses to learn from each other.	No	Closed
004	20/08/24	4) For classroom based activities, is the council able to provide access to a suitable space within its estate or, does commercial space need to be sought?	23/08/24	Commercial space needs to be sought.	No	Closed
005	20/08/24	5) The sustainability element, do you mean it should be embedded in the content of the programmes rather than the delivery means?	23/08/24	Both	No	Closed
006	20/08/24	6) Use of Beahurst, I assume the council already has access to this, so are you able to share that with the bid winner?	23/08/24	Winchester City Council has a Beahurst license to October 2024. Our current license does not allow us to transfer data to a third party.	No	Closed
007	20/08/24	7) A Knowledge transfer, how do you define this? What constitutes knowledge transfer? B Please confirm you are looking for 20 organisations to be involved in the Knowledge Transfer process of the programme?	23/08/24	A This focuses on collaborations which are about transferring good ideas, research results and skills between the knowledge base and businesses to enable innovative new products and services to be developed and includes but is not exclusively limited to: • Research collaborations and free dissemination of research. B Yes – this is one of the outcomes specified in the government's UKSP programme. • Joint and long-term development of new business or services. • Formation of joint ventures and spin-out companies.	No	Closed
008	20/08/24	8) I assume we will need to submit the RFQ to answer the questions in it, plus supporting documents that outline the proposed programmes and marketing. Is that correct?	23/08/24	The format is up to the bidder but please ensure you answer all the mandatory questions, provide references and fees and enough information for us to assess the quality evaluation. The submission must also include: • a comprehensive method statement outlining your approach to delivering all the digital growth activities programme as outlined in the specification including the breakdown of classroom versus online resources, the timing and location of each separate element of the programme. • draft copy of your lead generation • draft copy of your marketing and communications plan • an indication of your proposed payment plan considering the KPIs, outputs and outcomes specified by Winchester City Council and the government's UKSP programme	No	Closed

009	20/08/24	9) What percentage of the project should be delivered online and what percentage in person?	23/08/24	We envisage that the programme would be delivered as a combination of classroom, online and modular learning. We are asking bidders, as experts in this field, to indicate how you would deliver all four different elements of the programme in their submission, including the breakdown of classroom versus online resources, the timing and location of each separate element of the programme. All four elements for the programme would benefit from some face-to-face learning as delegates will benefit from peer to peer learning from like minded entrepreneurs and start-ups. It will also be necessary to have face to face learning to fulfil the government's outcome around knowledge transfer.	No	Closed
010	28/08/204	10) Can you clarify the actual cohort numbers you are expecting to run through the Digital Growth Programme?	28/08/24	Commercialisation support: 20 Acceleration support: 10 Incubation and scale up support: 10 SME Digital Productivity Programme: 20 Total 60 businesses/entrepreneurs receiving tri-aging and signposting into the most relevant of the four activities. A business could take part in one, two, three or all four elements of the programme.	No	Closed
011	28/08/205	Can you provide further detail on the way in which you wish to measure the KPIs, outputs and outcomes from the programme? Will you, for example, provide a template for the award partner to complete?	28/08/24	Please give an indication in your bid on how you propose to measure progress against these KPIs, outputs and outcomes drawing on your experience as a business support delivery organisation. There is will be a template provided by UKSP for the provider to complete.	No	Closed
012	28/08/206	Some of the 'outcome values' listed may not be achievable by the businesses within the time frame of the project, such as 'introducing new products to the firm'. Will payment be linked to the KPIs and Outputs, with 'outcomes' measured for a period post project and not therefore tied explicitly to payment?	28/08/24	In the request to quote we indicate that payments will be closely linked to the successful completion of the KPIs, outputs and outcomes and are asking bidders to make a suggestion of how this would work. If there are some KPIs, outcomes and outputs that lend themselves more readily to this please indicate this in your bid. Likewise if there are others that would not work please also set this out.	No	Closed
013	28/08/207	Can you clarify the proposed payment schedule? Our reading of the request to quote and contract is that payment follows 30 days after the successful completion of the project. Is this correct? If so, would it be possible to consider a stage payment schedule?	28/08/24	The final payment would be made within 30 days of successful completion of the project and a satisfactory end of project report. We are asking bidders to suggest how to link interim payments to KPIs, outcomes and outputs as set out in the question above.	No	Closed
014	28/08/208	We are considering submitting a tender for the above contract, but note that in the documentation it mentions that bidding companies should be local, and I just wanted to check if being a business that does not operate in Hampshire preclude us from being eligible?	28/08/24	It does not preclude you from being eligible if your business does not operate in Hampshire. The important part is that the face to face elements of the programme are delivered within the Winchester District. An option could be partnering with a local venue.	No	Closed