

DTEC/FUNC/331 – Clarification Questions

The following Clarification Questions have been asked, with answers provided below:

- Q1:** *For the proposed trainers, we are asked to provide at least two contacts who can be approached to provide references on the trainer's behalf. Please advise if these contacts / references should be from within our own company or from clients?*
- A1:** The references provided for scored Technical Criteria 6.2 should be from clients.
- Q2:** *We will be providing details of a number of suitable, very experienced, well qualified and high quality trainers who will potentially deliver the PPC training course required by the MoD. Not all of these currently have the security clearance required but it would be our intention to arrange this when we know exactly who will deliver the training to ensure we are compliant with the requirement. Please confirm that this is acceptable*
- A2:** The training staff provided as part of the tender will be evaluated in accordance with the criteria set out at Section D.6 of the Invitation to Tender.
- Q3:** *Do you expect all of the courses to run with 18 delegates? This is a large class size that we find negatively affect results. We usually suggest a course size of 12 with a maximum of 14.*
- A3:** The potential providers' tender return should be completed in accordance with Appendix 2 to Annex A of the Invitation to Tender. Any decision made to vary class size will be taken at the Authority's sole discretion and will not have any impact on the evaluation of tenders.
- Q4:** *Is the £120,000 a target price per year for 10 deliveries of 18 delegates including exams?*
- A4:** The £120,000 is the budget available for the delivery of 10 courses for 18 delegates each within each Financial Year (Apr - Mar)
- Q5:** *Is the Authority an APM member? Allowing for the reduced exam fee rate?*
- A5:** The Authority is a corporate APM Member
- Q6:** *Do you expect our pricing to include our trainer travel and subsistence costs or would this be claimable from the authority in line with MOD T&S policy?*
- A6:** The total maximum price should include T&S (which will be claimable in line with MOD T&S policy).
- Q7:** *Are we to provide a 2 page CV for each proposed trainer, plus a summary paper each which includes the numbered 1-4 additional information? If so, please can you advise the page limit of the summary paper? Or do you expect the 2 page CV to include the summary paper?*
- A7:** The summary paper should be provided separate to the CV. Therefore please include a 2-page CV and then a 2-page summary paper adhering to the same font/size stipulations set out for the CV.
- Q8:** *Please can you advise if we are required to complete the DEFFORM PERSONAL DATA PARTICULARS document as part of our submission.*
- A8:** DEFFORM 532B: Personal Data Particulars should be completed as part of the tender return.
- Q9:** *We will be happy to provide each student with examination feedback in accordance with release of examination results by APMG International, by no later than 5 working days*

following their release. This will be in the format provided by APMG. Please can you confirm that you are satisfied we are compliant with this requirement

- A9:** The clarification questions should be used to query the information provided as part of the tender opportunity rather than to test the potential provider's response. All tender returns will be evaluated equally in accordance with the evaluation criteria stated in the Invitation to Tender.
- Q10:** *We will be happy to issue a nominated point of contact within the PC Learning & Development team with a copy of examination results and success metrics by email within 10 working days from the receipt of exam results. Due to Data Protection regulations, to enable this every delegate will be asked to sign a disclosure agreement so we can release the information. Please can you confirm that you are satisfied we are compliant with this requirement*
- A10:** The clarification questions should be used to query the information provided as part of the tender opportunity rather than to test the potential provider's response. All tender returns will be evaluated equally in accordance with the evaluation criteria stated in the Invitation to Tender.