

## Questions & Answers

These are clarification questions that we have received and they will be updated and published on the Chamber website page, the Growth Hub website page and the Contracts Finder listing.

**Q1:** Is this a paid position?

**A:** Yes, details are in the sample contract provided.

**Q2:** Looking at the PQQ, are we to attempt to “provide a brief description of the contract delivered including evidence as to your technical capability in this market” in the space provided or is it enough to supply the information in my separate tender document?

**A:** You can provide this information in a separate annex. This must be clearly marked as to what question it relates to and you must stick to the word limits.

**Q3:** Are the rates of pay the same as the current contracts or they likely to be increased to reflect increases in costs such as fuel and inflation?

**A:** The rates of pay are available in the sample contract provided.

**Q4:** I have completed the government supplier registrations in their website and shared it with yourselves. Is this all I need to do to register my interest to become a provider to you?

I am interest in doing Data Protection and GDPR training and workshops.

**A:** Government supplier registrations are not relevant for this tender. If you would like to submit a tender application then please complete all tender documents on our website and return to us within the required timescale.

**Q5:** I appreciate that the questions do at least in some part lend themselves to larger organisations submissions. I am operating as a sole trader and there is just myself who will be working with you. In this event some of the questions are not as relevant..... would this be the correct presumption?

**A:** All requirements and questions must be answered fully. If some aspects of the tender documents are not as relevant as others then a clear explanation should be made to highlight that fact.

With regards to audited accounts, the PQQ gives a number of different options of information to provide to satisfy section 4.1

**Q6:** Do I need to have a registered company to be eligible? I have been employed, working within a variety of companies, but over the last 12 months, having completed an Executive MBA with the University of Leeds I have sought consultancy work in self employed capacity, supporting SMEs. Would I be eligible having not yet set up a formal company?

A: You do not have to be a registered company to apply for the project.

**Q7:** I am just completing my first year in my own business ... so have no audited accounts as such but will be able to send you a copy of turnover for the year and a bank statement if that helps? Would this suffice or would you require further evidence?

A: If you do not have audited accounts to submit, then the PQQ gives a number of different options of information to provide to satisfy section 4.1 of the PQQ.

[Last updated 08/08/2018]