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|  | RFQ Clarifications for the North Northants Family Hubs Perinatal Mental Health and Parent-Infant Relationships Strategy and Infant-feeding Support Service Design Exercise  |
|  | **Updated 14 December 2023**  |
|  | **Clarification Question** | **Response**  | **Date raised**  | **Date resolved**  |
| 1 | Will the final version of the produced Strategy be undergoing a Public Consultation before final approval? | We will not be holding a formal public consultation.  | 30/11/2023  | 04/12/2023 |
| 2 | We note that the award date and the start date is the same. Please can you clarify if the 6 months is to include mobilisation, and if so – did you have a timeframe in mind? | Providers should factor in implementation within the 6-month project timelines. There is an expectation for a kick-off meeting within the first two weeks of the contract award to start the project and engage key stakeholders.  | 30/11/2023  | 04/12/2023 |
| 3 | In 3.2.1 it asks for a 5-year strategy to be developed but then in 3.3.1 it headlines that the 3-year strategy should include… Please could you confirm if the resulting strategy should cover 5 or 3 years. | The strategy will need to cover a three -year period, in line with the North Northamptonshire Council Family Hubs Programme.  | 30/11/2023  | 04/12/2023 |
| 4 | Can the commissioner please provide Appendix 1: Conditions of Contract. | Embedded in updated version.  | 30/11/2023  | 04/12/2023 |
| 5 | Please advise if it is an error that there are two questions numbered 8. Is the second one No. 9? | Corrected on updated version  | 30/11/2023  | 04/12/2023 |

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| 6 | Please could you also confirm what is meant by ‘management costs’ in 10.2? | Management costs in this context refer to the expenses associated with overseeing and supporting the overall functions involved in the efficient delivery of the specified work. An example of such costs could be project management or project resources.  | 30/11/2023  | 04/12/2023 |
| 7 | For question 4.1(a) on requirements under the Modern Slavery Act 2015, this does not apply to our organisation as our turnover is below the threshold. However, if we answer ‘no’, the guidance says we are eliminated from the process. Please could you confirm whether this question is mandatory and advise how organisations with income below the threshold should respond? | The question is to ensure that organisations are compliant with The Modern Slavery Act regardless of the company's turnover. This is a mandatory requirement and Potential Suppliers who answer ‘No’ will fail and be eliminated from this procurement process. | 30/11/2023  | 04/12/2023 |
| 8 | Is the £90,000 the total for both lots, or per lot?  | Yes, the £90,000 is total funding for both lots.  | 30/11/2023  | 04/12/2023 |
| 9 | The timetable indicates a contract length of 6 months. Is this how long you envisage the work taking? By shortening the project length to 3 months we feel there would be sufficient time to complete the project and would enable us to better meet the budget limits.  | The project timeline is a suggested length of time. We have agreed that six months is the maximum time for this project. We also have advised six months due to the level of stakeholder engagement required. However, Potential Suppliers can amend the project timeline based on their delivery model.  | 30/11/2023  | 04/12/2023 |

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| 10 | Question 8: design and methodology, it says ‘Provide details of expectations around roles and responsibilities of the family hubs steering group throughout the duration of the project’. Please could commissioners confirm if this group is already established by NNC or if the supplier will be responsible for setting up this group? | NNC proposes that the Provider will attend the Perinatal Mental Health and Infant Feeding workstream groups. These groups are already established as part of the Family Hub Programme. The provider must work flexibly alongside any changes to governance arrangements within the programme.  | 6/12/2023 | 08/12/2023 |
| 11 | "Would commissioners consider increases the word count for Question 7 - Design Methodology as it is 40% of the total response? " | The submitted word count can be within a 10% threshold (above or below) of the limit set at 1,000 words.  | 11/12/2023 | 14/12/2023 |
| 12 | In Question 7, could commissioners expand on the meaning of 'A proposed delivery structure'? | This is how your organisation proposes to deliver the work, including phases, key stages, and methods used in the delivery process. | 11/12/2023 | 14/12/2023 |
| 13 | In Question 9 - risk and ethics "A strategic and/or corporate plan that includes actions relating to safeguarding adults at risk and children. This plan must be regularly reviewed to make sure that it remains relevant and appropriate " does this refer to a contract specific safeguarding plan or our general organisational plan? | This refers to a general organisation plan with regards to safeguarding vulnerable individuals such as children, young people, or adults at risk.  | 11/12/2023 | 14/12/2023 |
| 14 | "Terms and conditions document 12.4 Subject to clause 14.5, the Supplier's total aggregate liability: [Do commissioners mean 12.5? There is no 14.5] " | Amended to reference the correct section '12.4 Subject to clause 12.5, the Supplier's total aggregate liability...' | 12/12/2023 | 14/12/2023 |

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| 15 | 12.4 (b) in respect of all other claims, losses or damages, whether arising from tort (including negligence), breach of contract, breach of statutory duty or otherwise under or in connection with this agreement, shall in no event exceed the greatest level of insurance cover available. [If this is referring to the provider's existing levels of cover, we would expect it to refer to the ‘Required Insurances’ as defined in clause 13.1. If not, please could we have clarity on this value?]. | ‘Required Insurances' can be used. | 12/12/2023 | 14/12/2023 |
| 16 | 19.2 – is it envisaged that this clause will be exercised? If so, will the council offer a respective infringement indemnity to the provider as in 19.3? | The Council does not know if the clause will be invoked during the term of the contract. The Council’s main obligation under the contract is to pay, so the clause cannot be reciprocated. | 12/12/2023 | 14/12/2023 |