

**I'd like to better understand the relationship between the evaluations of competitions 1-5 and the additional research activities. What relationships would you expect with the existing contractor to define tasks etc?**

*Any additional work will be agreed with the new contractor and the UKCES, depending on the content of the evaluation. Contact with the current contractor would be expected to discuss avenues of enquiry, to share findings, and to ensure that outputs are compatible with each other. Our priority is a joined-up assessment of the Programme, where all information gathered is used well and feeds in to the overarching evaluation. The ways in which the contractors work with each other is at their discretion, but should support this aim.*

**Please could you offer more detail on how the deep dives and case studies complement and supplement each other.**

*A deep dive would be expected to have contact with enough aspect of enough projects, via interview or observation, to get solid insights into the research questions being pursued in the competition. There is no prescribed method, as long as each project lead is interviewed at least once. The aim is to speak to targeted projects and speak to the right people, and get a complete understanding of what has been occurring, and as long as this is achieved, the deep dive could take any format.*

*Case studies will be organised separately. The scope of case studies may vary from project to project, but at a minimum a case study might expect to talk to: the project lead, representatives of any organisations involved in the management of the project, the beneficiaries of a project/its end users, and employers involved in the project, if employers were not the end-users.*

*Both deep dives and case studies will be integrated into and will support the overall evaluation of the competition.*

**Could you give an indication of potential themes that we could expect to examine as part of the study?**

*Yes commissioners have already identified themes. These are around management and leadership, learning training methods, high performance working practices, employer leadership and collaboration and local solutions to workforce development.*

**Are potential case study employers already aware that they may be involved in a case study that will not be anonymous, i.e. will it be necessary to 'sell' participation to them?**

*We have not yet selected case studies. We will decide on the case studies with the successful contractor, which will be something that we agree together in discussion. Once we have decided on the case studies, it will be the contractor's responsibility to approach the projects, to get permission, and to let them know that participation will not be anonymous.*

**Is it assumed that all interviews and focus groups will be transcribed?**

*Yes, and this should be taken account of in costings.*

**You said there was to be a thematic analysis - can you say more about that please?**

*Thematic analysis across the competition will be for the purposes of producing the thematic reports.*

**Is there the possibility that SQW could also be commissioned for this piece of work? Or are UKCES specifically seeking a new contractor?**

*The previous contracts with SQW has met the funding limit that was set when it was tendered for, which is why the rest of the evaluation will require a new contract. SQW could win the contract, but all bidders will be assessed equally on the strength of their bid against the criteria in the ITT.*

**Is it possible to know who the existing contractor is?**

*Yes the existing contractor is SQW.*

**The pricing tables imply one person per task - is that intentional? How would we present more than one person per task?**

*If you wish to add more than one person per task, please add additional lines to account for these staff.*

**For Part 2 of the requirement, is there an estimated size of a workshop/focus group? i.e. half day with 10 participants? I appreciate that this may be a difficult question to answer due to the flexible nature of the requirement.**

*It is difficult to estimate but please assume half day with 10 participants.*

**Within the pricing document it is not obvious which element relates to actual engagement with the competition projects, i.e. employers, employees, Relationship Managers, Testing, Learning & Evaluation Support. Are you able to clarify under which line you would prefer to see this costed?[David Gallagher]**

*All of the elements in the costing table are explained in more detail within the body of the ITT. We would like you to provide a total cost for delivering each of those elements.*

*All contact with the projects that will occur during the ~~initial~~ evaluation of Competition 6 is contained within the scheduled activities explained in the ItT (e.g. deep dives, case studies, co-creation labs). Please cost for this contact in the appropriate lines in the costing table.*

*Relationships managers are from UKCES. Therefore the costing for engagement with Relationship Managers will be covered under 'Interviews with UKCES staff and Commissioners'. The direct testing and learning support to the projects is handled by UKCES. The evaluator will have contact with relationship managers and other Commission staff as the competitions progress. This will sometimes take place as part of interviews, co-creation labs, deep dives, or case studies, and should be costed for in the appropriate lines of the costing table. Other contact will take place during the regular catch-up meetings with UKCES, which should be costed for under project management.*

**Is it acceptable to name more than one specific individual within the costing table? If for example, an activity could be taken by Person A or Person B**

*Yes, but you must provide the day for each individual. If their day rates are different, for costing purposes we would have to use the highest rate.*

*It would also be possible to divide up activities and assign portions of them to different individuals – so one day from Person A and one day from Person B. Again, you must provide the day for each individual. We would then calculate the total unit cost.*