

# Specialist Bid Writing and Procurement Advice Service for SMEs in Cornwall and Isles of Scilly

## Tender Clarification Log v3 26/10/2021

Tender Reference Number

TEN 521

| Ref | Date Raised | Document | Section / Page | Clarification Question   | Response  |
|-----|-------------|----------|----------------|--|---|
| 01  | 19/10/21    | ITT      |                | Who will be responsible for marketing the proposed services to SMEs in the region?   | The CIOS Growth & Skills Hub will market the service and discuss the client need in our Business Reviews with client businesses   |
| 02  | 19/10/21    | ITT      |                | Based on the documents provided, it is our understanding that 2 contractors will be appointed to this framework but will then need to compete head to head for individual assignments. Is this correct? If so, does this mean that, in principle, one of the 'successful' contractors may still end up not being allocated any work? | We aim to contract two deliverers. The pipeline of clients will be discussed at inception, but we envisage an equitable distribution of clients as the pipeline allows. |
| 03  | 19/10/21    | ITT      |                | If our understanding, as outlined in Point 2 above is correct, what will be the criteria for selecting one of the two contractors and will it be the SME owner-manager or CIOS Growth Hub?   | As above- we envisage an equitable distribution of clients. However, if the client specified a specific deliverer of the service we would discuss that with them.       |
| 04  | 19/10/21    | ITT      |                | Will there be a minimum / maximum number of days of support that will typically be made available to each SME owner-manager?   | We have highlighted that clients will be able to access up to £1000 worth of support so the time allocation would depend on the contractors hourly rate.                |

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| 05  | 20/10/21    | N/A      |                | Wanted to confirm if there are any other documents that we need to read and respond to?  | All the documents are on Contracts Finder   |
| 06  | 20/10/21    | ITT      |                | Please could we clarify whether the procurement advice you are looking to commission is in relation to bidders complying with procurement legislation and good practice when submitting bids or for SMEs to procure their own services/products?                 | We are looking to provide SMEs with advice on how to procure contracts/work (particularly Government contracts for example) for themselves to help them grow their business.  |
| 07  | 20/10/21    | ITT      |                | [The Tender] offers a flat rate of £20k and states that ~£1k worth of support will be provided to each SME.<br>Please can you confirm if that means 20 SMEs will need to be supported per provider, and if so whether those 20 SMEs are already lined up or TBC? | It may not equate to 20 SMEs being supported as there may be a cost in terms of providing the webinar activity and also businesses may not require the full £1k of support. There is not a current 'pipeline' of SMEs however the Growth Hub will market the service and through our business review and diagnostic activity work with businesses directly to highlight the need for support. |

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| 08  | 21/10/21    | ITT      |                | <p>We have extensive experience in procurement and bid writing for large companies and public sector organisations. Having looked at the experience criteria for this contract, we would like to know if we would still be eligible to apply? The criteria we refer to specifically is:</p> <ul style="list-style-type: none"> <li>- <i>The contractor must be able to demonstrate recent experience (within the last 12 months) of delivering this type of advice to SMEs. This should be evidenced by providing two examples on no more than one side of A4 for each example. The examples should be of similar commissions in terms of target audience and scale of knowledge transfer.</i></li> <li>- <i>References and testimonials are required from two SME recipients for the services provided which demonstrates an effective working relationship with the client (maximum</i></li> </ul> | <p>The experience we require is organisations that can demonstrate having worked with SMEs in the last 12 months in the topic area. Further to this, references and testimonials are required from SME clients. If this type of experience cannot be evidenced or demonstrated, it would be unlikely that the organisation would score well against the criteria in this area.</p> |

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|     |             |          |                | <p><i>one side of A4 per reference/testimonial)</i></p> <p>We don't have recent experience of helping SMEs in this area but have a wealth of transferable knowledge and experience. We are an SME ourselves and are keen to operate in the SME space to help fellow businesses.</p> |          |
| 09  | 25/10/2021  | ITT      |                | Is a single staff member permitted within the scope?  | Yes      |