

**Procurement**

**Clarification Questions**

**Mapping Community Business Support in Liverpool City Region**

**Invitation to Tender for: Mapping Community Business Support for Liverpool City Region**

**Tender Deadline: midnight 5pm 18th April 2019**

**Questions & Clarifications**

This document provides further information for bidders interested in the Invitation to Tender for Mapping Community Business Support for Liverpool City Region and does not replace any of the information provided in the original Invitation to tender document.

This document will be updated when new information is available and uploaded to the Power to Change website. It is the bidder’s responsibility to check as required up until close of business on 12th Aprilrd February 2019 after which we will not be making any further updates. The deadline for submitting questions and sharing your information for consortia bids is noon on 11th April 2019.

Document last updated: 5th April 2019

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| **Question** | **Response** | **Officer** | **Date Publicised** |
| Would you provide a list of organisations /contact details for undertaking the in-depth interviews? | Part of the scope of works (2.2 in the ITT) will be to identify support and advice providers, so whilst we wouldn’t provide a list of these the results of the England-wide support mapping study we undertook in 2015 are available and should assist with this and we can provide contract details for community businesses to talk about their support needs. | SG | 05.04.19 |
| Would you need all interviews to be fully transcribed or do you only require bullet point notes? | Bullet points would be fine. | SG | 05.04.19 |
| Are you looking for a set number of in-depth interviews or is it dependant on the numbers the successful contractor can do for the available budget? | No set number – dependent on what the contractor feels is appropriate and do-able within the budget available. | SG | 05.04.19 |
| Are you able to breakdown your evaluation criteria (eg x% for experience, x% for proposed fees etc)? | In evaluating the proposals we will take into overall consideration a bidder’s proposed approach to performing the contract requirements and deliverables, their expertise, experience and capacity, and the value for money presented. | SG | 05.04.19 |
| Is there a time deadline on 18th April for proposal submissions? | Yes, the deadline for proposals is 5pm on 18th April | SG | 05.04.19 |
| A reference is made to two reports – Power to Change England-Wide mapping exercise of 2015 and consultations with community business in Liverpool City Region in 2018. I have not been able to locate these on the website, please could links be sent to these reports? | The reports are available below | SG | 05.04.19 |