

**PR2025 Peer to Peer Tender
Q&A**

Q: You ask for respondent figures to include VAT. Could you please confirm whether the maximum budget of £55,000 for four cohorts is also inclusive of VAT and can the three additional pages of A4 inform any question and, if so, will they be scored? If not, could you please confirm their purpose?

A: The budget is inclusive of VAT and additional information will be scored, each question has a total score and any information relating to that question will be taken into account.

Q: Does the bidder need to be physically based within the Lot area they are bidding for?

A: No, the bidder doesn't need to be physically based within the Lot area, but they do need to be able to demonstrate their knowledge and understanding of the Lot area in Section 9 and if we are in a position to deliver any of the sessions face to face during the lifetime of the contract, they need to be able to deliver sessions in the Lot area.

Q: Does a full proposed session plan for the cohorts need to be provided as part of the tender response?

A: As per the information in the specification, it is anticipated that the peer to peer networks will be driven by the needs of the specific cohorts and in line with an action learning methodology. However, applicants are welcome to provide examples of how they would approach sessions and session content / structure as part of their responses.

Q: Could you explain the concept of the playbook (page 6f) and the quality assurance framework (page 8ff). Will these be provided, when. Should we take into account potential implications in the change of the delivery and costs?

A: The playbook and the quality assurance framework will be provided to the successful bidder as part of the inception process. However, the specification for this tender has been prepared in line with the playbook and therefore we do not anticipate there being any implications from reading these documents which would have a significant impact on the delivery or costing of the programme. The playbook is now available online with the other tender documents.

Q: Is the one-to-one session only after the group sessions or can this be throughout the programme?

A: The delivery of the one-one support of 3.5hours can be provided throughout the programme in one session or multiple sessions.

Q: Is monitoring to be created by the supplier of service (successful bidder) or supplier is providing data for existing monitoring framework(p7)?

A: There will be a monitoring framework set by the national programme that the successful bidder will need to work to. The successful bidder will work with SEMLEP to ensure the best way to implement this monitoring in the local setting.

Q: Do bidders need to name all resources/sub contractors in the bid or the profile of skills? Can these be substituted in line of delivery? The bidding documentation requires to supply details of persons. If any of these individuals face predicted issue and can't deliver, can they be replaced with an equally qualified person not mentioned in the bid?

A: In exceptional circumstances if any of the individuals can't deliver and with agreement with SEMLEP, they could be potentially replaced with an equally qualified person

Q: Also what does (determined by local needs) mean for the scheduling of sessions vs the implementation plan bidders are providing (p7)?

A: Determined by local needs allows there to be some flexibility in terms of how the 18hours of support are delivered – whether that for example by 9 sessions of 2 hours or 6 sessions of 3 hours etc. The determined by local needs sentiment allows any local variables / factors to be taken into account when making this decision. The final decision can be made between SEMLEP and the successful bidder at the inception meeting – taking into account the expertise of the successful bidder in finalising this plan and likely to be following very closely what the successful bidder outlines in their implementation plan.

Q: I would like to quote for it, but I don't think I can see any breakdown of the activities to quote for except that it is 18 hours per group and 3.5 hours one to one. Am I required to recommend all of the way it is to be delivered, in which case how much detail is required?

A: You can find all the specification details for the programme in section 7 of the tender information document on our website <https://www.semlep.com/tenders/>