Request for Quotation: West Oxfordshire Business Support Programme

Questions and Answers.

Last updated: 13th February 2024

1. Please can you clarify/confirm how many hours of 1-2-1 you are expecting as a minimum per business within the budget?
2. We have not been prescriptive about the number of hours in the RFQ. This is because we are interested in seeing proposals from potential suppliers utilising the available budget as they see most appropriate to create a programme of support.
3. In further reading through the RFQ response document, we note that within the pricing section you state that this contract is within IR35 legislation – could you please share the determination and the criteria used to assess?
4. Please see the CEST results in the document embedded.



1. The documentation refers to potential suppliers receiving information on 16th January – if we did not directly receive details, can we still prepare and submit a response?
2. Circulating is our standard wording, this RFQ is live on the OxLEP website and OxLEP Business website as well as Contract Finder for any potential suppliers to review and submit a response. No potential suppliers have been directly contacted with this opportunity.
3. We are unable to open or download the OxLEP Consultancy Company contract conditions which is an embedded document within Appendix 2 of the RfQ. Please could you provide it as a standalone document.
4. Please see standalone version of the draft contract conditions uploaded to this page.
5. Please could you provide the RFQ response template as a Word document to support completion.
6. Please see Word version available now on the website.
7. Do you require a full pricing breakdown and if so, what format is this required?
8. Please complete the pricing schedule on page 31, identifying all potential cost components anticipated in your delivery of the service. As per the table, please itemise with cost per day and provide a total cost specifying how many days per week have been used to calculate the budget.
9. Do you have a set wordcount for the method statement/bid question? I can see that two pages of A4 have been allocated but this won’t be sufficient to provide a comprehensive response.
10. There is no set wordcount for this. Please extend the space required in order to provide a comprehensive response. If you need a Word version to do so, please separate Word version of RFQ. Alternatively, additional attachments can be used as long as they are clearly labelled in relation to the section and the question.
11. Will you accept appendices of diagrams to show learner journeys/processes etc?
12. We will accept attachments of materials relevant to the question, but not general marketing or promotional materials. When adding attachments/appendices, the material should be marked clearly to show your name, the number of the question to which it relates and, if appropriate, the page number or the section of the material which is relevant.
13. Are you looking at awarding to one organisation to deliver or looking to appoint individual consultants?
14. We are looking to award this contract to one supplier, but this could be a registered company, registered charity or an individual consultant operating as a sole trader.
15. On page 14 of the RFQ it states that suppliers will be required to generate new clients for the programme. Please can you provide a definition for ‘new clients’, for example, is it clients that have not been involved with specific named programmes of support? Also does this mean that the supplier will need to seek verification from OxLEP for every client that expresses an interest?
16. We expect the supplier to carry out their own activities to engage with businesses in the West of Oxfordshire in order to ensure the programme has a strong pipeline of businesses and is successful. We don’t envision that this would mean the supplier will need to seek verification from OxLEP for every client that expresses an interest.
17. On page 15 of teh RfQ it states that the delivery of consultancy will be on a draw down mechanism. Can you please clarify what this refers to and how the mechanism will work.
18. By this we mean we expect suppliers to invoice for work delivered on a monthly basis to draw down on the agreed contract value.
19. Is OxLEP open to proposals for programmes which are delivered virtually or are you looking for an element of in person delivery?
20. We are open to programmes which contain both virtual and in person delivery but are not looking for a programme which is solely virtual.
21. So, to confirm/clarity, based on this CEST determination aligned to the IR35 regulations – as stated within the pricing schedule “NB. This contract is within IR35 legislation” – this opportunity is determined as sitting outside of IR35?
22. Yes, as per the CEST results for this opportunity – the off-payroll working rules (IR35) do not apply to this contract.

14) On page 13 of the RfQ you provide estimated budget information  “*The estimated budget for this procured service is up to £160,250*” and on page 34 Section C Pricing Schedule, you request that we insert our quotation price excluding VAT.

Please can you confirm if the estimated budget figure includes or excludes VAT.

A. Currently the figure quoted is excluding VAT.  This position may change as we move through our own contracting with WODC.   If our position changes we would allow all applicants time to revisit their proposals.