**OxLEP RFQ responses**

**29 March 2022**

**Could you please clarify whether you have any additional information on the timeframe for the Visitor Economy grant scheme?**

* We need to be ready for pre-launch in July
* Launch 1st round October 2022
* Launch potential second round in April 2023
* Potential for this grant scheme to run for 18 months but unlikely

VE grant scheme is still very much high-level detail at this moment in time.  We’re focussing on the Cherwell ARG scheme initially.

**Are there any restrictions on font size for the 10 sides A4 method statement response?**

No

**We note that Social Value holds 10% of the evaluation criteria weighting, however, there does not appear to be a specific question on social value in ‘Section B Method Statement’. Please can you provide a little more clarity on the social value question and exactly what information you are looking for here?**

We also ask applicants to consider and evidence Social Value. Understanding of social value including consultants’ own approach, processes, expectations of grant applicants, subcontract arrangement and delivery of the grant scheme.

**We are a little confused around how to populate the pricing table in a way that arrives at a final tender price. For example, the table asks for ‘day rates’ but there isn’t a column for number of days. The table also asks for ‘Items’ (which we presume means different elements of the grant process/lifecycle) but we often have a number of staff involved in delivering one ‘item’, so producing a day rate per item may leave you a bit confused/unclear. Are bidders allowed to amend the pricing table so that our costs can be presented more clearly (including an itemised budget and staff day rates)? If not, please can you provide an example of how the pricing table in its current format should be populated to arrive at a final tender price?**

Organisation’s approach this in different ways. Some quote total value and others quote day rate. Many organisations add days to description column. Organisations also add separate lines to reflect variety of roles which would be allocated to the project.

**Example 1**

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost per day** | **Description** |
| Triage and weekly activities | £99,000 | A total of 182 days support to deliver main elements of programme |
| Training and events | £30,000 | 30 days budgeted |
| Project management and reporting | £10,000 | 16 days budgeted |

**Example 2**

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost per day** | **Description** |
| Deliver enhanced growth hub | £450 | 263 days of support across core team |
| Administration | £200 | 90 days |

**Contract Conditions at Appendix 2 of the RFQ**

Also available on request.

 

**Please can you confirm the 80K funding is exclusive of VAT?**

Yes

**Is the 80K funding just for the delivery of the two confirmed grant programmes; with further funding to be provided should new grant schemes come on stream?**

Further funding will be considered for any future grant schemes.

**It is stated: The consultant will design and deliver the full grant lifecycle, systems processes, and documentations (unless already designed which is the case for the CBAF scheme). Please can you confirm which of the responsibilities listed you anticipate the bidder playing for the CBAF scheme**

.

The majority will be the responsibility of the bidder. By the time the contract is awarded, the guidance will be signed off and online applications forms in design with current CRM provider and com’s plan agreed.

**Please confirm that the Growth Hub will be responsible for the promotion of the respective grant programmes not the successful provider.**

It will be OxLEP’s responsibility however we would expect the successful bidder to also support promotion.

**For the VERPIF grant scheme do you anticipate an on-line application form linked to an existing website?**

Yes

**Please can you confirm the successful provider is not responsible for the evaluation of the grant programmes, but as per the specification, is ‘contractually obliged to take part in grant impact PR activity, providing case studies and images within 6 months of grant being defrayed’.**

We would expect the bidder to help develop the evaluation having worked closely with the successful grant awardees.

**Please can you provide the relevant contract conditions at Appendix 2 (these appear to be missing).**

See earlier question.

**Please can you provide a Word Version of the application documentation so that it can be populated.**

Can be found [here](https://www.oxfordshirelep.com/news).