

2010 Review – Regional and Sub-Regional Fieldwork Questions and Answers		
1	How many workshops would you envisage having in each region/sub region	Between 3-5
2	Do you have a set budget for this programme and, if so, how much is it?	We are looking to you to give a good value price for this work, given that you now know the no. of workshops.
	The level of attendance possible at each session is heavily influenced by the available budget. Can you give an indication of the budget available per session or for the whole project? Would this include T&S reimbursement and/or incentives (e.g. for learners/jobseekers to participate)? Is there an anticipated duration for each session?	We are not giving budget information at this point. Some session are likely to be full-day and others half-day.
3	How much data do you have to support the Self Assessment process, what types and will this be made available?	<ul style="list-style-type: none"> - We will create a self-assessment guidance document, which will give examples to participants of the types of evidence we would expect them to put forth when doing the self-assessment. They will be putting the data forth. - We will have an elaborated list of examples of evidence for our own purposes some of which we will gather and bring into the room. - We are confident that data currently exists to support most of the sub-criteria. We are in the process of identifying and filling the gaps.
4	Do you envisage the participants having individual support as well as through workshops?	Not clear on what you mean by 'individual support' and not sure at what stage in the process you are referring to. At this stage, we do not see the consultant conducting one-to-one sessions outside of the main facilitated working sessions. We envisaged the self-assessment being done as a group exercise during a working session and that the facilitator would give support to the group as well as probe and challenge individuals during that session.
5	Are you expecting to have one self assessment per region? Do you expect each participant each region to produce own SA and then the facilitators to help each group to pull these together? Or are you expecting multiple Self Assessments per region/sub region?	One self-assessment per sub-regional location and then one per nation. We envisage this being pulled together by participants in partnership with the facilitator. The actual 'pulling together/drafting' of the self-assessment is likely to happen slightly differently in each location based on the own resources. So, if we do 8-10 'rounds' of work, we will have 8-10 self-assessments which will feed into the three national level assessments.

6	<p>There are many stakeholders in each area – would you envisage having more than one group in each region/sub region?</p>	<p>No. One ‘whole-system’ working group. UKCES project team may need to have to meet with a few people outside the planned sessions, for example to ensure that we hear from a ‘whole system’ group of individuals, but this would be separate from the working group. For example, employers may be hard to get into the room, so the UKCES team may need to hold a few complimentary meeting to target employers.</p>
	<p>Our understanding is that there should be one event in each of the 8-10 sub-regions. Is this correct?</p>	<p>Each sub-regional fieldwork engagement will include 3-5 sessions. So, for example, we will work with a sub-regional location in London for, ideally two-months, and conduct 3-5 sessions in total.</p>
7	<p>Continuity of funding. Is the funding secure for this project to go to completion, with an election pending and a potential new government, will they be committed to continuing this work to completion?</p> <p>Will the election prevent work from taking place?</p> <p>Will Purder inhibit events from occurring?</p>	<p>The fieldwork will be able to continue even if an election is announced as it will not require us to publish any policy documents.</p>
8	<p>Is it intended there will be any input from politicians at these events?</p>	<p>Not unless national stakeholders suggest that it is key to getting buy-in.</p>
9	<p>Can UKCES provide a definition of the players in the overall project?</p> <p>Who from the UKCES team would be involved?</p> <p>Who would be involved in each of the local centres, any other organisations/partners?</p>	<p>The UKCES team will be a highly qualified and competent group with the necessary skills to ensure the success of this project.</p> <p>As the ITT says, the external players that will be involved will represent the ‘whole-system’ or all those directly involved or with a vested interest in the design and delivery of employment and skills services in a location. This would include – LSC/SFA, JCP, employers, representative bodies, FE, HE providers, RDAs, local authorities etc.</p>
10	<p>Participation in the Review will require some targeting to ensure Key groups are involved. There are some essential attendees. It will be important events gain participation from these players or the messages coming from them could be badly skewed and making the overall</p>	<p>All participation will be decided in close partnership with relevant regional, sub-regional and national stakeholders. For example, in deciding who will be involved with – for example – work in a sub-regional area in the West Midlands, we will work with regional + sub-regional players to develop a</p>

	<p>message more difficult to distil.</p> <p>How will this participation be managed?</p> <p>Are the dates for the sub-regional location working sessions already in the diaries of key people?</p>	<p>list of participants and seek the input of officials and representative bodies at the national level to develop it.</p> <p>Sessions have not yet been scheduled.</p>
11	Who will be on the UK Commission selection panel for this work?	3 members of staff will evaluate the proposals – it is not appropriate for suppliers to know who these are before the evaluation has taken place.
12	How many times during 2010 will the 8-10 sub-regional locations be required to complete the self assessment process?	Each location will complete it once.
13	How many times during 2010 will the working sessions in the 8-10 locations be expected to occur – quarterly?	3-5 meeting over the course of two months
14	Approximately how many participants are expected to attend each of the sub-regional working sessions?	The main group will be 10-15 people and others will be invited as required depending on the agenda for each session.
	Should we include costs for organising each of the events, i.e. venue costs, refreshments etc?	no
	Who will hold the budget for the venues/logistics required to support the programme – UKCES or the selected consultant?	UKCES – we will pay
	Who will choose the sub-regional locations? UKCES or the contractor? Will these be the same locations as the previous sessions from Phase 2? Will similar “co-hosts” be available for the sessions, as used in Phase 2? This could cut down venue hire.	UKCES in partnership with key stakeholders will choose the locations, though we would value any input the consultant has. We are hoping to work with sub-regional areas in London, SW and West Midlands during the Review. We will establish a core-planning group to help pull everything together in each location. This may also include a co-host.
	What role will UKCES expect to play in logistics?	Depends on what specific aspects you are referring to. We would like the consultant to secure the location and arrange all the details for the day (e.g. IT needs, flip charts). To support this, for example, we can jointly develop a check-list to follow.
	Are we expected to use UKCES administration staff or use our own?	Depends on what specific tasks you are referring to. We can offer some administrative support, but do not have extensive administrative capacity and would look for the consultant to lead on key aspects of this.
	Can you be more specific on what, ‘contributing to stakeholder engagement’ means p 7?	For example, having you come to a meeting in which we are nuancing the agendas for the sessions, so that you are clear on what needs to be done and they are confident that you can deliver as per their requests. Or, presenting the details of the design to the steering group, so they can meet you and have a clear sense of who will be in the front

		of the room.
	With reference to the interviews that selected tenderers will be asked to attend, please clarify what is meant by, <i>'the team who will conduct the research is expected to attend'</i> p 9	We do not want a professional bidding team we would be looking to interview only those people who would be working on the project.
	<p>The Framework is ambitious and comprehensive, the assessment criteria will be key.</p> <p>Is there any further work taking place on the development of the assessment criteria?</p> <p>When will it be completed?</p> <p>What contribution (if any) is required from the selected consultant to the further development of the assessment criteria?</p>	<p>The assessment framework is being finalized now and will be launched on the 16 Feb.</p> <p>The consultant will not be involved in developing the framework.</p>
	<p>Has the software for the online consultation been decided yet?</p> <p>If we wanted to use a modified version of this at the local events is their flexibility to do so?</p>	<p>No, not at this stage. Technical details and discussion over the use of the Online Consultation would be raised in the post-contract negotiations.</p>
	<p>Are there a series internal Project meetings and interim delivery dates we would be expected to attend or feed internal reports to?</p> <p>When can we have these to inform the project delivery plan?</p>	<p>This is under development.</p>
	<p>One assumes that the working sessions will be one day events, is this a correct assumption?</p>	<p>See responses above</p>
	<p>Do tenderers need to have a minimum level of turnover?</p> <p>If yes, what is the level?</p>	<p>No, as long as they can show they are solvent and not at risk of going into liquidation during the term of the contract, we will be pleased to accept proposals from all organizations.</p>
	<p>Is it possible to include more than 10 regions/sub regions to gain good coverage across Great Britain</p>	<p>No</p>
	<p>Is it possible to include Northern Ireland?</p>	<p>No</p>
	<p>What do you mean by sub region?</p>	<p>Below the region. This will be decide with regional stakeholders.</p>
	<p>Scope of tender P6 (2nd paragraph from bottom) The Commission indicates it is seeking a consultant for the work on the sub-</p>	<p>No, we are looking to contract this support separately</p>

	<p>regional framework, who may also be required to contribute to the national level stakeholder work. Can you confirm if there is an expectation for the consultant(s) to contribute to the online consultation as well?</p>	
	<p>Clarification of 'group' P5 (2nd bullet point under sub-head 'Moderation') Can you confirm if the 'group' referred to are the 'UKCES chaired national panel' or the 'core planning group' referred to earlier in the page.</p>	<p>The chaired panel</p>
	<p>UKCES expectations Can you confirm if you have any preconceptions about the composition (either size or particular individuals to be involved) of the core planning group? Similarly, do you have any preconceptions about the number of participants who will be involved in each of the fieldwork locations, or do you want our recommendation about appropriate sample size?</p>	<p>We expect the Core Planning group to consist of 3 – 5 people. Some of these will be people we've worked with previously on the regional sessions, others will be identified by the UKCES team. The make- up of the group will vary in each location, depending on partnership structures.</p> <p>The main working group will consist of 10 – 15 people, with others invited to sessions depending on the agenda. This could be a total group of between 15 – 25 participants.</p>
	<p>Tender document P12 Meeting the specification Can you confirm what the 15 page limit refers to?</p> <ul style="list-style-type: none"> a) Will all information requested in Section 5 count towards this limit or can we put any of the following into appendices: full CVs (assuming pen portraits and details of contribution to be in main document); budget breakdown; Risk assessment; tables for Policies and Procedures (5.1) and References (5.5)? b) Will the tables for Basic Organisational Details (3); Financial and Commercial Criteria (4); Insurance (4.2); and the Declarations page (6) also count towards this 15 page limit? 	<p>Basic Organisation Details, Financial & Commercial Criteria, Insurance, tables for Policies and Procedures and Declarations page do not count towards the limit. CVs should be attached as appendices and, again do not count.</p> <p>Pen portraits and details of contribution, along with risk assessment and budget information should be included in the page limit referred to.</p>
	<p>We are aware of the session notes and assessment framework that have been developed from Phases 1 and 2. Are</p>	<p>The design and framework document to be launched on the 16th February will include an outline project plan, this is for illustrative</p>

	<p>there other outputs of these phases that are in the public domain? In particular, a draft of the final report on the planning stage, due to coincide with the 2010 Review formal launch. Has UKCES produced a draft of the self assessment form to be administered at the working sessions, or will this be the responsibility of the contractor to produce?</p>	<p>purposes and will not be a detailed plan of the work plan. There will be no other documents for the public domain.</p> <p>The UKCES, in partnership with a small group of stakeholders will develop the self assessment form and guidance.</p>
	<p>Is the final assessment framework still on schedule to be published on the 16th February?</p>	<p>See above</p>
	<p>The draft framework for the Sub-Regional Fieldwork includes collecting background data we will want to bring into the room for each of the sessions. Will this be collected by UKCES or the contractor? It also mentions exploring key drivers with the groups through guest speakers and key articles on the subject. Is arranging guest speakers and key articles part of the contract, or will UKCES do this? More generally, to what extent would the UKCES be involved in the sessions? Should the contractor plan to facilitate the whole event or does the UKCES envisage external presenters (possibly from the Project Steering Group) taking the lead?</p>	<p>UKCES and partners will be responsible for collating data but the contractor will be involved in the presentation of that data in the working sessions.</p> <p>UKCES and planning group will source key speakers.</p> <p>UKCES will play an integral role in the organizing and development of all the sessions. The full design of each session will be developed in partnership with the facilitators, UKCES and the core planning groups</p>
	<p>The list of potential attendees is very large. What is the limit on size of the working sessions? How would the UKCES prefer to prioritise attendance?</p>	<p>See above</p>