

## Evaluation Tender Q&A

### **Is there an ITT template we should be using?**

There is no set template; you should use your own paperwork and structure.

### **Is there a requirement for the evaluation to be completed in Welsh?**

The final report will need to be translated into Welsh and there is an expectation that the successful organisation will demonstrate how they will conduct parts of the evaluation in Welsh.

### **The table of contents refers to an Appendix B, but there is no Appendix B within the document.**

There are a number of supporting key documents on the tenders page of the Skills for Justice website that accompany the ITT.

### **What time and date should the tender be submitted by?**

Tenders should be submitted by 5pm on 4<sup>th</sup> July 2011.

### **In Section 2.1 the ITT states that examples should be ". . .gained using the methods illustrated in Section 3", could you clarify which section this refers to?**

This is a typing error and has been removed from the ITT document

### **Reference is made to two Collaborative Leadership documents in section 2.1, could you provide these?**

These documents are internal documents at the moment, but will be provided to the successful tenderer.

### **Could we access further information on the LIFT programme, along with the themes of the programme?**

Further information can be found in the accompanying reference documents on the website.

### **In the table of Activity, Outputs, Results and Impact in section 2.3 all the impacts are the same, is this correct?**

Yes, all the themes contribute to this global impact.

### **There are no timescales for the deliverables in section 3.2.**

Timescales have been added to the original ITT document to assist in your planning.

### **In section 3.3 there is reference to the maximum number of words per section, to which sections does this refer? And does the word limit include words in diagrams and charts?**

The tenders will be scored against the seven assessment criteria, so 2,000 words per each of the assessment criteria will be accepted. The word count does not include diagrams and charts.

### **Are you requesting evidence from referees and if so do you wish to contact referees as part of the tender assessment process?**

References will be requested for the successful tenderer.

### **The URL for the Q&A is not working.**

This is due to changes recently made to our website. This document is now available as an alternative method of responding to questions

**The ITT requests that "... any electronic document or attachments are appropriately secure and "tamper" proof". Could you please be more specific about the security requirements?**

We would expect every reasonable effort to be made to ensure the security of the documents submitted. We would expect to be able to edit the documents and receive them in a zipped file.

**Which version of word is acceptable?**

We will accept tenders in any version of Microsoft Word.

**Is this ITT open to all bidders or just to those registered as members of Skills for Justice. And will preference be given to those organisations with membership?**

This is open to all bidders and no preference will be given to organisations who have Skills for Justice membership.

**There is no estimate or range of contract values in the ITT**

We have added this information to section 3.3, but we would expect the bid to be in the region of £30,000.

**On p.5 you say you have completed a selection process for the training provider. Does this cover all aspects of project delivery (e.g. wbl) or just tutor inputs? Who has been successful?**

All aspects of the project delivery will be covered by the training provider. We are unable at this stage to provide details of the successful training provider, as we are still finalising the contract.

**Please could you give a more detailed profile of expected beneficiaries in terms of their anticipated:**

- **recruitment / start dates onto the programme**
- **posts and levels of experience/ qualifications**
- **locations within Wales**
- **planned levels attained within the programme**
- **planned take-up of different modes**
- **potential overlap within programme elements**

This information can be found in Annex 2 on the website.

**Where will the programme be delivered?**

We are unable to confirm this at the moment; it depends on the demand from the sector.