

ESF PHASE 2 TENDERING EXERCISE

Question and Answer Log 1 - 16 March 2009

ESF PHASE 2 TENDERING EXERCISE

No	QUESTION	RESPONSE	Category
1	Does the contracting model proposed mean that DWP are precluding the use of managing agents?	Yes, for this procurement exercise.	Procurement
2	If current underperforming ESF providers tender for this procurement exercise, will they receive scores of zeros for the performance section of the PQQ?	Overall the PQQ exercise is used to test the bidder's capability to deliver contracts at this level. The question asks bidders to provide their 5 best performing and 1 worst performing contracts with an explanation for how underperformance is managed and details of any contracts which have been terminated. The contracts detailed in the Annex could be taken from any business, not just the Welfare to Work market. The scores are awarded based on the evidence provided within the PQQ response.	Procurement
3	Have unit costs been formulated to take into account differing delivery costs across the country?	Minimum and maximum indicative contract values have been provided in the Specification for England which are guidelines for expected bid prices. Offer prices are not required until ItT stage and it is a commercial decision for organisations to submit appropriate costs and price to deliver the contract.	Finance
4	Will current ESF contract's performance targets be adjusted?	Although current contracts have job outcome performance of 9% based on starts, the achievement rate is 36% based on leavers. All contract managers are working with suppliers to agree improvement plans to increase performance where appropriate.	Policy
5	How can DWP justify the performance expectation of 36% based on 2003-06 figures?	DWP are basing the target on the performance of current ESF 2007-13 contracts. The 2003-06 figures also include programmes which were not job outcome focussed which depressed the overall performance achieved.	Policy
6	Based on the premise that bidders should not over-offer	The performance offer proposed is a commercial decision for organisations. DWP will consider performance offers lower than the	Procurement

ESF PHASE 2 TENDERING EXERCISE

	on performance and bidders may submit an offer which is lower, but more realistic, is this a waste of time? Similarly if bidders offer 36%, could bidders re-negotiate the performance offer at a later date?	36% target and similarly offers over 36%, but we would ask for details of how this could be realistically achieved.	
7	As suppliers would be dependent on Jobcentre Plus for referrals, would there be any financial recompense if the referrals do not materialise?	There would be no financial recompense. Providers can also generate referrals themselves.	Policy
8	Why was the go live date proposed for 14 th December 2009?	Due to the economic downturn, DWP need to quickly increase the provision available in order to support customers back into employment.	Policy
9	If a new Special Purpose Vehicle/Consortium is formed, do DWP assess PQQs based on the evidence of the lead bidder?	One PQQ would be submitted which would contain evidence from the relevant partners of the SPV. DWP have commissioned the support of an independent consultant to provide advice and guidance on SPVs.	Procurement
10	Will the contracts contain quotas for suppliers to engage with specific customer groups?	No. There are no quotas for specific customer groups.	Policy
11	At what stage will Prime Contractors confirm which subcontractors they will use?	Prime Contractors must include the details of these at ItT stage. Prime Contractors must obtain agreement with DWP prior to making any changes to subcontracted delivery. Prime Contractors must also ensure adherence to the DWP Code of Conduct which is included within Annex 1 of the DWP Commissioning Strategy.	Procurement
12	Could good quality subcontractors be asked to	Yes. The same subcontractors may appear in more than one ItT, but that is a commercial matter between Prime Contractors and subcontractors.	Procurement

ESF PHASE 2 TENDERING EXERCISE

	work with a number of Prime Contractors?		
13	Does the instruction relating to the non-inclusion of supplementary information also refer to Part 5 Financial Information?	The response for Parts 1-10 excluding Part 5 should not include any supplementary information. The response for Part 5 should only include completed financial information, copies of requested accounts and Excel spreadsheet.	Procurement
14	What factors have impacted on the numbers of procured contracts?	The contracting strategy is in line with the DWP Commissioning Strategy published in February 2008. All procurements must follow the Prime Contractor model, which have larger, longer contracts to afford greater stability for suppliers.	Procurement
15	Are there a minimum or maximum number of subcontractors permitted for each Prime Contractor?	There is no minimum or maximum, but Prime Contractors must deliver some of the provision.	Procurement
16	With the change in DWP strategy, is it worthwhile community based organisations submitting a bid?	This is a commercial decision for organisations to determine whether this is appropriate, based on capability and capacity which could include being part of an SPV / consortia to deliver the requirement. It is incumbent on all organisations to consider their delivery in line with DWP strategy.	Procurement
17	Do organisations interested in becoming a sub-contractor have to complete a PQQ?	No, only those organisations wishing to become Prime Contractor need to complete a PQQ.	Procurement
18	Is FCR (Full Cost Recovery) included when completing the financial planning elements?	PQQ does not seek cost and price at this stage.	Finance
19	What are Coupled Families?	Coupled Families is specific to the local ESF 1 specification and is contained within Element 2 of the Pan London section. It targets women with children in couples whether same sex or male/female.	Policy
20	With many employers currently 'doubling' up roles in the current climate, what is DWP	On a wider scale, Jobcentre Plus and Providers work with employers through Local Employer Partnerships and various local initiatives. DWP and Government generally also work extensively with employers to	Policy

ESF PHASE 2 TENDERING EXERCISE

	doing to help people into jobs and sustain them?	identify skills shortages.	
21	Why is ESF provision not mandatory?	ESF is, and always has been a voluntary programme. Currently there are no legislative means to mandate customers to a European programme.	Policy
22	If potential sub-contractors do not complete a PQQ, how do they engage or notify their interest?	A list of all delegates is available and will be published on the DWP website www.dwp.gov.uk/supplyingdwp as will the Networking Database. The emphasis will be on organisations either looking to become a Prime or Sub Contractor to contact each other.	Procurement
23	When considering the client groups the provision is targeting, is the 36% job target realistic?	The figure quoted is a potential minimum target. If organisations feel that this is unrealistic, they are able to submit what they consider to be a more realistic offer but this may present a potential risk. As such this is a commercial decision taken by the organisation concerned. However, each tender will be tested at the ITT stage and judged against which bids are most economically advantageous and deliver best outcomes for VFM.	Policy
24	Is DWP looking for 1 Prime contractor per Contract Package Area?	Yes.	Procurement
25	Is self employment considered an outcome?	Self employment is a payable outcome in ESF Phase 2. Where reference is made to a job outcome in the spec this means "with an employer" or "self employment". The definitions remain unchanged i.e. they have to start within 6 weeks and the S/E is expected to last for 13 weeks and be for at least 16 hours per week.	Policy
26	A recent tendering exercise for the London Development Agency (LDA) was very specific in terms of an audit trail for sub contractor arrangements. How detailed will the audit trail be for this exercise?	Unsure what the LDA requirements are so unable to comment on this area. For this particular exercise we are not looking for a detailed audit trail on how partnerships have been formed at PQQ. What we are looking for is organisations with a track record and ability to deliver a contract in this area. Sub-contracting proposals will be sought at the ITT stage. It is important to note that any changes to sub-contracting arrangements will need to be discussed and notified to DWP prior to any agreement.	Procurement

ESF PHASE 2 TENDERING EXERCISE

27	Does a bidder need to bid for the complete contract area, or can they bid to deliver part of a contract area? Where a bidder does not currently have delivery locations within a contract area, how can these delivery gaps be covered?	Delivery must cover the complete contract package area. Where a bidder may have gaps in its own delivery that is where the strength of the supply chain comes into effect – with sub-contractors providing either specialist delivery or delivery in locations which are not already covered.	Procurement
28	Are there any priority target groups/locations within each contract area?	Any priority target groups or locations are detailed within the Local Specification.	Procurement
29	If an organisation wished to be a prime contractor would they have to take on the whole performance requirement?	Yes	Procurement
30	What other ESF contracts are operating in the Phase 2 Contract Package Areas?	The full list is available via the ESF website www.esf.gov.uk .	JCP
31	If an organisation is intending to be a subcontractor, how can they find out who is going to be the prime contractor?	Details of successful bidders going forward to ITT stage will be published on the DWP website w/c 25 May 2009.	Procurement
32	Who is the main contractor in the South West area at the moment?	Tomorrow's People Trust is a significant contractor in the South west region.	JCP
33	Are the specifications on the website?	Yes, full details were published on the website Monday 2 March 2009.	Procurement
34	Why was there no provision in Devon under this round of contracts?	The current ESF contracts in Devon already accommodate JSA customers.	Policy

ESF PHASE 2 TENDERING EXERCISE

35	Can you provide more details on the short skills provision within the East Midlands?	Further information will be available at the Invitation to Tender (ITT) stage.	JCP
36	Is there a financial implication on management costs as a sub contractor?	The commercial relationship between Prime and sub contractor is for you to agree but must adhere to the principles of DWP Code of Conduct	Finance
37	Is there another contracting exercise in Nottingham?	Yes but it is not being run by DWP.	JCP
38	Can an organisation apply for prime provider status and be a sub contractor if unsuccessful?	Yes	Procurement
39	Can customers on existing programmes such as Work Prep, Pathways 2 Work, Work Step and existing ESF provision be referred to this New ESF Phase 2?	Yes. It must provide added value to the customers' progression on the programme.	Policy
40	Are you looking for one Prime contract for each of the Regions listed?	No, we are looking for one Prime Contract per Contract Package Area.	Procurement
41	Who are the current ESF Prime contractor's delivering in the North West Region?	There are three Prime Contractors namely TWL, Shaw Trust and Working Links covering the geographical area.	JCP
42	Who is responsible for setting job outcomes for the subcontractors?	The job outcomes will be a commercial arrangement between the Prime and their Subcontractors.	Procurement
43	Could you please explain the funding model and how it is paid?	Please refer to individual specifications and the presentation slides available on the DWP web site.	Finance
44	Will there be any more events after this PQQ event?	Yes. There will be further events for those organisations successful at the PQQ stage, and going forward to the Invitation to Tender stage.	Procurement

ESF PHASE 2 TENDERING EXERCISE

45	How will DWP manage the different contracting arrangements – Direct delivery or subcontracting arrangements?	In line with the Contract Management Framework, compliance monitoring of Prime Contractors will be undertaken by Contract Managers. Sub Contractors will be monitored by their respective Prime Contractor.	Policy
46	What will happen if the Prime Contractor is not performing? Would you tender again for the same Region?	ESF Contract Managers will undertake compliance monitoring of the contracts. Any under performing contracts will be asked to develop robust action plans to address the areas of concern.	Procurement
47	We are looking to tender at both Prime and Sub Contractor level. How do we go about this?	As a Prime Contractor, you would need to complete the PQQ document. You are not required to complete a PQQ as a sub-contractor.	Procurement
48	Are there planned short courses available specific to the North West local labour market?	There are a number of short course available on line for customers to access that should be utilised. There are also other Government funded initiatives available in the region.	JCP
49	In the East of England (E of E) Region are non JSA customers able to attend provision, e.g. mental health customers?	Yes. Also In the East of England, there are other contracts available that target those customers, e.g. ILMs and ESF Flexible Routeways.	JCP
50	For the E of E specification, the whole Region has not been included, is this because current contracts are to be extended?	Contract Managers are currently in the process of reviewing the arrangements within the Region.	Procurement
51	What is the contract period for the E of E contract package area?	The contract period is December 2009 – July 2011 with the opportunity to extend for 12 months.	Procurement

ESF PHASE 2 TENDERING EXERCISE

52	Who are the current ESF contractors in the E of E Region?	Seetec, InTraining, Shaw Trust and Ceemac.	JCP
53	Who are the other Prime Contractors in the E of E Region?	Reed, A4e, Armstrong Learning, TNG, Kennedy Scott, North Herts College, Shackleton Associates and YMCA.	JCP
54	Do DWP offer contracts to deliver NVQ training?	Currently DWP contracts do not offer NVQ training. As an alternative, you may like to contact your local LSC.	Policy
55	How do DWP encourage the use of ethnic minority businesses by Prime Contractors?	The DWP Commissioning Strategy including Annex 1 Code of Conduct encourages the use of Third Sector, Voluntary and Community organisations by Prime Contractors.	Procurement
56	If bidders have no experience of DWP or ESF contracts, do they still have a chance?	The PQQ tests your organisation's capability and capacity to deliver contracts of this size and complexity. The evidence provided within your response may include that of non-DWP contracts.	Procurement
57	Which short skills courses will be expected to be delivered in each of the Districts mentioned?	This information will be available at ItT stage. Districts are currently in the process of assessing which courses are required and which are already available to ensure there is no duplication of provision.	Procurement
58	Is there any local funding available to support children who would like to pursue engineering as a career?	This type of provision would fall under ESF Priority 2 which DWP do not fund. You should contact your local LSC, local authority or Regional Development Agency.	Policy
59	Would Jobcentre Plus offices be made available for suppliers to operate from?	We would not expect contractors to operate in JCP premises.	JCP
60	What are the priority occupational areas in the geographical areas targeted by the Local East of England Specification?	In Bedfordshire & Hertfordshire, the priorities are retail, hospitality, sales, elementary administration, care and elementary trades. In Norfolk, the priorities are financial and business services, health and social care, hotel and catering services, wholesale and retail distribution and construction.	JCP
61	Will you provide details of local	This information is available in the public domain, please refer to the	JCP

ESF PHASE 2 TENDERING EXERCISE

	demography and of the local labour market?	website https://www.nomisweb.co.uk/	
62	What is the impact on EZ?	Lone Parent JSA customers will be mandated to EZ. If they are not, they can be referred to the ESF provision.	Procurement
63	How will soft outcomes be recorded?	Soft Outcomes will be captured for Management Information only.	Procurement
64	In Work Support for 26 weeks – is there any payment related to this?	No, there are no outcome payments related to this.	Procurement
65	Prime Contracting – Is it a new area of delivery for DWP?	No, Prime Contractors are currently delivering provision nationally in line with the DWP Commissioning Strategy	Procurement
66	Do all organisations submit a PQQ, or just those who wish to become a Prime Contractor?	Only those organisations wishing to become Prime Contractors will complete the PQQ.	Procurement
67	For those organisations considering being sub-contractors, how can they have access to the Code of Conduct?	Details of the DWP Code of Conduct can be found at annex 1 of the DWP Commissioning Strategy which can be found on the DWP website	Procurement
68	Will funding be divided equally between geographical wards?	No, funding will be allocated based upon each Contract Package Area.	Finance
69	Where can a list of current Prime Contractors delivering on behalf of DWP be found.	The list of current Prime Contractors can be found on the DWP web site. Follow the link for ‘frequently asked questions’.	Procurement
70	Can Pathways customers join the ESF Provision?	Customers can join the ESF provision from Pathways, however, it must provide added value to the customer and not be a duplication of provision.	Policy
71	How are referrals to be encouraged to the ESF provision	District ESF Managers will have a marketing strategy in place to promote provision, in addition to the providers engagement / marketing strategy.	JCP
72	What is the rationale behind	The 12 packages being tendered for have met the current demand.	Policy

ESF PHASE 2 TENDERING EXERCISE

	the additional provision being tendered for during this exercise?	These areas were identified as requiring additional support and provision.	
73	Can a national organisation submit more than 1 PQQ, and can they prioritise more than 1 region	No, only 1 PQQ is completed by an organisation for this tendering exercise. There is an annex within the PQQ that identifies the Contract Package/s that organisations are bidding for, and their priorities ie, 1, 2, 3, etc	Procurement
74	Can a national organisation form part of a SPV	Yes. Any organisation can form part of the SPV delivery body.	Procurement
75	What are the differences between the packages, and the current network of provision in place?	We are looking for tailored / specialist provision. In some locations there will be contracts targeting the same customer groups. See individual specifications for more detail.	Procurement
76	In terms of financial capacity, is there a minimum value on the Balance Sheet that is a benchmark in order to progress beyond PQQ?	No, there is no minimum value. At PQQ we look to conduct a general review of the organisations financial health and viability as a going concern. We will consider the financial capacity of the organisation to deliver contracts based on the specific values involved and determine a prudent level of Turnover Growth based on the organisations existing size / capacity.	Procurement
77	What is Cornwall Works Apprentice?	Details of Cornwall Works Apprentice are provided in the Local Specification.	Procurement
78	What are the key requirements for a Prime Contractor?	Prime Contractors are required to undertake the following 3 functions: <ul style="list-style-type: none"> - To provide some services directly - To sub-contract some services to other organisations - To manage the payment and performance of the sub-contractors 	Procurement
79	Which organisations currently operate as a Prime Contractor in Cornwall?	Working Links	Procurement
80	Is it worthwhile organisations	The decision to submit a bid is entirely a commercial decision for each	Procurement


ESF PHASE 2 TENDERING EXERCISE

	submitting a bid when organisations already hold contracts and have the infrastructure in place?	organisation to take. All bids received by DWP are let following a fair and open competition in accordance with procurement policy and EU regulations.	
81	We are a 3 rd Sector organisation. How do we fit in to ESF in the Cornwall region?	Information was provided by the Regional ESF colleague that outlined much of the information detailed within the Local Specification. In addition, advice was given on specific websites that are within the public domain where further information can be obtained. Examples were: http://www.cornwallworks.org.uk/ ; http://www.cornwall.gov.uk/	Procurement
82	Regarding the length of the provision, can it be different from the weeks indicated during the ESF presentation.	Depending upon the type of provision you are offering and the individual customer's needs, the length of programme can vary. See individual specifications	Procurement
Question and Answer Log 2. 20 March 2009			
83	We are seeking to be a sub-contractor in the West Midlands region but this does not appear to be included as a Contract Package Area within ESF Phase 2. Please advise whether this is the case.	West Midlands is not included in the ESF Phase 2 tendering exercise.	Procurement
84	How do I express an interest in tendering for ESF Phase 2?	Details of how to submit an expression of interest can be found on the Supplying DWP website instructions to bidders: http://www.dwp.gov.uk/supplyingdwp/what_we_buy/welfare.asp	Procurement

ESF PHASE 2 TENDERING EXERCISE

85	Is there a local specification for Cumbria and Lancashire contained within the documents?	Yes. The Local Specification for Cumbria and Lancashire is the ESF3 document entitled 'Contract packages ESF1-8, Local Specification, Long-term and disadvantaged JSA customers'.	Procurement
86	Our organisation did not take part in ESF Phase 1. Are we able to tender for ESF Phase 2?	Yes. ESF Phase 2 tendering round is a new and separate exercise from ESF Phase 1.	Procurement
87	Will the delegate list from the PQQ events be published?	Yes. All of the information covered at the PQQ events will be published on the Supplying DWP website.	Procurement
88	Will the ESF Phase 2 tendering exercise include the North East of England?	No. North East of England is not included in the current ESF Phase 2 tendering exercise.	Policy
89	The specification published on the DWP ESF web page only appears to include ESF1 and not measures ESF2-ESF8. Where can I find details of the other measures?	The local specification published on the web page applies to package areas ESF 1-8 and should be used in conjunction with the specification for England. Specifically for London ESF1, there is an annex within the local specification entitled Pan London that details an additional element for this package area	Procurement
90	Could you confirm if the region of Merseyside is included in the European Social Fund Phase 2 exercise please?	Merseyside is not included in the current ESF Phase 2 tendering exercise.	Policy
91	To what extent will the financial value of current contracts with DWP for prime &/or subcontractors be taken into account as part of the FVRA (Financial Viability and Risk Assessment)?	At PQQ, in terms of FVRA, current level of DWP business is one element that will be taken into account when assessing the overall financial risk of the organisation. If a high proportion of the organisations Turnover is attributable to revenue from DWP, this element of the overall FVRA will be rated at a higher risk. It should be noted that a high level of DWP business will not discount an organisation from progressing. Subcontractors are not within the scope of FVRA.	Finance

ESF PHASE 2 TENDERING EXERCISE

92	Could you confirm whether West of England District is included in specification ESF7?	Yes. ESF 7 covers the South West Region, namely the West of England, Gloucester, Wiltshire and Swindon.	Procurement
93	Can you clarify the outputs and tender value for ESF 1? The specification downloaded details contract ranges £2,992,000 to £3,530,000 for 2984 starts and 1125 jobs. The handout from the London PQQ event detailed up to £2,618,000 available for 2,624 starts and 945 job outcomes.	The figures downloaded from the web page are correct. The handout from the London event did not include figures for element 2 of the specification.	Procurement
94	Can you clarify element 2 of the ESF 1 specification and whether this will be a separate contract?	The ESF1 contract package has two elements - the first element is the JSA requirement and the second element is for 'mothers in coupled families'. The 2 elements will form 1 contract and bidders are required to tender to deliver the whole contract package.	Procurement
95	Is there a maximum threshold for total starts within element 2 of ESF1?	There are no maximum thresholds within element 2.	Procurement
96	Do all referrals come from Jobcentre Plus or are providers expected to source their own?	We expect that the majority of referrals from the JSA customer group will come directly from Jobcentre Plus, unless detailed otherwise in the specification.	JCP
97	As detailed in the specification, can you clarify what the Central London definitions are?	Central London District comprises the following boroughs: Islington, Camden, Westminster and Kensington. Further information can be found in the attached file.  London Districts - 11oct05.pdf	Procurement

ESF PHASE 2 TENDERING EXERCISE

98	Both specifications for London state the number of job outcomes required. Please clarify what level of sustained jobs at 13 weeks the DWP is anticipating.	There are no sustained jobs outcomes expected from this contract.	Policy
99	Is it permissible for providers to produce separate copies of the relevant audited financial reports along with a separate un-audited aggregation that have been prepared by an appropriate qualified professional? Or would the only acceptable aggregation be full and formal consolidated accounts.	It is permissible to produce and submit separate copies of the relevant audited financial reports along with a separate un-audited aggregation prepared by a qualified accountant.	Finance
100	Can you notify me when there will be further tendering exercises at a later date and what the deadlines will be for them	All DWP Opportunities to Tender are advertised on the DWP website. It is the responsibility of organisations to check the website on a regular basis as to what exercises are being advertised and the deadlines for the receipt of completed tender documentation	Procurement
101	Could you please confirm that this PQQ relates to the provision specified in the ESF phase 2 documents listed on the website, and any other future provision will warrant a separate PQQ.	This PQQ relates solely to this ESF phase 2 tendering exercise. Future tendering exercises will be advertised on the DWP website and will detail PQQ requirements at that time.	Procurement

ESF PHASE 2 TENDERING EXERCISE

102	How do we link with specialist 'niche' community providers within the East Midlands Region?	During March, a meeting was held between a number of organisations to help address this situation. The organiser of this event was Leon Hayward from the Alliance Employment Skills Board. For further information, he can be contacted on 01623 819809	JCP
103	I understand that the questions are included in the 12 page limit for sections 6-8. Does this also include the text that it above questions 6.1 and 6.2	The 12 page limit for questions 6-8 does not include the text above the questions.	Procurement
104	What is involved in setting up or becoming an SPV	For further information please contact James Jennings (Independent Consultant) on 07775 772758	Procurement
105	In the details for ESF1 (London Package 2), it states that Lambeth, Southwark and Wandsworth would be expected to be the 'owning' district. Does this mean that the Prime Contractor must be based in one of those boroughs?	The contract package area covers the 3 districts as listed in the question. It is however, a commercial decision by your organisation as to where you as the Prime Contractor would be located.	Procurement
106	Is there a minimum scale of provision that can be provided by one organisation? We are a small charity and currently run a very successful employment training and guidance scheme that we would like to offer in	The provision required is fully detailed in the specifications. Contract Packages ESF1 - 12 It is a commercial decision for your organisation as to whether you wish to bid.	Procurement

ESF PHASE 2 TENDERING EXERCISE

	<p>other areas, however we offer a very tailored one to one service to clients and therefore could realistically only offer the service to a maximum of 50 clients over the course of the ESF contract. Would this be sufficient numbers to allow us to tender for this contract?</p>		
107	<p>We would offer a specific vocational skills training course, in outdoor landscape management, which is in demand in this area. The provision would also cover one to one employment seeking skills, advice and guidance and support in finding a job. Are you looking for providers who offer a broader range of skills training and guidance than this, or would a specialist service that focuses on one sector, as long as it is tailored to the needs of appropriate clients, be suitable?</p>	<p>The provision that DWP are looking to procure is fully detailed in the specifications - Contract Packages ESF1 - 12</p>	<p>Procurement</p>
108	<p>Please can you clarify whether the ESF contract performance targets for job outcomes is 36% against programme starters or leavers.</p>	<p>The Contract Performance job outcome target of 36% is against programme starts.</p>	<p>Policy</p>

ESF PHASE 2 TENDERING EXERCISE

Question and Answer Log 3. 27 March 2009			
109	With reference to the Performance section, is it acceptable to extract sections of a contract, ie New Deal FTET, IAP etc which may be performing worse than others to illustrate this answer?	No. It is entire contract performance information that should be included in this section.	Procurement
110	Will there be an opportunity to meet with the organisations who have been successful at the PQQ stage in order to introduce our organisation to them	Please see response to question 31	Procurement
111	During the ESF provider events, it was stipulated that there would need to be Financial Support for customers for jobsearch activities included in delivery. Can you clarify as to whether this refers to a budget allocation made by the provider out of the ESF funds or to JCP discretionary funds?	Providers should build into their bid an amount of money to be used to support participants in their jobsearch activities, particularly with regard to providing workwear, interview clothing, travel to interview costs etc. Jobcentre Plus discretionary funding must not be used by providers to access support for their participants.	Policy
112	Are there any opportunities for organisations working in Birmingham & Solihull?	The West Midlands is not included in this ESF Phase 2 tendering exercise. The Contract Package Areas included in this tendering exercise can be found on the DWP website.	Procurement

ESF PHASE 2 TENDERING EXERCISE

Question and Answer Log 4. 3 April 2009			
113	Question 4.2 requests an organisation chart would you expect that to be contained with in the bid or as an attachment?	An organisation chart can be supplied as an appendix within your tender.	Procurement
114	As this is new money for providing services which complement (not replace) existing services, TUPE should not apply. However, there is a section on TUPE in the PQQ. Can you confirm that TUPE will not apply?	Please refer to the England Spec in the section relating to TUPE. Here it states that 'tenderers are solely responsible for taking their own advice on whether TUPE applies and what effect this may have on a tender'.	HR
115	Is it possible to bid only for Element 2 of ESF1 (London) or will one Prime Contractor be chosen to manage both elements?	ESF1 contract package area will form 1 contract so bidders must cover both elements of the specification within their proposal.	Procurement
116	Please can you confirm how you would like the contract area preferences in "Part 3 – Contract Package Areas" to be listed.	You should rank 1-12 in your organisation's order of preference.	Procurement
117	In Section 5.4 Finance the headings do not include 'Public Sector' organisations, just sole trader, partnership, limited	Public Sector bodies should provide the same information that is listed under the heading of "Holding Company" on the template. At section 5.2 a declaration of legal status is requested therefore we will be aware of the status of the bidding organisation.	Finance

ESF PHASE 2 TENDERING EXERCISE

	company, SPV etc. We have year end accounts of course but which section should we apply under?		
118	Can you clarify that Parts 6 – 8 cannot exceed 12 Sides of A4 and not 12 PAGES.	Your response to parts 6-8 should not exceed 12 sides of A4.	Procurement
119	With regards to question 5: as a subsidiary company of a larger group are we to attach two sets of accounts for the subsidiary and holding/parent company?	The subsidiary organisation and the parent / holding company should provide their financial accounts along with details of what, if any, guarantees are in place between the two organisations.	Finance
120	Could you please confirm that a PQQ will be accepted even if no Expression of Interest has been given by 30 March.	Yes. A PQQ will be accepted when an Expression of Interest has not been made.	Procurement
121	I note from the website that several documents have been revised on 11 th March. Would it be possible to highlight all revisions in subsequently released versions of documents, to enable quick referencing?	Wherever possible we will work with our web team to ensure any amendments can be identified more clearly	Procurement
122	Can you confirm the exactly which PQQ questions have been revised to assist us in the tendering process?	Click on the Questions and Answers section [within the Notice to Providers published 18 th March 09] and scroll down the table, all additional questions that have been answered are listed under the week ending they were cleared.	Procurement

ESF PHASE 2 TENDERING EXERCISE

123	Within section 4.2.of the ESF PQQ you ask for details of management roles and responsibilities Do you require these to be submitted as attached job description or do you require a brief synopsis of each role as a narrative within section 3.2.	It is a commercial decision by your organisation as to the level of information that is included in this section of the bid.	Procurement
124	Please could you clarify if the part 7 annex (table of contracted performance) is included or excluded from the 12 page limit for parts 6, 7 and 8?	As per para 5.2 of the instructions to bidders, the annex to part 7 is not included in the maximum page total.	Procurement
125	Is there anywhere on the website we can look at potential leads for ESF 2 in the London area?	The Phase 2 Networking Database has details of organisations by contract package areas, and can be accessed via the following link: http://www.dwp.gov.uk/supplyingdwp/what_we_buy/european_social_fund.asp	Procurement
126	What sort of associates are you looking for to support the financial information, is this supplier information, subcontractors, associates etc?	The Department is seeking information on associated organisations and in this respect an associated organisation is, an organisation which: <ul style="list-style-type: none"> • The company own shares (more than 20% of voting shares) in; or • The company has significant control over decisions being made by the "associate"; or • The company provides a guarantee, regardless of size or nature. 	Finance
127	Our organisation is already DWP accredited. Are we therefore still required to complete the PQQ prior to responding to an ITT?	Yes. A PQQ is required for each individual competition.	Procurement