

Professional and Executive 3 day Back to Work Workshops

QUESTION & ANSWER LOG

Reference	Question	Answer
001	Can you please clarify what you deem to be 'appropriately qualified careers consultants' – can you please specify what qualifications, skills and experience you require.	We would expect staff employed on this contract to hold a qualification in Advice and Guidance. There is not a specific nominated qualification but tendering organisations are asked to identify what qualifications their staff would hold which they consider to be 'appropriate'.
002	Funding – we are presuming that 80% of the £250.00 is paid on an actual start – what constitutes a start – someone attending on day one or someone attending all three days.	A start payment would be payable when a customer attends the first day of the workshop. We would be looking for the successful bidder to supply MI regarding early leavers (non completers) in addition to outcomes achieved.
003	Notice to Tenderers states that contract start is on 12 th April 2010 – over what period would these courses run?	We would expect the workshops to be delivered between April and July.
004	What is the contract end date?	30 July 2010.
005	Could you please advise if DWP are seeking a single contractor to deliver the workshops (with sub contractors if required) for the entire region or are we able to submit a tender for just one of the identified regions for delivery?	DWP are looking to award one contract to cover all the areas identified.
006	Do the three days need to be consecutive?	We were expecting the workshops to be delivered on consecutive days, but if the bidder thinks there would be a more beneficial format for delivery this could be included in the tender.
007	Is this provision likely to be rolled out to other areas of UK?	This is purely a South West Region initiative.
008	Can you please clarify what you mean by 'access to Psychometric Testing'?	We would expect the successful bidder to have access to a variety of psychometric testing tools to help the customers make a decision on what career path to follow should they be undecided.
009	Can you confirm that providers will be expected to cover participant's travel and childcare costs from the £250 unit cost?	Yes, there are no additional payments to cover any additional costs.
010	What will trigger when the workshops will be delivered in the different locations?	The successful bidder will identify a plan for delivery of all the workshop locations and dates which would trigger referrals from the local Jobcentre Plus offices.

011	Can customers who have attended the one day provision for executives attend these workshops?	The customer group for this provision is mainly newly unemployed professionals or those who have been made or are under threat of redundancy to equip them with the skills and knowledge needed to regain employment. Ultimately the local Jobcentre Plus advisor could decide if they want a customer to attend this in addition to the one day provision already attended.
012	Are we to complete just the sections in the Application Pack (Part 1, 2 and 3) or are we to complete this along with a proposal. The reason I am querying this is due to the 800 word limit to the Bid Proposal Response this seemed low to be able to illustrate the services required.	Yes the application pack is your response to the specification. I hoped that by limiting the word count it would help bidders focus on what will be delivered.
013	The specification states that 'Suppliers should be able to demonstrate how they will ensure they are delivering quality provision that has a sufficient range of work experience placements to enhance participant's employability and reflect their job goal and work search skills.' Are placements expected?	No this was an oversight. Work experience placements are not expected as part of this 3 day provision.
014	The specification states that 'Suppliers must ensure that all elements of work placements and other elements of CTF are delivered in a safe environment and customers receive health and safety induction, supervision, training and equipment, including safety equipment, which is appropriate to the provision being delivered (these are statutory requirements for all employees and customers)'; What does this mean?	The paragraph should have read 'Suppliers must ensure that all elements of this provision are delivered in a safe environment and customers receive a health and safety induction, which is appropriate to the provision being delivered (these are statutory requirements for all employees and customers)';
015	Will this provision be operated utilising PrAP or manual systems such as current New Deal in Somerset?	This provision will not be using PRaP, as the contract is only short term, payments will be made using the Contract and Funding System (CFS) which is the system used to support older style New Deal and the former Programme Centre contracts.
016	Are the DWP committed to the workshop being 3 days? Would 2 days and access to structured work programme via e:learning suffice?	We were expecting the workshops to be delivered on three consecutive days, but if the bidder thinks there would be a more beneficial format for delivery this could be included in the tender.
017	There is no reference in the document, but there is in other DWP ITTs , to the	Yes this is an anticipated expense that must be covered by the provider, There are no

	payment of childcare expenses of customers. Is this an anticipated expense that must be refunded by the provider?	additional payments to cover any additional costs.
018	How to JCP contact the supplier to inform of a referral(s)? Phone, email, or is it the responsibility of the provider to contact JCP? Would a secure extranet to upload data be appropriate?	Referral will be made to this provision on Jobcentre Plus form SL2JP. Jobcentre plus will have sole responsibility for the referral of customers to this provision.
019	Will customers be referred in batches, with possibly an initial batch or group, or will they be drip-fed through	The aim will be for each course to run with a maximum of 25 people with an average of 20 referred by JCP. Courses will not be expected to run if there are less than 10 customers referred.
020	What is the maximum liability on individual travel expenses	There is no maximum liability on individual travel expenses.
021	Can you provide guidance on the childcare costs referred to in Section 12 of the specification	The successful bidder will be responsible for funding childcare for customers with children where a need is identified. The cost of providing this service is built into the overall contract price.
022	Could you please confirm that Sample / Example Biogs or Cvs of the staff delivering the services are appropriate? With over 2000 frontline staff we are unable to determine at this stage, who would be involved in delivery	If specific staff details are not known then we would still expect a full and detailed answer to the question which could include sample CVs. However assurance would be required that staff can be recruited and trained in sufficient time to deliver the contract. Additionally, if existing staff members are to be used, assurance is required that this will not dilute resources allocated or have any detrimental effect on other DWP contracts.
023	Under 12. Delivery arrangements, you state ' <i>suppliers should ensure that they are delivering quality provision that has a sufficient range of work experience placements to enhance participants employability</i> ' etc could you please explain what you mean by this as not consistent with what you ask for under '4 Delivery', and is unusual for this sector of the target client group	No this was an oversight. Work experience placements are not expected as part of this 3 day provision.
024	Under 12. Delivery arrangements, Researching independent childcare costs in a range of the delivery areas, we have identified an average of £47 per day per child on an ah-hoc basis. Given delivery is for a 3 day workshop, and we may additionally, have travel	No, we do not envisage providers being able to put a cap on the limit of financial support provided.

	costs to cover against a fee of £250 per head, do you envisage providers being able to put a cap on the limit of financial support provided?	
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