

Questions regarding the Business Ready Workshop facilitator procurement

1. Is Business Ready running the workshops / promoting them differently this time around?

Answer: The focus for the workshops will be based on client needs. These may be in-house workshops for a small cohort. Where we anticipate greater demand, we will publicise to the wider community.

2. There is a rise in the need for mental health first aid training / mental wellbeing support for organisations. As I have previously put this training proposal forward, would I need to apply again with further details?

Answer: This is a completely new workshop facilitator procurement, with a potential extended date to 2021. You will need to apply following the current application process which requests different information to previous procurements.

3. Do those currently approved, such as my company, have to re-tender if we're interested or is it just new contractors that you're looking for?

Answer: This is a new procurement, so we need all facilitators who wish to be involved to complete the tender document. There are differences to the submission requirements, so please read the document carefully. For example the document needs to be delivered to the Venture Centre and not by email.

4. Is there an Appendix template that you would like completing, or is this suitable in any format?

Answer: There is a questionnaire on the website <http://www.business-ready.co.uk/2018/05/04/business-ready-invitation-tender-workshops/> for you to complete. The template can be found on the same web page.



5. The tender document details one of the workshops as “Customer Service Managing Finance” . Is this a typo?

Answer: This is an error. The workshop title should state Managing Finance.

6. With reference to the Procurement document, page 15, A7 Pricing schedule. Under fees for design, development and delivery per workshop, does the rate of up to £600 + VAT per session include the supplier covering all material printing/binding costs for up to 15 delegates for each workshop?

Answer: Yes. This fee element shall include the cost of all labour, equipment, materials and travel. Some facilitators may choose to use a tool that has a fee. This must be included in the delivery cost. Facilitators will be notified of numbers of attendees a few days before the delivery date to establish material/printing requirements.