

**Social Enterprise Exchange 2
Request for Proposals**

Project Evaluation leading to a Summative Assessment Report

Response to questions relating to the Request for Proposals

Q. Please can you confirm that this tender process will go ahead

A. Yes

Q. Are there any plans to postpone the evaluation?

A. No

Q. Has there been any change to the tender deadline?

A. No

Q. What is the estimated project duration?

A. As specified in the RFP, the interim report is due March 2021 and the final report March 2022.

Q. Do you have any indication of the maximum budget that is expected for this project?

A. The maximum budget is specified in the RFP, being £15,000 including VAT

Q. Regarding interviews and focus groups, will you accept employing online platforms for these?

A. Yes

Q. The timescales suggest that an interim progress report is due in March 2021 and a final report in March 2022. Can you confirm your / the funders' expectations regarding the scope of each report?

A. The scope of the report is defined by the RFP including the ERDF summative assessment guidance (footnote 2). We would anticipate the interim report to be in the region of 10,000 words, the final report in the range 15,000 to 20,000 words, and the summary report in the region of 2,500 words.

Q. The overall project targets are outlined. Are you able to provide an indication of the scale of achievements to date and levels expected by the time the interim progress report is submitted?

A. No, this information will be provided to the evaluator after appointment

Q. Can I check my understanding of the price score please? The brief seems to suggest this will be scored on the basis of the day rate of the bidder (a blended rate if the bidder has more than one team member?) rather than the overall price quoted?

A. The price score will be based on the average rate per day inclusive of VAT.

Q. Document analysis – how many beneficiaries will be included in this review?

A. Sampling of beneficiary level documents will be determined after selection of the evaluator

Q. Questionnaire Survey – How many questionnaires will be issued?

A. We anticipate all beneficiaries will be invited to complete the questionnaire survey

Q. Interviews – How many beneficiaries will be selected?

A. This is for bidders to propose and will be determined after selection of the evaluator

Q. Focus Groups – How many focus groups do you anticipate will be included? – or please advise if this is for bidders to determine within our methodology

A. This is for bidders to propose and will be determined after selection of the evaluator

Q. Case Stories – what number of case stories do estimate you would expect in the relevant report- or indicate that this is for bidders to determine

A. This is for bidders to propose and will be determined after selection of the evaluator

Q. Could you please send through the specification and next steps.

A. The RFP is available online at: <http://www.socentxchange.net/2020/03/10/evaluator-rfp/>

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