

# **Invitation to Tender**

## **Peer Networks 2021-2022**

### **Responses to Question**

**15<sup>th</sup> April 2021**

### Question 1

Will the microsite improvements suggested in the feedback requested in February be implemented for Phase 2? Completion of the Microsite data, plus the separate spreadsheet mentioned below, consumed more time than we had allowed for in our quotation for phase1.

Will the Growth Platform Partner Dataset Spreadsheet still need to be completed?

### Answer

The feedback provided by LEPs/Growth Hubs has been taken on board to improve the systems for data collection and reporting for the next round of Peer Networks

We have been informed by the Growth Company and BEIS that the amount of data to be collected has been somewhat reduced, with the majority of onboarding information required to be submitted via the microsite. The dataset spreadsheet was produced by BEIS for submission. There will still be a requirement for the identifying information of each participant, eg, business contact details and the responses to the post session surveys to be submitted via a spreadsheet. As have not yet had sight of the updated metrics pack or the revised microsite, we cannot be more precise as to what degree the reporting need will be reduced

### Question 2

Is there a form to complete to submit the tender, can I use the template from the previous round?

### Answer

There is no longer a formal template to use, you can submit your tender in any format. You are welcome to use the previous template, however please refer to the current published Invitation to Tender document to ensure you answer the questions as laid out in there

### Question 3

Can the delivery schedule be determined by the cohort? In the proposal could I offer two delivery schedules e.g. 3 months or 6 months. Then if I was successful the cohort can decide which schedule fits best with their overall work responsibilities and commitments.

### Answer

Yes the schedule can be determined by the cohort as long as it still fits within the wider programme timescales as set out in the Invitation to Tender document

#### Question 4

Do all 18 hours delivery need to be Action Learning? I was thinking of having a one hour expert session (for example on sales) and then a two hour action learning session devising a strategy of implementation on improved sales strategy for the cohorts businesses.

#### Answer

Yes all 18 hours need to be Action Learning – with any sessions with for example, with guest speakers considered to be added value to the to the 18 hours ALS

#### Question 5

Can businesses that participated in the first round send another member of staff to join this programme?

#### Answer

No : the only exception is where a business had to drop out for legitimate reasons and couldn't complete the first cohort

#### Question 6

Can more than one member of staff join the programme?

#### Answer

No : Participation is limited to one per business to give the widest number of businesses the opportunity to participate

#### Question 7

Where it states Price Breakdown of Costs – it mentions 121 Sessions – please can you elaborate.

#### Answer

Each cohort will have 11 participants  
Every cohort will receive 18 hours of group support following Action Learning Methodology  
Every participant receives a minimum of 3.5 hours of 121 business support

#### Question 8

Does the catchment area for recruiting cohort members cover Daresbury?

#### Answer

All businesses must be based in the Liverpool City Region, this includes all those businesses that are located in the **Halton Council Area**. To be sure if a particular business qualifies you can check a postcode at <https://www.gov.uk/find-local-council>

### Question 9

Am I right in thinking that the cohort programme - lets say based on 10 companies within the cohort – is made up of 18 hours of group programmes plus 3.5 hours of individual work, ie 35 hours (based on 10 companies within the cohort) across the programme run time, ie 2021-2022

### Answer

Each cohort will start with 11 participants to allow for dropouts, the optimum number expected is 8 participants

Every cohort will receive 18 hours of group support following Action Learning Methodology

Every participant receives a minimum of 3.5 hours of 121 business support

The total hours a supplier delivers will depend on how many participants complete the programme

The programme spans 2021-22 however the length of time each cohort lasts will depend on method of delivery

Some cohorts may be 6 x 3 hours fortnightly, some may be 9 x 2 hours fortnightly

All 121s must be completed within a month of the final group session

All delivery must be completed by end February 2022, however we are expecting cohorts to spread over the year starting in May 2021

### Question 10

Is the maximum budget per cohort £10500?

### Answer

Yes