

HDC202502 - Local Plan Project Planning – RFQ - Clarifications received up until 10.00am 21st March 2025

Please can we confirm if there are any specific formatting requirements needed for our submission, such as if there is a specific number of pages or words for our quality response.

Response: There are no specific formatting requirements

Are we able to submit in our own format as a PDF?

Response: Yes

Would it be possible to obtain the full tender pack to allow CSPM Consultancy to review the requirements and submit a proposal? We would appreciate any relevant documentation and guidance on the submission process. Please let us know if there are any specific steps we need to follow to access the materials.

Response: the full tender pack has been published to Find a Tender and can be found in the 'documents' section <https://www.find-tender.service.gov.uk/Notice/008421-2025>

Could we structure our proposal as we see fit, as long as we fully address the Methodology and Approach; Knowledge, Experience, Case Studies and References sections, and provide the required financial details?

Response: Yes

The online advert for this work advises that it would be particularly suitable for SMEs. Would the participation of an SME be required for the successful bidder? Or, similarly, would the absence of an SME act against a bid? It is noted that SMEs are not referred to in the quality criteria, however, we just wanted to clarify this.

Response: We would encourage SMEs to bid, but there are no criteria within the evaluation that would prioritise an SME over other companies.

Can we clarify that paragraph 3.7 means that the price we quote includes any likely expenses for the whole contract period eg. travel expenses for any in-person meetings, should be incorporated into the cost? If this is the case, would it be acceptable to caveat an additional fee, subject to any additional in-person meetings being required, over and above those quoted for?

Response:

Expenses for in-person meetings should be included in the cost where they form part of the proposed programme of work. If any further in-person meetings are required, as agreed with the Council, please indicate the expected fees per meeting based on hourly rates (consistent with those used in the main quotation) and anticipated expenses.