***EKC Group – Tender for Legal Advice and Services***

***Clarifications and Guidance 2***

***4 September 2025***

***Please can we raise the following clarifications regarding the EKC Group Retained Legal Advice and Services 2025:***

***ONE***

* ***Can you please share your previous years spend and how this was split across the different work area?***

The retainer last year was a general spend covering all priorities areas set out in ITT Section 3, Tender Requirements, paragraph 1 (a) to (i) and as such it is not possible to itemise or separate each element of advice and services individually.

Pricing/Cost is one of the key scoring criteria, and as such it is expected that bidders calculate their own cost of providing this service to meet EKC Group’s requirements and tender evaluation parameters.

Therefore, in the interests of maintaining fairness throughout the tender process, the previous year’s spend in this area has been deemed not relevant to this year’s current tender.

***TWO***

* ***Do we need to cover all points of the specification?***

It is preferable that organisations seeking to bid for this tender cover all points of the specification, and meeting these will count favourably in relation to scoring.

However, not meeting all the points of the specification does not preclude organisations from bidding, scoring will be carried out fairly and consistently for all participants.

***THREE***

* ***Are you appointing one or multiple suppliers to this framework?***

EKC Group are seeking to appoint just one sole supplier for retained legal advice and services.

***FOUR***

* ***Is the unlimited phone/email advice a free service or part of the fixed fee?***

The unlimited phone/email advice is to be included within the fixed fee under the retainer.

The principal goal is to procure an on-demand legal retainer which ensures accessible and legally sound advice.

It is envisaged that the service will be available:

* average of one enquiry per week for a maximum duration of 60 minutes
* with the opportunity to roll over unused service time / credit to subsequent months
* to use the service within the above limits on and between Monday and Friday (the Group’s working week),
* during EKC Group’s core operating hours 8:30 AM to 05:00 PM

Fair and reasonable use of the services being set out in a Time Constraint clause or policy is acceptable.

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