**Clarification Questions -** Cambridgeshire & Peterborough Consultancy Support for Stakeholder Engagement for Public Open Space.

Posted – 03/08/2020

*We will welcome bids from consultants wanting to undertake only the work outlined in this tender, or from consultants or partnerships bidding for more than contract. Both will be considered equally on their individual merits according to the relevant evaluation process.*

1. 2.4.2 Refers to mapping against agreed standards, supply, need and demand. Is GIS data mapping an expected capability of the consultancy team or is in an in-house capability to which the consultancy team will provide data?

The contract for this activity has already been awarded to another consultant, therefore is not part of this contract. This work has been a collaboration of between in-house and consultancy team.

1. The brief refers to work already completed by the project by team, funding model engagement, mapping and valuing public open spaces etc. Will it be possible to have sight of or an overview of this work in advance of appointment in order to inform our approaches and methodology?

The mapping and valuing work is currently in development and not yet complete, therefore will not yet be ready for circulation. The funding and operating models work commenced this month and therefore there is no associated documents yet to share.

1. The brief also refers to the project team having identified key stakeholders and developed key messages, vision and mission, again it will help inform our bidding process and approach to developing the SEP if we were able to have sight of these.

Please find attached the visioning document we have started to develop. We are keen to hear your ideas on how to develop the SEP.

1. Can you confirm that the dates listed in Table 1 are current?

Yes

1. Would the project team be looking for an indicative approach to wider public engagement as part of the tender on which to evaluate against time and cost impacts on the project? (Table 2 Task 1 refers)

*‘We are also keen for tenderers to set out an indicative approach on how they would segment users and non-users including the time and cost-effective techniques they would deploy to ensure the shared vision and common cause is universally understood and broadly representative of a range of stakeholders.*

*Given the time constraints of the project, wider public engagement may not be feasible, and the project Team will decide on whether it will proceed on the basis of time and cost impacts for the project. For this reason, cost-effective and innovative approaches would be especially welcome*.’

We are keen to hear of potential ideas and for tenderers to advice on time and associated costs. This will enable the project team to decide if this is feasible.

1. What are the resources of the FPA communications team? We recognise the importance of collaboration so it would be useful to understand the skills sets and scale of the team so that we can add value rather than duplicate with the same communications skill sets. If a team chart is available, that would be useful.

The FPA communication team comprises communication representatives from each of the local authority partners. It is a resource for distribution channel purposes and for advice and we will also expect the consultant to work with the communication team for input whilst developing the SEP plan.

1. Page 8 of the brief states "All outputs must be signed off by the Executive Board and project team and also in consultation with the Members Advisory Group". I would guess that the Members Advisory Group (MAG) is made up Councillors of Cam'shire CC who advise the project, but could you tell me more about the MAG - what it's make up is, what it's role is (eg: does the MAG work exclusively on FPA or does it input to other projects)?

The Members Advisory Group (MAG), are a group of nominated members from our Local Authority Project Partners (listed in the RFQ document). This group of 7 represent our Local Authority partners and FPA will one of a number of projects they are representatives for across Cambridgeshire and Peterborough. The MAG role is to advise on local prioritises and to help share/promote the vision of the FPA project.

1. Page 13 states “The work of our consultant will complement other reports we are commissioning, including funding models, mapping, and evaluation, and it is important that the outputs of this contract show awareness of the wider objectives of the programme. It’s essential the successful tenderer works with our consultants leading on these other work streams.” Have the 'funding models' and 'mapping' workstreams been commissioned yet?  If so, who are the consultants?  If not, when are they expected to be commissioned?
* The funding models work is only in its early stage and as a project we are currently defining our requirements and determining next steps
* The valuing and mapping open space contract has been commissioned and was awarded in March. This contract is available on [Contracts Finder](https://procontract.due-north.com/ContractsRegister/ViewContractDetails?contractId=3ed74ddf-6552-ea11-80ff-005056b64545&returnPage=ContractsRegisterSettings).
* The evaluation consultant recruitment process is underway. Further details available in [ProContracts.](https://procontract.due-north.com/Advert?advertId=b6e4720a-2bc8-ea11-8104-005056b64545&fromProjectDashboard=True)
1. Page 6 and 7of the brief states a deliverable is "Proposed branding for the FPA project, including a logo, and associated brand management plan, including associated marketing collateral, for use with key stakeholder audiences A communication plan which identifies the key FPA project audiences and associated messages and means of communicating them." Are you expecting the tenderer to design the CFPA team a logo? What expectations do the CFPA team have around the longevity of the FPA work in Cambridgeshire and its brand - is the project brand expected to be of strategic long term importance to CCC?

The successful consultant will be expected to design the team logo with our partners and the associated brand management plan. The FPA project is a defined project with an end date and this branding will be used for the life cycle of the project, however we expect the FPA work to continue and part of the strategic long term vision for our partners, so the branding maybe used after the initial project ends.

1. The word count for the various questions are impossible to keep within to answer the rather lengthy questions - can they be reviewed please not just for tenderers to but to also ensure you get the info you need. Even 1000 words for three case studies of Q3 would be too little.

Unfortunately we are unable to expand the word limit of max 500 words, however we have amended the RFQ document and section B to address this issue. For example questions 1, the consultancy background, experience and expertise brought to this project can be provided separately on no more than one side of an A4 document. This should allow the work counts to include other aspects of this questions.

1. Have consultants for the other work streams been appointed?
* The funding models work is only in its early stage and as a project we are currently defining our requirements and determining next steps
* The valuing and mapping open space contract has been commissioned and was awarded in March. This contract is available on [Contracts Finder](https://procontract.due-north.com/ContractsRegister/ViewContractDetails?contractId=3ed74ddf-6552-ea11-80ff-005056b64545&returnPage=ContractsRegisterSettings).
* The evaluation consultant recruitment process is underway. Further details available in [ProContracts.](https://procontract.due-north.com/Advert?advertId=b6e4720a-2bc8-ea11-8104-005056b64545&fromProjectDashboard=True)
1. If the other consultants have been appointed at what stage is their work at - and are they undertaking their own stakeholder engagement activities as part of the project or is the expectation that this tender will support the stakeholder engagement required for those projects?
* The funding models work is only in its early stage and as a project we are currently defining our requirements and determining next steps.
* We have a consultant working on mapping and open space standards, and this work commenced in March 2020. This has been one activity of stakeholder engagement, which has been done in-house. We are also working with VIVID Economics on natural capital assessments.
* The evaluation consultant recruitment process is underway. Further details available in [ProContracts.](https://procontract.due-north.com/Advert?advertId=b6e4720a-2bc8-ea11-8104-005056b64545&fromProjectDashboard=True)
* The work-streams have some aspects of stakeholder engagement, and there is a piece of work within this consultancy brief to support the mapping and open space standards contract to take those outputs forward. We expect the consultant to complement other reports we are commissioning, including funding models, mapping, and evaluation, and it is important that the outputs of this contract show awareness of the wider objectives of the programme. It’s essential the successful tenderer works with our consultants leading on these other work streams.
1. Is the successful tenderer for this stakeholder engagement plan required to develop and implement on-line collateral? E.g. to develop a website/web pages etc. or will the overall Comms team drawn from the partners be responsible for this with the successful tenderer creating content in line with the stakeholder engagement plan and key messages?

We don’t expect the consultant to develop a website however we do expect the consultant to develop the branding for the FPA project, including a logo, and associated brand management plan, including associated marketing collateral, for use with key stakeholder audiences, which we can then use on our partner websites.

1. With regard to the facilitated sessions with stakeholders – do you have a number in mind and are you looking for sessions to be held in different parts of each Council area on a geographic basis?

These facilitated sessions with stakeholders, will be taking part within Cambridgeshire and Peterborough as we will like to engage all of the districts. However owing to the current climate, we expect the consultant to adapt and are flexible with the technology available. We are keen for the consultant to advise us on the numbers of sessions they feel are appropriate to deliver this work.

1. For your question 1 in section B - can we provide the team Cvs and a gantt chart as separate attachment outside of the 500 words?

All this information can be provided on a separate document, no large than one side of an A4 sheet.

1. The remaining questions ask for 3 examples in each question - can we use the same 3 examples where feasible or are you expected 12 different examples across the 4 questions?

We are keen to hear the ideas and examples to demonstrate the expertise and knowledge and therefore leave this flexible for the bidder.

1. An you clarify what other consultants are already tasked with in relation to what might be called overlapping workstreams? This will be useful in helping us to understand what we need to cost for within our response and what is already happening under existing contracts.
* We currently have one other consultant working on the Mapping and Valuing Open Space Standards within Cambridgeshire and Peterborough, the contract for this work can be found on [Contracts Finder](https://procontract.due-north.com/ContractsRegister/ViewContractDetails?contractId=3ed74ddf-6552-ea11-80ff-005056b64545&returnPage=ContractsRegisterSettings).
* We will be appointing an evaluation consultant in September, further details on [ProContracts.](https://procontract.due-north.com/Advert?advertId=b6e4720a-2bc8-ea11-8104-005056b64545&fromProjectDashboard=True)
* The funding models work is only in its early stage and as a project we are currently defining our requirements and determining next steps.
1. Phase 1 task description states the consultant will need to work with the communications teams and the project team, develop branding and communication s plan for the FPA project. It states that this will build on the work already undertaken by the communications team which has developed a draft set of messages. Deliverables include: Proposed branding for the FPA project, including a logo, and associated brand management plan, including associated marketing collateral, for use with key stakeholder audiences. To clarify: do we need to cost for developing branding, logo design and a brand management plan within the budget for this brief?

Yes, as this work is incomplete and owning to C-19 pressures the Communications team and project teams prioritise and commitments to the FPA project have changed.

1. Also as part of Phase 1: will the consultants be expected to lead on developing a communications plan, or to support your Communications Team to do this themselves?

We expect the consultant to lead on this piece of work in collaboration with input from the project team and Communication Team

1. Stakeholders: you refer to a range of stakeholder groups that will need to be included in the work, but can you clarify your expectations around engagement of residents, beyond those involved in volunteering/friends group roles? You state that ‘given the time constraints of the project, wider public engagement may not be feasible, and the project Team will decide on whether it will proceed on the basis of time and cost impacts for the project. For this reason, cost-effective and innovative approaches would be especially welcome.’ Does this mean we should propose mechanisms for engaging the wider public if we believe this is possible within your available budget, and that you will make a judgement as to whether these are appropriate and viable within your budget?

Yes. We are keen to hear of potential ideas and also for bidders to advise if this is an additional cost and the associated cost. This will enable the project team to decide if this is feasible.

1. You ask that ‘the tenderer provides an hourly rate for the delivery of tasks that may be omitted from the brief’. This rate will vary depending on the services you want, as different services are likely to involve a different mix of staff and thus a different blended rate. Are there specific types of services you would like to suggest we cost for, or would you rather we provide hourly rates for our different staff grades?

If you could please provide hourly rates for different staff grades.