Clarification Questions: Opportunity Area ICT Training for Teaching Assistants





The Federation of Small Businesses (FSB) is pleased to endorse this RFQ document. Through changes to their procurement process to support small businesses, Cambridgeshire County Council are showing their commitment to improving the local economy. This positive action is a step forward in the simplification of the procurement process and the FSB look forward to working with Cambridgeshire County Council to encourage effective trade between the Council and local small businesses.

# Clarification Questions

A summary of queries submitted in response to the Request for Quotation for Opportunity Area ICT Training for Teaching Assistants is provided below, along with further clarification:

1. **What is the estimated maximum number of training participants?**

It is difficult to predict the final numbers of training participants at this stage, but it may be helpful to bear in mind a maximum of 120 trainees whilst considering that not all schools are likely to participate.

1. **How will success be defined? In particular, when might clause 8.7 of the specification be brought into effect?**

The reduction of project costs would likely only apply if there was a serious breach of contract, for example if the training was not delivered as agreed or numerous complaints had been received from schools, and would be a last resort. The Opportunity Area team would have regular engagement with the chosen training provider throughout the duration of the contract to monitor progress and ensure any issues that might arise are addressed at an early stage.

1. **What specific ICT needs should be addressed in the training?**

The training should be focused on general ICT skills required by teaching assistants, whilst also focusing on the Opportunity Area’s priority to ‘accelerate the progress of disadvantaged children and young people in the acquisition and development of communication, language and literacy.’

1. **Where should the training be delivered?**

The training should be accessible to teaching assistants across the Opportunity Area, so the bidder may want to consider offering multiple training sessions in different locations in the area.

1. **Are you able to provide a list of the 60 primary schools included in the Opportunity Area?**

The full list of schools included in the Opportunity Area can be viewed on the Opportunity Area website: <https://fenlandeastcambridgeshireoa.co.uk/our-schools/>

1. **In Section 4, do you simply require a price per training participant at the end of the table?**

When completing the pricing sheet, it would be helpful if the bidder could provide the proposed price per training participant in the bottom right hand side of the table. The rest of the table is designed to allow bidders space to provide detail on the breakdown of costs and how the final price is calculated.

1. **How will the Opportunity Area team support advertising the training?**

The Opportunity Area team will publicise the chosen training offer to schools in the area through its standard communications channels, such as its schools newsletter.

1. **What are the timescales for the training?**

The training should be delivered between January and July 2019.

1. **Would distance learning or e-learning be considered as a delivery method rather than face to face workshops?**

Distance learning or e-learning could be considered as a method of delivering the training.

# Emendation

Please note, on page 16 of the RFQ, ‘**Request for Quotation for Opportunity Area Behaviour Training for Teaching Assistants**’ should read ‘**Request for Quotation for Opportunity Area ICT Training for Teaching Assistants.**’