

REA – employer action and behaviour change

Q&A

1. Q. There is the request for meetings every 2-weeks and meetings with stakeholders to present findings. Is the expectation that these meetings will be in person or held virtually? If they are held in person, can we confirm where they will be held please so we can work out travel?

A. These meetings are generally held virtually, but if the team would like to meet in person at certain points during the project lifespan we are happy to facilitate this. We have office hubs in Birmingham, London and Leeds and can also arrange to travel to meet the research organisation.

2. Q. The proposal requirement asks for Data protection & GDPR and Safeguarding policies. Are these included in the page count or can they be sent as attachments and/or links provide to these documents in the 8-page application?

A. These can be sent as attachments or links provided, they are not included in the 8 page word count.

3. Can the Authority confirm whether suppliers are able to include links within our submission?

A. Yes, we are happy for links to be included.

4. Would the Authority prefer a Gantt chart in a weekly or monthly breakdown?

A. We don't have a strong preference on this, as long as there is enough detail for us to gain a sense of whether the timescales seem realistic.

5. To include the Gantt chart are suppliers able to have this on a landscape page to make it easier for the evaluation team to view?

A. Yes, this is fine.

6. Q. Our legal team has advised us that our policies are internal documents, and would be covered by the terms of the contractual arrangements that are put in place if we were to be successful. We are able to provide alternative documents outlining our commitment and approach to Safeguarding and Data Protection - would this be sufficient?

A. Yes.

7. Q. Within the ITT documents it states the Authority '*reserves the right to extend the commission to conduct an additional REA focused on behavioural insights literature*'. Can we confirm that this additional REA would be outside the scope of the stated £50,000 budget, and therefore suppliers do not need to account for this in our pricing?

A. *Yes, an additional REA would be outside the £50,000 budget and you don't need to account for this in your pricing. The budget for this work (if conducted) would be established based on the findings from the scoping exercise.*