

Age-friendly Employer Pledge and GROW Evaluation ITT Clarification Questions

1. We're conscious that the scoping phase will dictate the ultimate design and resourcing, but assume you need some projections to help you assess bids. What level of detail are you looking for in costings for the post-scoping phases at this stage?

Please budget as accurately as you can. We are interested in bidders indicating what approaches they think are most feasible and how much resource that kind of approach will take, with an understanding that some of this might change following scoping. We are particularly interested in understanding the scale of fieldwork and the types of analyses conducted.

2. What is the geographical scope of both the Employer Pledge and GROW programmes?

The Employer Pledge is UK wide. Due to the rules surrounding our endowment the GROW employers should be based in England.

3. What is the current geographical distribution of employers that have signed up to the Pledge?

We don't currently capture geographical data, but it is something that we will be looking to add to our monitoring work in future

4. Do you anticipate overlap between those who sign up to the GROW programme and employers that have signed up to the Pledge?

Yes.

5. What outreach activities are currently undertaken to encourage employers to sign up to the Pledge?

We are currently developing a sector engagement plan for year two of the pledge (we will share this plan with the successful bidder at contract award). At the moment outreach mostly happens through strategic partnerships, media work and our website.

6. What outreach activities are anticipated to encourage employers to participate in the GROW programme?

The scoping phase of this evaluation, with contact facilitated by Ageing Better, is the primary way that employers will hear about the opportunity to get involved in GROW. Towards the start of the Contract we will mention GROW in the Pledge newsletter, but it is unlikely that additional marketing will happen beyond that.

7. Are there any external stakeholders involved in either the design or delivery of the Employer Pledge and GROW programmes?

Not currently, but for year two we are developing a network engagement plan that will encourage a co-produced approach to future Pledge activities. We will share this plan with the successful bidder at contract award.

8. What are the current plans for scaling up the GROW programme – to what extent and in what timescales?

The current plans are to evaluate pilots as set out in the ITT.

9. VAT – the budget is between £275k and £290k (excl. VAT) and Costs in the Pricing Document should be presented exclusive of VAT. If we submit a bid, we will be applying VAT. Does this mean that we must cost our bid at a level so that when VAT is applied the total value is between the budget envelope window of £275k - £290k? i.e. the maximum bid amount of £290k must be sufficient to cover our costs + VAT?

Bids should be costed excluding VAT, within the budget envelope of £275k - £290k. This is so that fairness is ensured for bidders that do and do not need to charge VAT and we have enough budget to cover VAT on top of the £275k-£290k budget envelope.

10. Publication rights – as a HEI, we would anticipate / expect rights to publish results for teaching & research purposes. I can't see that this is explicit in the T&Cs. Please can you confirm this right, or that we must specifically request this as part of our submission

All foreground intellectual property will reside with Centre for Ageing Better but we are happy to grant rights for usage to the research team and are happy for research teams to use the materials for publishing, teaching and research where relevant. All we ask is that we are notified of different uses as and when they arise. Exact wording of this agreement will be inserted into the contract at contract award stage.

11. Multi-organisation Consortia – does the Tender allow for sub-contractual arrangements i.e. the lead organisation is the recipient of the funding and we then sub-contract to others provided we have detailed those specific costs in the bid. Or will each Consortia member be reimbursed separately by Centre for Better Ageing?

We are happy for consortia to bid for the ITT but would expect a lead bidder responsible for the whole project. This lead bidder would be the ultimate project manager and also the recipient of all funding from Centre for Ageing

Better – sub-contracting arrangements should be undertaken by that lead bidder as appropriate.

12. Do you have any a priori assumptions about the balance of face to face versus remote data collection – across the whole contract. Can any guidance on this point be given, or is it for those bidding to set out their preferred approach?

We are open to bidder suggestions on this, bearing in mind the need to balance proportionality, feasibility, inclusivity and robustness of method.

13. We would like to request a couple of amendments to the proposed terms and conditions:

The current clause 10.1 is very wide-ranging and results in the Contractor carrying unlimited liability for all risks. To prevent uninsurable risk to the Contractor, would the Company be willing to limit the Contractor's liability to a commensurate amount, such as 150% of the fee? We would suggest the addition of the following wording to clause 10.1:

"Save in respect of personal injury or death, the limit of the Contractor's aggregate liability to the Company under this agreement whatsoever and howsoever arising shall not under any circumstances exceed 150% of the Contract Price regardless of number of claims."

Changes to the contract will be discussed and agreed at contract award. We are open to changes to indemnity but the exact terms are agreed on a case by case basis at contract award.

14. Would the Company be willing to grant the Contractor a non-exclusive, non-assignable, non-sublicensable, royalty free license to use the Deliverable Intellectual Property in its business?

If by this you mean Foreground IP then we are often happy to agree to terms that enable usage by the research team as long as we are notified (as per the answer to Q10. When it comes to usage that is for the purposes of business development or marketing we will make decisions about usage on a case-by-case basis and expect written consent to be sought. The exact wording of IP agreements will be finalised at contract award.

15. Would you be open to a bid submission deadline extension? We are interested in bidding but have core members of the team on annual leave over the next couple of weeks.

Unfortunately we are not able to extend the deadline.

16. Do you have any insight/data on whether/how many Pledge employers have started using the GROW 2 recruitment tools?

We do not have this information and anticipate that it might form part of the key scoping phase questions.

17. In the pricing schedule on page 22 of the ITT it states that 'The above rates shall include for all work shown or described in the Contract as a whole and for all work not described but apparent as being necessary for the provision of the Services'. Are we to take that to mean that additional non-staff items such as travel, subsistence, consumables etc, should be amalgamated into each Team members price per day, or can we list these items as separate lines e.g. Travel to & from client sites (with a break down of anticipated meeting frequency?)

Non-staff items do not need to be amalgamated into day rates and can be budgeted for using separate lines.

Additional questions were asked and answered during our webinar event on the 25/10/23. You can watch a recording of that event [here](#).