

## THE CANTERBURY JOURNEY Evaluation Report Consultant – Invitation To Tender

In response to clarification questions for this ITT please see below responses:

1. The evaluation programme: the start is January 2020, with the interim report October 2020 and the final report February 2021? So only 1 full year of activity programme and associated outcomes that require evaluation?

The Evaluation Report will be to cover the whole period of the project, from project delivery commencement in October 2016 through to project completion in October 2021. Therefore the interim report will be due in October 2020 and the final Evaluation Report due by the completion of the project on the 8<sup>th</sup> October 2021.

2. I wonder if you could clarify something for us. In the invitation to tender you say “The Tenderer is to submit full Project costs and complete the summary Form of Tender (Appendix 4 Form of Tender). Canterbury Cathedral is seeking the submission of a Compliant Bid that responds to the requirements of this tender and which clearly breakdowns the various cost centres.”

I note that Appendix 5 allows us to say how much we might spend on sub-contractors (for instance a market research firm to undertake telephone interviews). Appendices 6 and 7 enable us to show numbers of days and day rates. However, for a commission of this nature, in our experience, we might also have costs for elements such as:

- a. Room hire/refreshments for focus groups – reasonable costs and rooms will be provided for cost wise by the project, to be agreed as required
  - b. Incentives or expenses for people to take part in workshops, focus groups or surveys, particularly if we are aiming to get feedback from people who do not have a lot of disposable income – reasonable costs will be provided for cost wise by the project, to be agreed as required
  - c. Travel and subsistence for consultants – To be incorporated within the tender sum submitted and can be noted as a breakdown item on the Form of Tender – Appendix 4
  - d. I cannot see a place where such expenses can be shown in the appendices, and wonder if you could give some guidance – See above
3. Can you please confirm that it would be ok to include a sub-contractor in our bid?  
Agreed. These should be noted in Appendix 5
  4. What contact data of visitors do you collect or have you collected?  
We have a variety of contact data and survey information collated as part of the baseline work to support the original funding bid and to inform the Activity Plan and we have subsequently captured and evaluated data on website use, social media use and engagement and evaluation reports on individual activities, events and conferences that we have held, but it is not holistic and further work will be required to supplement that and

inform the final Evaluation Report. The interim report will help inform what gaps there are and allow the final year of the project to address these deficiencies

5. Is the budget of £20,000 inclusive or exclusive of Vat?  
Exclusive of VAT
6. Can you provide additional information about the timing of the evaluation?  
Please see response to Question 1 noted above
7. On Appendix One Q21, there's a reference to Q26 and referees. We assume this is a typo and that it refers to Q20, but if you could confirm that would be great  
Yes, that is indeed a typo and should reference Q20 for referees and not Q26
8. Would it be possible to get a copy of:
  - a. The lottery bid – All documentation and supporting evidence and data will be provided to the successful tenderer upon formal appointment
  - b. The existing evaluation plan – All documentation and supporting evidence and data will be provided to the successful tenderer upon formal appointment
  - c. Your Activity Plan submitted as part of the bid – All documentation and supporting evidence and data will be provided to the successful tenderer upon formal appointment
9. Can you indicate the budget for the work, or at least a budget range to give some steer about the scale of evaluation work you are anticipating. It would also be useful to know if the figure is inclusive or exclusive of VAT  
See answer to Question 5 above and statement at the bottom of the list of questions
10. What is the timescale for the project and key evaluation milestones?  
See answer to Question 1 above
11. In the tender submission do you require that the actual document of Appendix One is used to respond, or can tenderers use these headings and create their own document?  
Yes, please use the supplied Appendices to ensure your bid is equally compliant and comparable to all other tender returns
12. Will there be any Canterbury Cathedral staffing or volunteer time available to support the evaluation activities? and if so can you provide more details?  
Staff and volunteer time here at the Cathedral will be made available within reason to support the appointed consultant. We have 5 staff members delivering the project who will actively be able to assist and a volunteer base that work with the project. Other staff and departments will assist as required

Just to confirm that a budget of £20,000 excluding VAT is available for the production of this Evaluation Report. If necessary, additional funding could be made available, but all attempts should be made to deliver this within the allocated budget noted above.