

**SKILLS WEST TELEPHONE CAMPAIGN**

**Invitation to Tender**

**Clarification Questions**

| **Supplier** | **Question** | | **Response** |
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| **1** | 1 | Section 3a.2 11. Specifies to “Re-approach businesses that participated in 2017 survey to take the shorter 2018 survey.” Are we also able to re-approach those that completed the 2018 survey to complete the 2019 re-take survey between January – March 2019? | We have not been able to establish this with the funders as yet, but we are hoping we can re-approach companies that did the survey over 6 months ago. |
| 2 | Section 3.b.3 specifies that you’d like to generate 40 appointments per month. Is the total appointments required therefore 120 across the campaign as a whole? | Yes, 120 appointments starting from contract commencement as agreed. |
| 3 | Is there a cap on the total number of appointments that can be set across the course of the survey campaign? | No but it will be led by adviser capacity. We would envisage that 120 is manageable with the number of advisers we have in place. |
| 4 | Will there be a separate sole trader survey with slightly amended questions for this cohort to make it more relevant to their skills needs? | We will be amending the survey to be more suitable for sole traders and will do this in conjunction with the successful contractor. |
| **2** | 1 | I cannot get the postcode link to work – can you please supply a full list of postcodes to be covered. | We can provide this at contracting stage. And have uploaded a map to indicate the postcode areas. |
| 2 | In the first phase of telephone research you state that you engaged over 1.500 businesses in the region – can you please tell me how much data you worked to achieve the 1,500 completed surveys. | The data came from a variety of sources. Through online promotion/ events and data sources both from Business West and external sources.  Approximately to achieve 1,000 survey responses we had to work through approx. 10,000 data sets from various sources. Not all of this data would have been exhausted or used though. |
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