

## Clarification Responses

Following the Invitation to Tender for an Interpretation Strategy the following clarifications have been sought and responded to:

No.	Question	Response
1	Professional Services Brief, Page 7: Can you please clarify what is meant/offered by 'consultation and virtual site visits'?	This means that any suppliers wishing to make site visits (consultation in its broadest sense, rather than specifically around interpretation) in advance of submission can arrange for a site visit to take place online.
2	Professional Services Brief, Pages 14 and 15: Can you please confirm the client team (Public Programming, Interpretation, Curatorial and Marketing) are all based at Portsmouth and their availability for an Interpretation Strategy workshop?	The client team are located at our sites across England and may be working remotely, but will be available remotely. Staff will be available in the New Year for workshops, but these will have to be arranged at mutual convenience.
3	Can you confirm that we can submit our response in our own template, assuming that we follow all headings and word count/page limits prescribed?	Please note the wording in the ITT: "Unless otherwise stated as part of this ITT or its Annexes, all tender responses should be in the format of the relevant NMRN requirement with your response to that requirement inserted underneath." Therefore, unless your template follows the same format as the NMRN template you should follow this to avoid ambiguity.
4	We have, this morning, downloaded the ITT and supporting documentation for the above project. Unfortunately we were unable to download the "Conservation Plan Collections HLF Final" document as a direct link via the website is not available. Would it be possible for you to forward a copy please?	The relevant sections of the document will be uploaded to the website.
5	The Supplier Response gives a clear structure for the required tender, including listing 3 sample projects (200 words each). However, in order to fully respond to the Quality Evaluation Criteria listed earlier in the document, can we also provide details of additional projects and experience that fulfils your requirements?	Yes, you may, but please indicate specifically how you are using these to address the quality evaluation criteria.

6.	Page 13 of the tender document lists working with 'other key stakeholders'. Can you provide some more details about these individuals and groups?	These have not been defined and will be discussed at start up stage, but might include committee members or other partners on our sites, such as the Royal Navy or Mary Rose Trust
7.	Has an Audience Development Consultant been appointed already and how far through their commission are they currently?	No. It is anticipated they will be appointed early in the New Year.
8.	Is consideration of the HMS Caroline part of the scope for this project?	HMS Caroline is not in scope
9.	Can we include images with our submission, particularly in relation to 2.1 Descriptions of up to three projects?	You may include images if directly relevant to the text you are supplying.
10	With respect to 4.4.4 Quality & Method of Approach Evaluation, do the Criteria weightings relate directly to the requirements of Annex 2 - Supplier Response, or should we provide additional information to satisfy these criteria?	We expect these examples to relate to the criteria weightings, but you may provide additional details to meet this requirements provided that you indicate specifically how you are using these to address the quality evaluation criteria.
11	XXXXXX would also like to take part in any consultations and virtual site visits also mentioned in 4.1.2. of the ITT, that are planned pre tender submission. Please do let me know of the arrangements.	We are happy to arrange a consultation or virtual site visit by appointment. Please let us know your availability and we will arrange.
12	Can you confirm when the audience development consultant will be commissioned as their involvement is critical to inform the Interpretation Strategy through each stage of its development and we wish to align our proposed progress/programme.	The ITT documentation for this is currently being prepared, it is anticipated that this work will begin in early February and so it is anticipated that the first month of the Interpretation work will focus on site visits and preparation. Both pieces of work are due to be delivered within this financial year.
13	Can you confirm if printed copies of the final interpretation strategy are required and if so how many, so that we can cost accurately.	We do not need printed copies, but will require professionally presented PDF copies.