

Evidence and Learning Hub ITT: Clarifications

Update: 26/08/2026

1. Consortia, Contracts & Payment

Q. Can bids be submitted by organisations working with specialist consultants, subcontractors or consortium partners? How will contractual arrangements operate in these circumstances?

A. We are happy to accept bids from a lead organisation working with named specialist consultants, subcontracted delivery partners, or consortium members.

Bidders are encouraged to include the relevant experience, CVs and examples of previous work from named consultants and delivery partners as part of their response. This information may be relied upon in support of the bid, provided it is clearly relevant to the roles and responsibilities those individuals or organisations are proposed to fulfil within the project.

Where organisations bid as a consortium or partnership, we envisage contracting with a single lead organisation, which would be responsible for managing delivery and contractual obligations across the consortium.

Q. Are you planning to undertake partner matching or consortia building for this ITT?

A. We are not actively facilitating formal or informal partner-matching as part of this tender process. The exception is where we plan align successful bidders from Workstream 1 and Workstream 2 following the award process, if these are awarded to separate bids.

We would therefore encourage organisations and individuals interested in forming partnerships or consortia to identify and engage potential collaborators independently.

Q. What is the anticipated payment profile for this work?

A. We anticipate a phased payment approach for both workstreams, with payments linked to the successful completion of agreed deliverables and milestones. The detailed payment schedule will be agreed during project inception with the successful bidder(s). Our standard payment term is within 30 days of receipt of a valid invoice.

2. Budget, Costings and Assessment

Q. How will budgets, costs and timings be assessed?

Q. Should the stated budget be treated as a maximum or indicative amount?

A. The costing element of the application is intended to help us assess whether the proposed approach is proportionate and deliverable, and to better understand how applicants intend to complete the work.

We anticipate a budget of approximately **£200,000 for Workstream 1 and £100,000 for Workstream 2**, and would expect proposals to be broadly aligned with this. However, costings will be assessed on the basis of proportionality and deliverability rather than adherence to a specific figure.

Costings will not be evaluated using a formula, nor will scores be allocated proportionally based on price alone. We are not seeking the lowest-cost proposal. Instead, we will assess the extent to which the proposed budget represents a credible and well-balanced resourcing plan for delivering the work.

In particular, we will consider:

- Whether the proposed number of days is appropriate for the scope and complexity of the work.
- The balance of personnel involved in delivery.
- Whether proposed day rates are reasonable and proportionate.
- The allocation of costs between staff time and expenses.
- Whether the budget demonstrates a clear and achievable delivery approach.

This criterion will be scored on a 0-3 scale. Higher-scoring responses will present a clear, well-justified budget with appropriate day rates, a proportionate allocation of time, and a strong alignment between the proposed resources and the methodology described elsewhere in the proposal. The budget will be assessed in the context of the overall submission rather than as a standalone document.

3. Submission Requirements

Q. Is there a prescribed template for submitting costings and financial information?

A. No specific budget template is required. A simple spreadsheet setting out the relevant assumptions, roles, day rates, time allocation and expenses will be sufficient.

Q. What are the page limits and formatting requirements for submissions?

A. The total page limit across the two workstreams is **12 pages** for the approach and relevant experience sections, comprising up to 4 pages for approach and 2 pages for relevant experience for each workstream. This page limit includes diagrams.

The page limit does not include example outputs (which may be provided as links to reports, webpages or similar materials), short CVs of key personnel, or the budget.

There are no specific formatting requirements, although submissions should be clear, readable and professionally presented.

4. Additional Partner Requirements

Q. Are there any specific data protection, information security or data-hosting requirements that bidders should consider?

A. This project may involve the processing of personal data. Bidders should therefore ensure that all relevant systems, processes and data-handling practices comply with UK GDPR and applicable data protection legislation.

We require any personal data associated with this project to be hosted in the UK or, if not, within the EU.

Q. Are there any minimum insurance requirement?

A. We do not specify minimum insurance requirements for this work. However, we expect all bidders and delivery partners to maintain any insurance required by law and to ensure they have appropriate levels of cover for the services being delivered. As this project may involve the processing of personal data, bidders should ensure they have adequate insurance to cover associated risks.