

Q&A – answers to bidders' questions

Invitation to Tender for Task Leader of the Public Engagement for Energy Infrastructure Task

Date of update: 2 January 2023

Q1: Is there a budget for the Task?

A1: Yes. The budget is 100 000 Euros. Bidders should not factor value added tax / sales tax into bids, unless they are based in New Zealand (the Users TCP is an international not-for-profit organisation, based in New Zealand, one of our 15 Member Countries; the Users TCP operates in Euros).

Q2: Can consortia bid for the role of Task Leader?

A2: Yes. The ITT specifies that “the Task Leader position could be jointly filled by a consortium of parties that collectively meet the requirement”.

Q3: Is there any advantage in submitting a proposal as a consortium, organisation or individual?

A3: Each bid will be assessed on its merits. It is up to bidders to decide whether their bid would be enhanced by the involvement of more or fewer people and organisations.

Q4: Should the application specify 1 person for 1 full time equivalent year?

A4: It is up to the bidders how many people work on the Task; however, a named person should be responsible for leadership of the work and ongoing contact with the TCP throughout the Task.

Q5: Can you give an indication as to the balance of the work, e.g. amount of full-time equivalent staff you'd expect to see involved in the literature review; number of interviews to be conducted?

A5: It is up to bidders to propose how they would meet the objectives of the Task. The budget (Q&A 1) and timeframe (1 year) should help bidders to formulate a plan. The sample size for interviews and number of staff needed are flexible and it is up to bidders to make proposals based on their experience with similar projects.

Q6: Can bidders suggest shifting the order with which deliverables are completed, e.g. the literature review (D4) and the interviews (D2)?

A6: Yes. Bidders can propose ways in which they think that they can best deliver on the objectives of the Task.

Q7: Would the agreement between Users TCP and the winning bidder be with an individual or an organisation?

A7: It is up to the bidder to decide. Individuals and organisations are both possible.

Q8: Does Subtask 1 comprise the whole of the Public Engagement for Energy Infrastructure Task?

A8: Yes. The Task includes only one subtask, under which all the work of the Task Leader will be completed. (Other Users TCP Tasks comprise more than one subtask).

Q9: What is the “centre”, mentioned on page 6 of the Invitation to Tender?

A9: The “centre” is the Task Leader. (In an earlier draft of the Invitation to Tender, the Task was called a Centre for Public Engagement, with the Task Leader responsible for running it).

Q10: How much time would be expected to be allocated by the Task Leader to ensuring the “interchange between experts and policymakers to disseminate important evidence”?

A10: Bidders should allocate time to the various elements of the Task based on the information provided in the Invitation to Tender. The Gantt chart provides a high-level guide as to the timing of the expert interviews, consultation and discussion elements. Dissemination of the Task outputs at the end of the Task will also be needed, through a webinar on the Users TCP Academy, with additional dissemination activities also encouraged (e.g. academic papers, articles, other webinars).

Q11: Is the Task Leader responsible for choosing the “experts and policymakers” with whom interchange is to be ensured?

A11: No. The five participating Users TCP Member Countries (Ireland, the Netherlands, Sweden, Switzerland and the UK) will take the lead in choosing the “experts and policymakers”, working with the Task Leader to ensure that the best possible interchange.

Q12: Are the interviews limited to those in “all participating member countries [Ireland, the Netherlands, Sweden, Switzerland and the UK]” or is there an expectation the scope of interviewees should be bigger?

A12: Interviews should be undertaken in the 5 member countries. The literature review should cover international best practice across the OECD.