

Workplace Coaching and Support ITT

Response to clarification questions

- 1. May an applicant tender for one or more of the listed service lines rather than every service?**

Yes

- 2. Are practitioner qualifications, recognised methodologies and relevant quality standards alternative ways of evidencing the service-standard requirement, assessed proportionately to the services being offered?**

Yes

- 3. Must the pricing proposal include a firm donation, referral percentage or reduced-price arrangement at tender stage, or can those commercial mechanics be agreed with shortlisted providers?**

We are open to discuss a range of different models for working together through the tender process, but the scoring of tender responses will include contribution to the BDA's charitable mission and joint working approach – see below.

Criteria	Weighting
Experience	25%
Coaching methodology	15%
Dyslexia expertise	25%
Accessibility	10%
Outcomes	10%
Contribution to the BDA's charitable mission	10%
Joint working approach	5%

- 4. At what stage of the process would references be contacted?**

References will be contacted as part of our due diligence process, which will inform our decision-making as we assess bids. If you would prefer us not to contact your references, please let us know.

5. Do you have financial guidance and price parameters to bear in mind?

No.

6. For individuals submissions, are you expecting the same level of governance as defined in the list or are these specific to organisations?

We expect all submissions to be able to demonstrate that they have the structures and processes in place to maintain a high standard of service delivery.

7. Under the submission requirements, reference is made to a "completed tender response". However, we have been unable to locate a response template or response form within the documentation provided. Could you please confirm whether providers are expected to prepare and submit their own proposal document addressing the requirements set out within the invitation? In addition, could you advise whether there is a page limit or any preferred formatting requirements for the submission?

Yes, providers are expected to prepare and submit their own proposal; there is not a template or form. There is not a page limit or preferred formatting requirements.

8. Is there a preferred format or length for the tender response?

No.

9. Is there a preferred format or template for the tender response, or should bidders provide their own structured submission addressing the evaluation criteria?

Providers are expected to prepare and submit their own proposal; there is not a template or form. There is not a page limit or preferred formatting requirements.

10. Is there a maximum page limit or word count for the tender response and supporting documentation?

Providers are asked to submit a response in their own format; there is not a template or form. There is not a page limit or preferred formatting requirements.

11. We also note the requirement to complete an online Supplier Due Diligence Form. Could you please confirm whether this form can be completed and submitted at any point up to the proposal submission deadline, or whether it is expected to be completed before the proposal is submitted?

It is expected to be submitted with the tender response.

12. Could you clarify what the BDA considers an “appropriate accreditation” for an individual practitioner under this tender?

The BDA is looking for practitioners who hold a reputable, recognised and evidence-based coaching qualification or accreditation, appropriate to providing workplace support and coaching to dyslexic adults.

We are not prescribing a specific accreditation. Relevant examples could include recognised qualifications or accreditations through established professional bodies such as the International Coaching Federation (ICF) or Institute of Leadership and Management (ILM), or equivalent qualifications from other reputable providers.

In assessing bids, we will consider the accreditation, the level and content of training, the practitioner's experience, and their specific experience of supporting dyslexic adults in the workplace.

13. I would also appreciate clarification on the expected supervision arrangements for individual providers. For example, does the BDA expect applicants to have an established external coaching supervisor in place at the time of submission?

The BDA expects providers to have processes in place to ensure that all coaches receive appropriate supervision to maintain standards of provision. This could be through an external coaching supervisor or for larger organisations, it could be in house supervision.

14. Do you have an estimate of how many referrals you expect to make to each provider per month or per year?

No, this is a new area of work for us, so we are unsure about volumes.

15. How do you expect referrals to work in practice? For example, will the BDA pass on contact details, or will individuals be directed to contact providers themselves through the BDA website?

While we are open to discuss a range of approaches, the model we are currently using for dyslexia screeners for children provides a useful guide for the model we expect to set up. We provide a link on our website to the organisations we are signposting to: [Dyslexia screening - British Dyslexia Association](#)

16. Do you have a preference between reduced prices for BDA-referred customers and regular donations, or would you welcome a combination of both?

We are open to discuss a range of models that work for both parties.

17. How long do you expect the partnership to run initially, and will there be a formal agreement setting out the terms?

We expect to set on initial term of one year with the expectation of an extension beyond this. We will make a formal agreement if the nature of the partnership demands it.

18. Could you please advise whether there is a minimum number of references required?

There is not a minimum number of references.

19. The ITT refers to arrangements that may include donations to the BDA and/or discounted pricing for customers referred by the BDA. Is there any guidance on the level or structure of these arrangements that the BDA would consider most appropriate?

We are open to discuss a range of different models. We conducted a tender process for dyslexia screeners for children and you can see the model adopted following that on our website: [Dyslexia screening - British Dyslexia Association](#)