



Clarifications

Technical Support to Create a Review of Current Activity in London, and Best Practice Across Europe to Accelerate the Circular Economy in the Electricals Sector.

Reference: 2018/19 : 15

The following clarifications have been received with responses as shown.

- Timing for delivery: you mention in the document a certain degree of flexibility. Would you be in principle open to postpone the delivery of the final report to a maximum of 4 weeks beyond the current proposed deadline, or would you rather it is all completed sooner? (I'm asking so that we can choose the most appropriate team, and a slightly longer period would be beneficial, given the short notice)

The deadline in this instance is unfortunately not very flexible. We would not be able to extend beyond the proposed deadline.

- In terms of case studies around best practices, do you have in mind a minimum or maximum number to be included in the final report? Also, what level of detail and length is expected in the case studies?

This is more flexible and we will agree with the winning tenderers. We would suggest a minimum of five and a maximum of 10 depending upon their length. As a minimum we would expect the case studies to include a brief overview of what the best practice aims to do , who delivered it, the method for how it was delivered including resources needed, the results achieved (including metrics), the relevance of the case study to London and how London can learn from and replicate the case study. As detailed in the tender, there should be information in the review on how the case studies could build upon policy within the London Environment Strategy. Ideally we would expect the length to be two sides of A4.

- In terms of the workshops with stakeholders, are these to be held only at one point during the course of the review?

We would envision one or two workshops to allow as many stakeholders as possible the opportunity to attend. If the majority can all attend the same day only one would be necessary. Minimum number of seven attendees to the workshops (seven in total , not seven at each workshop) are included in the tender specification. In addition to workshops we would expect stakeholder engagement via one-to-one phone calls etc throughout the review.