

	Clarification question	Response
1	Noting that [the] invitation for Tender request that the proposed research should endeavour to include direct engagement with currently serving Armed Forces personnel and their families, please could you confirm if there is any flexibility with respect to the corresponding research timelines to accommodate the time required to obtain approval from the Ministry of Defence's Research Ethics Committee for relevant data collection activities?	This research is primarily about the needs of the family, and does not depend on engaging with serving personnel. The design of the project in response to the tender is the responsibility of the organisation submitting the response. It is up to the bidder to work within the available parameters to ensure their proposed project can be delivered within the timeframe and budget set out in the ITT.
2	Whilst appreciating that 'Community' increasingly refers to groups who are not physically in the same place, we wondered if there are any geographical boundaries to this research, for example: Would you expect the successful bidder to engage with participants from Overseas Military Bases / who live elsewhere outside of the UK?; In considering stakeholder organisations, would there be an expectation to engage with support providers based outside of / providing services to the community outside of the UK / outside of Overseas Military Bases?	We would expect the majority of the research to be focussed on UK-based families. It may be appropriate to engage members of the bereaved military community living abroad providing their spouse served in the UK Armed Forces. The Trust is only able to fund organisations registered in the UK, we would not expect there to be any engagement with organisations based overseas. However, some UK based organisations may provide services or support to members of the bereaved military community living abroad.
3	We have noted that the tender is quite open in terms of the methods to be used by the successful bidder, however there is a suggestion of focus groups as a potential method. Could you indicate if online methods (either fully or partially, and with all safeguarding considerations included given the sensitive nature of the topic) might be acceptable?	The Trust will consider any methods the bidder deems appropriate, providing it gives an accurate and reflective picture of the lived experiences of the bereaved military community. Recognising the challenges faced by the community, we would expect any engagement to be approached in a sensitive, ethical and safe manner, ensuring people feel heard.
4	The ITT states that the Trust "will facilitate contact with key stakeholders during the research" – can you confirm if this is in relation only to the stakeholder input parts of the proposed research, or if it might additionally be possible to make contact with members of the bereaved community either via these stakeholder contacts or through the Trust?	The Trust will only be able to facilitate contact directly with stakeholders. Those stakeholders may then be able to facilitate direct contact with members of the bereaved military community.
5	The ITT states that bidding organisations may be called upon to present their bid prior to the award decision being taken. Given the relatively short timeline between the deadline for tender responses (15th July) and the notification of award date (w/c 22nd July), when do you envisage the potential presentations might take place, and how much notice do you expect to give bidders prior to any invite to present?	If presentations are requested they will be brief and specific, and likely to take place w/c 22 July. We would aim to give bidders a week's notice.
6	We are looking into including an academic advisor as subcontractor, and they mentioned they are also working on a proposal for a different project for AFCFT. We just want to make sure there is no conflict of interest when applying to the same funders for two separate projects.	There are no inherent reasons preventing someone working on multiple projects for the Trust. Any potential conflicts of interest would need to be appropriately addressed on a case by case basis.
7	I'm emailing to check whether I need to confirm our interest and intention to respond to these tenders and to submit questions by the question deadlines for each of them?	No need to confirm interest. Yes, questions need to be submitted by the deadline.
8	Regarding this tender opportunity, I'd like to ask what the planned geographical scope for the research is, given the Trust's UK wide remit and the short time frame. Also, can I ask if the Trust would be open to mixed methods data collection from participants, such as telephone consultations and video interviews to ensure that a wide and diverse sample of views are given?	We would expect the majority of the research to be focussed on UK-based families. The Trust is only able to fund organisations registered in the UK. The Trust will consider any methods the bidder deems appropriate, providing it gives an accurate and reflective picture of the lived experiences of the bereaved military community. Recognising the challenges faced by the community, we would expect any engagement to be approached in a sensitive, ethical and safe manner, ensuring people feel heard.
9	Will there be support provided to the successful contractor in recruiting participants e.g contact details for bereaved families provided or contact details for stakeholder organisations that could put us in touch with those with lived experience of bereavement?	The Trust can facilitate direct contact with a number of stakeholder organisations. Those stakeholders may then be able to facilitate direct contact with members of the bereaved military community.
10	Are you open to all, or the bulk, of this research to be undertaken virtually?	The Trust will consider any methods the bidder deems appropriate, providing it gives an accurate and reflective picture of the lived experiences of the bereaved military community. Recognising the challenges faced by the community, we would expect any engagement to be approached in a sensitive, ethical and safe manner, ensuring people feel heard.
11	Obviously your scope is to support families, veterans, those currently serving - do you have a clear definition of the profile of bereaved communities you would like to include in the research or is part of the process to explore need among a broad group?	The research is expected to focus on the bereaved military community, we have not sought to define what we mean by 'community' as it will be important to understand a wide variety of experiences. This is in order for us to design a grant programme that will support as wide a cohort as possible within the remit of the Covenant funding.
12	Would you intend to support with recruitment (and if yes, do you have contact lists of relevant individuals/communities?), or is the intention they would be free found i.e. recruited by the supplier from our networks using a pre-agreed set of criteria.	The Trust will only be able to facilitate contact directly with stakeholders. Those stakeholders may then be able to facilitate direct contact with members of the bereaved military community.
13	How much support can you provide with participant recruitment from the bereaved Armed Forces community?	The Trust will only be able to facilitate contact directly with stakeholders. Those stakeholders may then be able to facilitate direct contact with members of the bereaved military community.
14	Would participant incentives be included or outside of the allocated budget?	Everything to be delivered in this contract must be within the stated budget.
15	The services specification outlines quite a specific approach. Is this fixed, or would you be open to hearing alternative suggestions?	As per the tender document: Note to Bidders: The Trust does not wish to constrain Bidders in terms of the design and methods for this research and is open to proposals that meet the aims of the Contract and that will address all the issues set out above.
16	Who will manage the contract from the Trust's side – will there be a single point of contact, or will we need to coordinate multiple stakeholders?	There will be a single point of contact at the Trust.
17	Can you give an indication as to the length of the monthly progress meetings?	One hour.
18	Is there a character or word limit for questions 1-3 in the technical criteria?	There are no character or word limits, although proposals should be a maximum of 10 pages, excluding appendices.
19	Is there any kind of security clearance required for people working on the project?	There are no specific requirements for security clearance for people working on the project.
20	Can I apply as a sole trader for this opportunity?	We will accept bids from sole traders and will judge each bid on its merits against the stated criteria.