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Tender

Scottish Voluntary Sector Tracker — a longitudinal panel survey of Scottish third/voluntary sector organisations.

Scottish Council for Voluntary Organisations

F02: Contract notice

Notice identifier: 2021/S 000-002512

Procurement identifier (OCID): ocds-h6vhtk-029137

Published 8 February 2021, 4:40pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Council for Voluntary Organisations

Brunswick House, 51 Wilson Street

Glasgow

G1 1UZ

Contact

Steve Grozier

Email

steve.grozier@scvo.org.uk

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.scvo.org.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13902

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Other type

Scottish charity

I.5) Main activity

Other activity

Membership organisation for Scotland's charities, voluntary organisations and social enterprises.

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Scottish Voluntary Sector Tracker — a longitudinal panel survey of Scottish third/voluntary sector organisations.

II.1.2) Main CPV code

- 73210000 - Research consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Council for Voluntary Organisations (SCVO) is looking to award a contract for the provision of longitudinal data collection. We require suppliers to undertake a panel survey every two months for the duration of 12 months, six survey phases in total.

II.1.5) Estimated total value

Value excluding VAT: £48,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 73210000 - Research consultancy services

II.2.3) Place of performance

NUTS codes

- UKM - SCOTLAND

II.2.4) Description of the procurement

We require suppliers to undertake a panel survey every two months for the duration of 12 months, six survey phases in total. The surveys must be carried out in a manner agreed with the project manager, but most likely online or by telephone, to an agreed timescale. The survey will consist of a set of approximately twenty fixed closed questions with the majority having multiple prompted responses to choose from. For each survey phase, we would expect to change a small number of the questions, perhaps three or four, in response to current events. We would also like the option to add one open question in each survey phase, suppliers should factor that into their pricing.

We require suppliers to construct and maintain the panel. The Scottish Council for Voluntary Organisations will advise on what type and size of organisations will be required to make the panel representative of the sector. The panel can largely be drawn from the Scottish Council for Voluntary Organisations membership and wider networks and therefore the supplier need not source contact details.

The size of the panel needs to reflect the diversity of the Scottish third sector and be sufficiently large to support statistical confidence in the overall analysis. It also needs to be large enough to enable for the analysis to be broken down to some degree at sectoral and regional levels. Accordingly, we expect the panel size to be in the range of 400-600 organisations. Suppliers should however advise what they think appropriate, based on their understanding of the scale and composition of the Third Sector in Scotland.

As far as possible, the panel should comprise the same organisations in each survey phase, with new representative organisations recruited if an organisation no longer wishes to participate.

In addition to the raw data, the supplier must provide summary data tables from the scripted questionnaire.

II.2.5) Award criteria

Quality criterion - Name: Demonstrate an understanding of the requirement including the context, aims and objectives for the research / Weighting: 10%

Quality criterion - Name: Operational proposals detailing the approach to the requirement, with particular emphasis on robust survey design, methodology and data analysis /

Weighting: 20%

Quality criterion - Name: Relevant experience of this type of research and quality products /
Weighting: 10%

Quality criterion - Name: Demonstrable experience and expertise of the proposed personnel
/ Weighting: 10%

Quality criterion - Name: Demonstrable capacity and availability to meet the timescales and
outputs / Weighting: 10%

Cost criterion - Name: Total tender cost ex VAT (i.e., number of days x contracted day rate for
all work less any applicable discounts) / Weighting: 40%

II.2.6) Estimated value

Value excluding VAT: £48,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

12

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union
funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.3) Technical and professional ability

List and brief description of selection criteria

The tenderer and/or staff associated with or employed on the project are required to have the following demonstrable skills and experience:

- Advise on draft research instruments, such as questionnaires
- Recruiting for, and running surveys and polls, managing panel surveys is desirable
- Statistical analysis skills
- conduct or commission, then analyse, interviews/surveys and datasets
- Ensure that research is conducted within a set time frame
- Ensure quality control of research
- Prepare and present research findings
- Manage staff and budgets
- Knowledge of the third sector in Scotland would be advantageous.

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

10 March 2021

Local time

5:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

10 March 2021

Local time

5:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=643530.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:643530)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

1 Carlton Place

Glasgow

Country

United Kingdom