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Tender

## **Establishment and Piloting of a Population Panel Survey for Wales**

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

F02: Contract notice

Notice identifier: 2022/S 000-018124

Procurement identifier (OCID): ocds-h6vhtk-034d73

Published 4 July 2022, 12:10pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

4-5 Charnwood Court,, Heol Billingsley, Parc Nantgarw

Cardiff

CF15 7QZ

#### **Email**

[bethan.dyke@wales.nhs.uk](mailto:bethan.dyke@wales.nhs.uk)

#### **Telephone**

+44 1443848585

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://nwssp.nhs.wales/ourservices/procurement-services/>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0221](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0221)

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Health

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Establishment and Piloting of a Population Panel Survey for Wales

#### **II.1.2) Main CPV code**

- 72314000 - Data collection and collation services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Public Health Wales seeks to commission the establishment and piloting of a population panel for Wales, to engage the public on issues of key public health importance (e.g., health inequalities, health behaviours, population aspirations for public health, perceptions on public health policy, and new avenues of research and evaluation). Establishment of the population panel will focus on panel recruitment, methods of panel rotation, and methods of participation and their implementation (e.g., online survey self-completion, computer assisted telephone interviewing [CATI], computer assisted self-interviewing [CASI], mixed approaches to suit participant preferences). We envision each monthly panel survey to include a sample of approximately 800-1,000 residents.

Panel membership will ensure national representativeness within each monthly survey, according to geography, age, sex, and deprivation quintile (as determined by the Welsh Index of Multiple Deprivation), with over-sampling of participants resident in Wales' most deprived lower super output areas. Panel membership would also represent the rich diversity of the Welsh population, with over-sampling of under-represented population groups, including by ethnicity, disability, and younger age. We expect the pilot phase (to March 2023) to include recruitment and initial surveying of panel members and second-contact surveying to inform understanding of retention, possible attrition, rotation, and ongoing maintenance of the panel.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKL - Wales

#### **II.2.4) Description of the procurement**

The principal objectives of the procurement are to:

Commission the establishment of, and recruitment to, a rotating population panel (n~800-1,000 per month) composed of individuals aged 16/18 years and older resident in Wales

We welcome quotes to detail costs for monthly survey samples of a) 800 and b) 1,000 participants.

Please detail indicative numbers for total panel membership required to obtain these monthly samples.

Pilot the panel survey approach and format i.e., second-contact surveying, ideally over a period of three months.

Based on an expected average, we anticipate the questionnaires to take approximately 20 minutes if undertaken by telephone.

Obtain an agreement compliant with the PHW NHS Trust's Standard Financial Instructions for the procurement of the fieldwork for the survey.

Ensure value for money principles are adhered to via a procurement provisioned to support a national service.

Obtain indicative costings for the implementation and management of the population panel (n~800-1,000 per month) on an annual basis following its establishment.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

7

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

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**Section III. Legal, economic, financial and technical information**

**III.1) Conditions for participation**

**III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

**III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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## **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

8 August 2022

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

9 August 2022

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

## **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

## **VI.3) Additional information**

Please note additional information on this procurement:

1. The Contracting Authority reserves the right to award the contract in whole, in part or annul the tendering process and not award any

contract.

2. Bidders should note that they will be required to enter into terms and conditions of contract as set out in the Procurement documents and

that save for matters of clarification or consistency the Contracting Authority will not negotiate the terms.

3. The Contracting Authority will not accept completed responses after the stated closing date.

4. All documents to be priced (where applicable) in sterling and all payments made in sterling.

5. All tender costs and liabilities incurred by bidders shall be the sole responsibility of the bidders.

6. Prospective suppliers should note that NHS Shared Services Partnership - Procurement Services is acting on behalf of the Public Health Wales NHS Trust.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at

[https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=122718](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=122718)

(WA Ref:122718)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

NHS Wales Shared Services Partnership on behalf of Public Health Wales NHS Trust will allow a minimum 10 calendar

day standstill period between notifying the award decision and awarding the contract.

Unsuccessful tenderers and applicants are entitled to receive reasons for the decision, including the characteristics and relative advantages

of the winning bid and the reasons why the tenderer/applicant was unsuccessful. Should additional information be required it should be

requested of the addressee in section I.1. Aggrieved parties who have been harmed or are at risk of harm by breach of the procurement rules

have the right to take action in the High Court (England and Wales). Any such action is subject to strict time limits in accordance with the

Public Contracts (Amendments) Regulations 2015.