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Tender

## **Provision of a Student Income and Expenditure Survey (SIES) 2023/24**

Scottish Government

F02: Contract notice

Notice identifier: 2022/S 000-028147

Procurement identifier (OCID): ocids-h6vhtk-03739a

Published 6 October 2022, 4:25pm

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

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

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

#### **Email**

[Geri.Bradley@gov.scot](mailto:Geri.Bradley@gov.scot)

#### **Telephone**

+44 7917497741

#### **Country**

United Kingdom

#### **NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.scotland.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

**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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

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

Ministry or any other national or federal authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Provision of a Student Income and Expenditure Survey (SIES) 2023/24

Reference number

567857

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

- 73110000 - Research services

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

Services

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

The Scottish Government Ministers are committed to delivering a Student Income and Expenditure Survey (SIES) for Scotland with an external service provider

#### **II.1.5) Estimated total value**

Value excluding VAT: £160,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Scotland

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

The Scottish Government Ministers are committed to delivering a Student Income and Expenditure Survey (SIES) for Scotland with an external service provider

The Purpose of this procurement is to fill this evidence gap in the short to medium term and deliver the PfG commitment made in 2020/21 by commissioning a high-level SIES for Further Education and Higher Education Students in Scotland for academic year 2023/24.

The main aims of the Scottish SIES are to provide:

A high level picture of, and evidence on, student income, expenditure and debt for FE and HE students in Scotland in AY 2023/24 - the last SIES for Scotland were in 2004/05 and 2007/08.

An insight into student's experiences of finance and financial support, and their experiences of current financial support policies available to them.

Evidence on the financial experiences of particular student populations when studying for an FE or HE course in Scotland to inform the delivery and development of policy.

Evidence on the impact of finance on student's experiences of FE and HE in Scotland.

Cyber security Please note there are minimum requirements concerning Cyber Security for this contract. Tenderers

will be required to complete an online Supplier Assurance Questionnaire (SAQ) using the Cyber Security Procurement Support Tool (CSPST). A link to CSPST can be found here: <https://cyberassessment.gov.scot/>

The questionnaire will be aligned to a Cyber Risk Profile that has been established for the contract, based on the Contracting Authority's assessment of cyber risk. The unique identifier for this purpose is: RAR-8N9B8AA8. Further details are set out in the procurement documents. A contract condition for this procurement requires the Tenderer to comply with the minimum security requirements. NOTE that we are asking for Cyber Essentials as a minimum standard in the SAQ or equivalent. Please include a copy of your certification. Tenderers should append a copy of the outcome of their SAQ to their tender submission.

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

Quality criterion - Name: Understanding of the Requirement / Weighting: 10

Quality criterion - Name: Research Design and Methodology / Weighting: 20

Quality criterion - Name: Analysis and Outputs / Weighting: 15

Quality criterion - Name: Ethical Sensitivities / Weighting: 10

Quality criterion - Name: Staff Skills and Task Allocation / Weighting: 15

Quality criterion - Name: Project Management and Risk Assessment / Weighting: 10

Quality criterion - Name: Cyber Information Management / Weighting: 10

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Community Benefits / Weighting: 5

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £160,000

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

Start date

1 February 2023

End date

30 April 2024

This contract is subject to renewal

Yes

Description of renewals

Following the end of the initial 15 month term, the Contract may be extended by a period of up to 6 months.

#### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Statement 4A Professional or Trade Registers enrolment

Bidders must demonstrate their enrolment/membership in: Social research Association and or Market Research Society either 1 will suffice

Statement 4A Service Contracts

Bidders must demonstrate examples of relevant experience in last 3 years

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

List and brief description of selection criteria

Statement for 4B Economic and Financial Standing

Bidders must demonstrate a Current Ratio of no less than 1.0.

Current Ratio will be calculated as follows:

net current assets divided by net current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

Minimum level(s) of standards possibly required

Bidders must have in place the minimum insurance level:

Employers Liability Insurance in accordance with any legal obligation at the time being in force

Professional Indemnity Insurance 2,000,000 GBP

Public Liability Insurance Liability Insurance 5,000,000 GBP

Such insurances must be maintained for the duration of the Contract and for a minimum

of 5 years following the expiry or termination of  
the Contract as appropriate

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

List and brief description of selection criteria

Statement for 4C Technical and Professional ability for Service Contracts

Bidders must demonstrate examples of relevant experience in last 3 years.

Statement for 4C Technicians and Technical Bodies - Quality assurance and Processes

Bidders must provide details of lead contact for quality assurance

Statement for 4C Environmental Management

Bidders must observe - No Travel, electronic copies and hybrid working.

Statement for 4D Quality Assurance Schemes

Bidders must demonstrate their designated Quality Assurance and Lead Contact.

### **III.2) Conditions related to the contract**

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Tenderers must demonstrate their membership of either Social research Association and  
or Market Research Society

#### **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

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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 November 2022

Local time

12:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

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

Date

8 November 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**

Question Scoring Methodology for Award Criteria outlined in invitation to tender

0 Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 Poor. Response is partially relevant but generally poor. The response addresses some elements of the

requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be

fulfilled.

2 Acceptable. Response is relevant and acceptable. The response addresses a broad understanding of the

requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good

understanding and provides details on how the requirements will be fulfilled.

4 Excellent. Response is completely relevant and excellent overall.

Tenderers are also asked to confirm that they will pay staff that are involved in the delivery of services under the contract, at least the real Living Wage.

Tenderers who do not pass these questions will not be subject to Commercial Analysis. As a result the tender will not be considered further.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the Exclusion and Selection Criteria for this procurement.

If there are named subcontractors/technicians upon which the bidder will rely to meet the selection criteria, these named parties must

complete and reattach the SPD Supplier Response Form attached to SPD

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22243. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22243. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Graduate, Apprenticeships work placements and/or Trainee placements

Supplier engagement with schools, colleges and/or universities

Targeted employment support, recruitment and work-related training for priority groups

within the community (for example long-term

unemployed and young people) as part of your proposed workforce.

Support for existing Charity and Third Sector Organisations that deliver benefits to the communities

Use of SMEs or supported businesses as part of your supply chain

Up-skilling the existing workforce;

Equality and diversity initiatives;

Educational support initiatives.

(SC Ref:706051)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chalmers Street

Edinburgh

EH1 1LB

Country

United Kingdom