

**Quotation for**

**Stoke­-on-Trent Young People’s Lifestyle Survey 2024 and 2026**

**Contract Ref No.** ASCHIW/2023/430

## COMPANY DETAILS

|  |  |
| --- | --- |
| **Organisation Name:** |  |
| **Address:** |  |
| **Telephone Number (office):** |  |
| **Telephone Number (mobile) if applicable:** |  |
| **Point of Contact in Relation to this Quotation:** |  |
| **E-mail address of Point of Contact:** |  |
| **Name of Project Lead:** |  |

## REQUIREMENTS/SPECIFICATION

See service specification document.

## MANDATORY QUESTION (PASS/FAIL)

It is a mandatory requirement that the successful provider is qualified to develop and carry out quantitative research

Confirmation Required: Please confirm “YES” that you are qualified to develop and carry out quantitative research (Please note: If you indicate “NO” then your quotation will not be considered further).

YES / NO

## Disclosure & Barring Service Checks (DBS)

**Confirmation Required:** Please confirm “YES” that relevant staff are DBS Checked and you can provide the relevant certificates upon request. (Please note: If you indicate “NO” then your quotation will not be considered further).

YES / NO

**INSURANCE**

**Confirmation Required:** Please confirm “YES” that you have £10m employer’s liability insurance

YES / NO

NOTE: If you do not have £10m employers liability insurance, please confirm the level that you do have. £…………

**Confirmation Required:** Please confirm “YES” that you have £5m public liability insurance

YES / NO

NOTE: If you do not have £5m public liability insurance, please confirm the level that you do have. £…………

**Confirmation Required:** Please confirm “YES” that you have Professional indemnity £1m YES/NO

NOTE: If you do not have £1m public liability insurance, please confirm the level that you do have. £………

Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the required levels of insurance cover as set from the advice of a regulated Insurance provider or intermediary.

YES/NO

The insurance provider or intermediary must be duly authorised to provide advice on general insurance under the Financial Services and Markets Act 2000.

In order to check whether an advisor or provider is regulated, [click here to link to the Financial Services Register m](https://www.fca.org.uk/firms/financial-services-register)aintained by the FCA.

(It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. (Please note this requirement is not applicable to Sole Traders)

NOTE: The insurance information above will be requested from the successful bidder upon contract award. If this information is either a) not provided upon request or b) after being provided and subsequently scrutinised by the Council’s Risk Management & Insurance Team, is not deemed to be acceptable - the Council reserve the right to withdraw the award and offer to next highest scoring bidder (and so on).

### DEADLINES

|  |  |
| --- | --- |
| Deadlines for submissions | 27/11/2023 |
| Contract award and start | 1/1/2024 |
| Recruitment of schools/colleges | 1/1/2024 |
| Approval of methodology and final questionnaire | 31/1/2024 |
| Conduct fieldwork | 1/2/2024 – 22/3/2024 (exact timings TBC with Participating Schools) |
| Analysis, draft reports, presentation of findings | 19/4/2024 |
| Final report(s) agreed and distributed | 31/5/2024 |

The above timescale will be used for the completion of the 2024 survey. A timescale for conducting the 2026 survey will be agreed with the Council and the Service Provider and confirmed at a later date during the Contract Period.

**Confirmation Required:** Please confirm “YES” all you can meet the deadlines specified above. If you are unable to meet the proposed deadlines please provide an alternative deadline to be considered YES / NO

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### EVALUATION (max 100%)

**Assessment of responses to this invitation to quote are broken down as follows:**

**Technical Evaluations (70% of marks) broken down between:**

* Background to your organisation, including roles and experience of staff working on the project and examples of public or voluntary sector research projects undertaken (10%)
* Proposed strategy to fulfil the research objectives, including reporting systems (10% marks).
* Proposed methodology for each element of the project, including questionnaire design, data collection, analysis and report writing (30%marks).
* Indication of quality assurance measures used and how they will be monitored throughout the research (15% marks).
* Risk assessment strategy and identification of ethical issues (if any) and how they would be addressed (5% marks).

The technical responses will be evaluated using the following matrix:

Score 5 marks – if all requirements are met and response provided is excellent.

Score 4 marks - if most requirements are met and response provided is good.

Score 3 marks - if some requirements are met and response is average.

Score 2 marks - if answer provided is not comprehensive and below average.

Score 1 mark – if answer provided is poor.

Score 0 marks - if no information provided.

**Commercial Evaluations (30% of marks):**

* Total Fee – 30 % of marks

Service Providers should offer quotations for:

* Management costs
* Administration costs
* Price per school/college for completion online (maximum 300 surveys per school)
* Price per school/college) for completion on paper (maximum 300 surveys per school)
* Price of analysis, draft reports, presentation of findings and final report

The above prices will be added together for scoring purposes.

A total price for delivering the work, including a breakdown of staff time, meetings, travel costs, production and distribution of any materials, time spend engaging with and supporting schools directly, collating and analysis of data and development and production of final report. The total price provided should include all expenses, disbursements and costs but be exclusive of VAT. No additional charges shall be accepted by the Council.

The tendered pricing shall be fixed for the duration of the contract.

The commercial score using will be calculated the following formulae: Lowest Total Price divided by Bidders Total Tendered Price multiplied by 300 = marks awarded.

#### COMMERCIAL RESPONSE

Please complete the following pricing schedule:

**NOTES: The price quoted must include all disbursements and costs but be exclusive of VAT. No additional costs will be accepted by the City Council.**

**The Total Fee will be used when assessing the Commercial Submissions.**

**Please complete the total fee**

**(which will be used to assess the commercial submissions)**

|  |  |
| --- | --- |
| **TOTAL FEE/PRICE** | **£** |

Please provide a breakdown of above costs

|  |  |
| --- | --- |
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**Should you provide any information beyond what we have requested within this quotation we will NOT take this information into account when assessing your proposal.**

##### RETURN INFORMATION

Please return this completed quotation to:

e-mail: [beth.downing@stoke.gov.uk](mailto:beth.downing@stoke.gov.uk) **by no later than 5pm on 27/11/2023**