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# Social Work England

# Invitation to Tender

# Public Perceptions Research

# Reference Social Work England 000285

Closing date for submission of tender:

12:00 hrs – Friday 29 November 2019

**Please complete your tender submission in accordance with the instructions provided.**

CONTENTS

This document is in two parts:

Part A is the invitation to tender and provides all the background information, a description of what is required, and an overview and instructions for the completion and submission of the tender document.

* Introduction
* Requirement (including specification)
* Procurement process
* Evaluation of tenders
* Instructions for completing the tender.

Part B is the tender submission document, this should be completed in full and returned in advance of the deadline in accordance with the instructions given.

**Part A**

1. Background
   1. Every day, social workers support millions of people to improve their chances in life. Social Work England is a specialist body taking a new approach to regulating social workers in their vital roles. We believe in the power of collaboration and share a common goal with those we regulate—to protect the public, enable positive change and ultimately improve people’s lives.
   2. Social Work England was established under The Children and Social Work Act 2017 and will be the new, specialist regulator for social workers in England. We are a non-departmental public body, operating at arm’s length from Government.
   3. We will regulate the social work profession by:
      1. Setting standards of practice and conduct in social work;
      2. Assuring the quality of social work education;
      3. Registering qualified social workers;
      4. Ensuring social workers keep their skills and knowledge up to date, and;
      5. Investigating concerns about social workers.
   4. Social Work England will officially take over from the Health and Care Professions Council (HCPC) as the new social work regulator on Monday 2nd December 2019.
   5. Our office is based within Sheffield, and located at 1 Northbank, Blonk Street, Sheffield, S3 8JY.
2. Aim
   1. As an organisation we are committed to learning about social work and to gathering data and intelligence about the profession and people’s experiences. We want to make a unique contribution to the evolution of regulation, inform our work as the new specialist regulator and provide a detailed picture of social work in England. Research is an important aspect of this work.
3. Objectives
   1. We are seeking to appoint a supplier to design, conduct and report on a public perceptions survey. This research should look at the views and experiences of people with lived experience of social work and the public with a mixed methodology of quantitative and qualitative research. Our objectives are to:
      1. Gauge perceptions and expectations of social workers and levels of knowledge of and trust in social work among the public;
      2. Understand expectations and experiences of people who receive support from a social worker;
      3. Gauge public perceptions of professionalism in social work compared to other healthcare providers;
      4. Understand the awareness of regulation in social work among the public and hear responses to the existence of Social Work England and our role.
4. Duration
   1. It is envisaged that the contract will run for a period of up to 4 months, subject to satisfactory review of key performance indicators and service levels.
   2. Social Work England reserve the right to extend the contract after the initial period by a further 6 months, subject to mutual agreement.
   3. The successful provider is expected to undertake both quantitative and qualitative elements as part of their research, including but not limited to desktop reviews, interviews with a range of stakeholders, vignettes and a final report as part of their research delivery.

1. Service requirements
   1. The survey needs to be robust and representative of the UK population with representation of children, adults and older persons. We would like to cover both ‘people with lived experience’ and the ‘general public’ in the survey. ‘People with lived experience’ can be self-defining, but importantly we are looking for an even distribution of feedback between people supported by a children and families social worker and an adults social worker.
   2. Tenderers will be expected to reflect:
      1. The voices of people with lived experience of social work, ensuring representation from children to older people, people with disabilities and equal representation between people supported by children and families social work and adults social work;
      2. The views of the general public about social work, including awareness of the role of a social worker and understanding how that role is valued in relation to other regulated health and care professionals; and,
      3. Awareness and expectations of us as the new specialist regulator
   3. Tenders should include:
      1. Advice and evidence on an appropriate sample size to enable analysis, including by age, gender, ethnicity, socio-economic group, and region;
      2. Advice on the best data collection method or methods for ensuring a representative sample. It is important that any methodology considers accessibility and simplicity of language and survey questions wherever possible, ensuring that anyone can answer the questions easily;
      3. Advice on a representative use of focus groups, ensuring that the proposed approach features the voices and experiences of the people in each group.
   4. A detailed written report should be provided to publishable standards.

Proposals

* 1. Proposals should clearly state how they meet our objectives. They should include:
     1. An overview of the design of the research including what support will be required by Social Work England;
     2. An approach to data collection including making data available in a clear and accessible format;
     3. An outline of the question areas for the survey/ research;
     4. A plan for data processing;
     5. An analysis and presentation of the findings to Social Work England;
     6. Details of the project team including their relevant skills and experience;
     7. A detailed plan for delivery of each aspect of research;
     8. A breakdown of costs for all aspects of work including VAT where applicable, and;
     9. A complete research ethics checklist.

1. Procurement

### Best Practice Criteria

* 1. Social Work England has agreed a set of best practice principles in relation to this tender. These principles provide a framework to ensure that we act in an ethically and commercially responsible way in our contractual arrangements. Adhering to these principles is an integral part of the procurement process for Social Work England.
  2. Social Work England will:
     1. Seek value for money and the minimisation of risk;
     2. Harness the capability, diversity and innovation of our service provider to add value to our operational effectiveness and efficiency;
     3. Adhere to a procurement process which is equitable, lawful and compliant with regulations;
     4. Seek to be easy to do business with, in order to minimise costs, risks and time;
     5. Ensure the confidentiality of information entrusted to us while working with service providers who also respect this practice, and;
     6. Permit hospitality only to an extent that it cannot be perceived as an inducement.

# 7. Instructions to tenderers

* 1. Social Work England are using this Invitation to Tender (ITT) to conduct further competition for the procurement of a research provider. This procurement activity will be conducted through desk top evaluation upon receipt of bids. Social Work England reserve the right to interview bidders as part of the tender process.
  2. All questions regarding this ITT should be sent to [commercial.team@socialworkengland.org.uk](mailto:commercial.team@socialworkengland.org.uk). Any questions posted after Friday 22 November 2019 will not receive a response.
  3. All tenders received that are compliant (submitted in accordance with the tendering instructions) will be evaluated based on the evaluation criteria set out below.
  4. Tenders should be prepared and submitted using Part B of this document.
  5. Tenders will be evaluated, and bids scored. Supplier bids which achieve the 3 highest scores overall may be invited to interview. Interviews will consist of an additional set of questions, which will further be evaluated and scored. Evaluation scores will be combined from both the initial tender submission and the interview to provide a total overall score.
  6. Contract(s) will be awarded against the total overall score and will be based on the most economically advantageous tender. Suppliers will be notified of the outcome upon the completion and evaluation of interviews.
  7. The following indicative timetable is provided for tenderers benefit. Please be aware that these are indicative timescales (except for the deadlines in bold) and may be subject to change at the absolute discretion of Social Work England.

|  |  |
| --- | --- |
| **ACTIVITY** | **EXPECTED DATE** |
| **Final Questions from bidders** | **22 November 2019** |
| **ITT deadline for bid responses** | **12 noon 29 November 2019** |
| Contract Award | 6 December 2019 |
| Contract commencement | 1. December 2019 |

1. Completing the Invitation to Tender
   1. To enable evaluating officers to assess fully the tenderer’s suitability to provide the services, all the information requested in this invitation to tender must be provided. Failure to complete the tender submission in full or failure to provide any of the documents requested may result in your tender being rejected. Questions should be answered as instructed:
      1. Please answer every question;
      2. Questions must be answered in English, and;
      3. When posed with Yes/No questions, please either circle your answer or delete as applicable.
   2. All other questions will require you to input text or numbers, or to tick boxes.
   3. Any figures requested should be stated in full (i.e. £4,000 not £4k) and in GBP.
   4. If the question does not apply to you, please write N/A; if you don’t know the answer please write N/K.
   5. Only the information contained within this invitation to tender or otherwise communicated in writing by Social Work England to the tenderer should be considered when submitting your tender.
   6. Any information and/or documents submitted on or with this tender must relate to ‘the tenderer’ only – ‘the tenderer’ being the organisation which it is proposed will enter into a formal contract should their tender be successful. (All responses and submissions provided by the tenderer will form part of that contract). Where required, Social Work England may seek further clarification from the tenderer following submission of a completed bid pack.
2. Format of tender submission
   1. Tenderers are required to complete all the documentation listed below. You may complete the documentation electronically but must not make any changes to the structure and/or order of the document provided (except as necessary to accommodate your responses, i.e. enlarging response boxes etc.). In particular, please do not undertake any substantive changes to formatting, or add appendices instead of completing the tables provided, and so on, except when expressly requested or when necessary to properly present your offer.
   2. You should complete and submit all schedules in Part B of this document, namely:
      1. Company details and general information;
      2. Response to specification (method statements);
      3. Pricing schedule;
      4. Freedom of information exclusion schedule; and the
      5. Tendering declaration.
   3. The declaration must be signed by a director, partner or other senior authorised representative in her/his own name and on behalf of the organisation. The details contained in each tenderer’s response may be specified in any contract or may form an appendix thereof.  Tenderers should therefore make sure that their responses are authorised at an appropriate level which would enable them, should they be successful, to become the subject of a binding contract.
3. Submitting your tender
   1. Three paper copies of your completed tender (Part B of this document) and all associated documentation should be submitted to Social Work England. The tender submission envelope should be addressed as per the example below and must not bear any mark identifying the name of the tenderer/sender.

|  |  |
| --- | --- |
|  | **Public Perceptions into Social Work**  **Reference: 000285**  Closing Date: 12:00 hrs Friday 29 November 2019  **Social Work England**  **Commercial Team**  1 North Bank  Blonk Street  Sheffield  S3 8JY |

* 1. Completed tender submissions must be received by 12:00hrs on Friday 29 November 2019**.** Tenders submitted after the time and date shown will be rejected and returned to the tenderer unless clear evidence of either posting (by first class recorded delivery post on a day preceding the closing date), or dispatch by an appropriate courier service booked to achieve the deadline closing date is available. Late tenders received by either of the above methods will automatically be rejected. Tenders may NOT be submitted by fax or email.

1. Conditions of tender
   1. In submitting a response to this Invitation to Tender, tenderers do so on the conditions set out below. In the event of any breach of the conditions Social Work England shall be entitled to terminate any arrangement made as a result of such tender and to claim damages accordingly.
2. Warnings and disclaimers
   1. Information supplied by Social Work England (whether in this document or otherwise) is supplied for general guidance in the preparation of tenders. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of such information. Social Work England cannot accept responsibility for any inaccurate information obtained by tenderers.

### Tenderer conduct and conflicts of interest

* 1. Tenderers shall not, before the date and time specified for return of the tender, communicate to any person the amount or approximate amount of the tender or proposed tender; except where the disclosure, in confidence, of the approximate amount of tender is necessary to obtain insurance cover.
  2. The tender submitted shall be a bona-fide tender and shall not be fixed or adjusted by or under or in accordance with any agreement or arrangement with any other person.
  3. Tenderers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from tendering or agree to the amount of any other tender to be submitted.
  4. Tenderers must not, in connection with the proposed contract:
     1. Offer any inducement, fee or reward to any member or officer of Social Work England;
     2. Do anything which would constitute a breach of the [Bribery Act 2010](https://www.legislation.gov.uk/ukpga/2010/23/contents) or the [Section 117 (2) Local Government Act 1972](https://www.legislation.gov.uk/ukpga/1972/70/section/117); and/or
     3. Canvass any of the persons referred to above in connection with the contract; or contact any member or officer or any person acting as an advisor to Social Work England (except as authorised by this invitation to tender for the purpose of asking genuine questions about the process or the contract) about any aspect of the proposed contract or for soliciting information in connection therewith.
  5. Tenderers are responsible for ensuring that no conflicts of interest exist between the tenderer (and its advisors) and Social Work England (and its advisors). Any tenderer who fails to comply with this requirement may be disqualified from the procurement process at the discretion of Social Work England.

### Tenderer’s responsibility to submit a complete tender

* 1. It is the tenderer’s responsibility to ensure that their submitted tender is complete, prepared and submitted in accordance with the instructions contained herein, and signed and dated where required. Social Work England are not obliged to consider any tender which is incomplete or not prepared or submitted in accordance with the said instructions, but at its sole discretion Social Work England may offer a tenderer who submits such a tender an opportunity to remedy the omission before evaluation of the tender takes place, provided that in the judgement of Social Work England this does not adversely affect the integrity and fairness of the tender exercise.

### Bid Costs

* 1. Social Work England will not be liable for any tender costs, expenditure, work, or effort incurred by a tenderer in proceeding with or participating in this procurement process, including if the procurement process is terminated or amended by Social Work England.

1. Social Work England’s Rights
   1. Social Work England reserves the right to:
      1. Seek additional information or clarification from tenderers at any time during the tender process;
      2. Disqualify any tenderer that does not submit a compliant tender, in accordance with the instructions given in this invitation to tender;
      3. Disqualify any tenderer that is guilty of serious misrepresentation in relation to its tender, expression of interest, the application form or the procurement process;
      4. Withdraw this invitation to tender at any time, and to re-invite tenders on the same or any alternative basis;
      5. Choose not to award any contract as a result of the procurement process;
      6. Make whatever changes it sees fit to the timetable, structure or content of the procurement process; and
      7. Retain copies of all tender submissions to satisfy its audit obligations and for other purposes.
2. Confidentiality and Freedom of Information Act
   1. This invitation to tender is made available on condition that its contents (including the fact that the tenderer has received this invitation to tender) is kept confidential by the tenderer and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the tenderer to submit a tender.
   2. As a public body, Social Work England is subject to the provisions of the [Freedom of Information Act 2000](https://www.legislation.gov.uk/ukpga/2000/36/contents) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.
   3. Social Work England shall treat all tenderers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA.
   4. While Social Work England aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, tenderers are responsible for ensuring that any confidential or commercially sensitive information has been clearly identified to Social Work England in the form provided in the Tender Submission Document (i.e. the Freedom of Information Exclusion Schedule).
   5. Tenderers should be aware that, in compliance with its transparency obligations Social Work England may publish details of its contract(s), including the contract values and the identities of its service providers on its website.

### Publicity

* 1. No publicity regarding the contract or the award of any contract will be permitted unless and until Social Work England has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of Social Work England.

1. Evaluation of Invitation to Tender
   1. Tenders, and any supporting documentation will be evaluated on the basis of 30% price and 70% response to method statements. The evaluation will be based on the tenderer’s response to the requirement detailed and consideration of the following criteria:
      1. Understanding of the Social Work England’s needs and the specific requirements of this contract;
      2. evidence of the tenderers ability to comprehend and communicate key information with clarity and understanding;
      3. evidence of the tenderers ability to exercise good judgement and take decisions on unexpected problems that could have significant impact on cases;
      4. evidence of the tenderers ability to apply critical reasoning and questioning skills to identify when further investigation and evidence gathering is required;
      5. evidence of the tenderers track record of conducting audit activity within a regulatory environment including experience of working within multi-disciplinary teams; and
      6. the ability to work to strict deadlines.
   2. All completed tenders received will be evaluated by officers of Social Work England (as appropriate). This evaluation panel will consist of between 3-5 individuals.
   3. In order to be transparent, and to ensure that tenderers fully understand how their tender submission will be evaluated, full details of the evaluation process are described below. The following price and quality weightings will be used to determine the most economically advantageous tender:
      1. Non-Price represents 70%
      2. Price represents 30%
   4. NOTE: Failure by a tenderer to comply with these instructions may invalidate your bid.
   5. Tenderers will be asked to provide a response to the following sections within Part B (the tender submission document).

| **Section** | **Total Score Available** |
| --- | --- |
| Company Details | Information Only |
| Compliance with Specification | Pass / Fail |
| Method Statements | 70 points |
| Price | 30 Points |

* 1. Please note that the ‘Compliance with Specification’ section will be assessed on a Pass/Fail basis. If a tenderer cannot or is unwilling to comply with the specification, their tender will be deemed as non-compliant and will be excluded from further consideration.
  2. When completing the questions tenderers must make sure that they answer what is being asked. Anything that is not directly relevant to the question should not be included, but wherever possible tenderers should demonstrate how they will go further than what is being asked for, to add value. Appendixes can be provided where appropriate to provide further supporting evidence within the tenderer’s question response.
  3. Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support your responses.
  4. Tenderers are encouraged to use the word count allowed to answer each method statement as fully as possible. The purpose should be to include as much relevant detail as required, so that the evaluation panel gets the fullest possible picture.
  5. Each method statement will be evaluated by the panel individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross reference across responses or provide supporting information in your tender submission unless expressly requested. Once evaluated individually, the panel will come together to agree on a cumulative score.
  6. Tenderers being called for interview may be requested to provide further information/evidence and will be asked a series of questions as part of the interview process. Interviews will be evaluated and scored with this score being combined with the initial ITT score to enable Social Work England to award a contract(s).

1. Scoring
   1. Method statements and price responses will be scored on a scale of 0 to 4 points, as detailed in the table below:

| **In the evaluating officers’ reasoned opinion, the response provided is a(n):** | | **Points available** |
| --- | --- | --- |
| 0 | **Unacceptable Response.** No response, response not relevant or question not answered. | 0 points. |
| 1 | **Poor Response.** The response is partially compliant, but with serious deficiencies in meeting service requirements (any supporting evidence is minimal). | 25% of points available. |
| 2 | **Fair Response.** The response is compliant (some evidence may be provided which supports compliant elements) with shortfalls in meeting service requirements. Any concerns are of a minor nature. | 50% of points available. |
| 3 | **Good Response.** The response is compliant and offers relevant evidence to support their claims, clearly indicating that service requirements would be met. | 75% of points available. |
| 4 | **Excellent Response.** The response is compliant and offers relevant detailed evidence to support their claims, clearly demonstrating a comprehensive understanding of the service requirements. | 100% of points available. |

1. Please note that scoring ‘0’ for any one or more method statements will give grounds for excluding the tender from further consideration. For any tenders that are deemed excludable on this basis, that tenderer’s price shall automatically be excluded from the ‘price’ evaluation.

### Response to method statements

1. Tenderers must provide method statements in response to the questions below, to describe how they will meet the requirements of the contract. There are 5 method statements in total. 
   1. Tenderers are required to respond to all the questions below. Questions should be answered in full on the template provided.
   2. For each method statement, there is a maximum word limit. Please adjust as necessary the size of the ‘response’ box in order to accommodate your response. Where appendices are requested please attach as part of your submission to Part B.

| **Ref** | **Method Statement Questions** | **Look Fors** | **Weighting** |
| --- | --- | --- | --- |
| Q1 | What would your approach include to enable the successful delivery of this research and how would it address the key questions in the specification? | * Plans to engage representative groups. * Clear evaluation of research methods, setting out the rationale for the methods preferred. * Evaluation and rationale for proposed sample sizes of groups, including why the proposed is the most appropriate for the research. * Full consideration and response to key questions set out in the specification. * A considered and complete ethics checklist. * Demonstrates understanding of Social Work England, it’s values, approach to professional regulation and the importance of research to our work. * Considers the context of social work reform and changes in professional regulation as part of overall approach. | 20 Points |
| Q2 | What experience do you have to demonstrate your ability to deliver research for Social Work England?  Please provide CV’s for the team delivering the proposed research. | * CV’s of the team delivering the research activity. * Evidence of the team working with potentially sensitive and personal research matters with survey respondents. * Evidence of the research team’s skills and experience and ability to deliver the research to sufficient quality and on time. | 15 Points |
| Q3 | How do you propose to deliver this research activity ?  Please attach an overarching plan as part of your submission. | * Clear plan and timeline in place for each aspect of activity. * Considerations of the risks to delivery and proposed mitigations. * Clear project management methodology. | 15 Points |
| Q4 | What is your approach to data collection and processing in the delivery of this research activity? | * Consideration of stakeholders and the potential sensitivity of some of the research matter * Clear plan of how data will be collected, collated and processed. | 10 Points |
| Q5 | What is your approach to reporting? | * An overview of the approach to the research, including the vision for the final report. * Considers reporting at key stages of research activity, including any anticipated advice and support from Social Work England * Considers audience, tone and placement of information in terms of public accessibility. | 10 Points |

1. Response to prices
   1. Price carries 30% of the overall score. Questions for prices are weighted with the number of points available shown in the table below.
   2. Prices included in the tender submission should be **net** costs (excluding VAT). Associated VAT costs should be shown separately as part of your tender submission.
   3. Social Work England request a price breakdown based on the requirements identified within the ITT. Prices required are:
      1. A competitive rate card identifying the proportion of time allocated for each role;
      2. A total price for the delivery over the term of the contract.
   4. Tenderers are required to respond to all the price questions below. Questions should be answered in full on the template provided.
   5. In respect to question 1, pricing should be submitted via the cost matrix and rate card templates provided. For questions 2 and 3 there will be a maximum word limit. Please adjust as necessary the size of the ‘cost matrix and rate card’ templates and/or the ‘response’ box in order to accommodate your response.

| **Ref** | **Price Questions** | **Look Fors** | **Weighting** |
| --- | --- | --- | --- |
| Q1 | Please provide a total cost for the delivery of the services as described in the statement of requirements. | * Pricing as per table provided. * Includes assumptions. * Includes VAT as a separate item. | 10 points |
| Q2 | How would you seek to manage the risk of unexpected delays and its impact on additional costs? | * Identifies risk areas. * Provides solutions to mitigate risks. * Provides past experience of risk management. | 15 points |
| Q3 | Please provide evidence that your price provides value for money and identifies areas of value added activity? | * Identifies areas that provide value for money. * Identifies value added activity. | 5 points |

1. Moderation of scores
   1. The evaluation panel will be made up of officers from Social Work England and may include external experts as deemed appropriate. An appropriate representative will separately evaluate all the method statements submitted by tenderers and will subsequently meet with the evaluation panel to discuss their scores; seeking to agree a final score for each method statement.
   2. Upon conclusion of the evaluation of the ITT, the score for price and non-price will be combined to give a total score out of 100.
2. Award of contract
   1. The tenders scoring the highest points from the ITT will be awarded the contract.
   2. The successful tenderer(s) offered the contract will be advised by email. The award offered pursuant to this ITT will be based on the most economically advantageous tender.
   3. Tenderers whom it is proposed will not be offered the contract will be advised of this by email and will be entitled to receive feedback.

**Social Work England**

**Part B – Response to Tender**

**Public Perceptions Research**

**Reference Social Work England 000285**

Closing date for submission of tender:

12:00 hrs – Friday 29 November 2019

**Please complete your tender submission in accordance with the instructions provided.**

**PART B**

1. COMPANY DETAILS AND COMPLIANCE WITH TENDER

2. RESPONSE TO SPECIFICATION (METHOD STATEMENTS)

3. PRICING SCHEDULE

4. FREEDOM OF INFORMATION EXCLUSION SCHEDULE

5. TENDERING DECLARATION

# Part B To be completed in response to Invitation to Tender

Please complete all the information requested below andreturn Part B by the latest

12:00 hrs Friday 29 November 2019. General information questions are asked for information purposes only and the responses will not be evaluated. The answers do however give the evaluation panel an overview of the organisation and its structure, please complete in full.

|  |  |  |
| --- | --- | --- |
|  | **ORGANISATION DETAILS** | |
|  | Please state the full name of the organisation submitting this tender | |
|  | |
|  | Please state the registered office address | |
| Address: | |
| Postcode: | |
|  | Please state the company registration number | |
|  | |
|  | Please state the VAT registration number | |
|  | |
|  | To the best of your knowledge, does any director or senior officer of your organisation have any personal or financial connection with any member or senior officer of Social Work England? | YES / NO |
| If yes, please provide details | |
|  | **Contact Details** (for communications, correspondence and enquiries relating to this tender submission) | |
|  | Please state the contact’s name, and position within the organisation: | |
| Name:  Position: | |
|  | Please state the contact’s address: | |
| Address:  Postcode: | |
|  | Please state the contact’s telephone number and email address: | |
|  | |

Compliance with Specification

Tenderers must provide a response to the Compliance with Specification section included below. Tenderers should note that this section will be assessed on a Pass/Fail basis. If a tenderer cannot or is unwilling to answer ‘Yes’, their tender will be deemed non-compliant and will be excluded from further consideration. Tenderers should confirm by deleting the inappropriate answer.

|  |  |
| --- | --- |
| I confirm I/we comply with all elements of the requirement and specification as outlined in part A of this Invitation to Tender. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your tender submission. | |
| **I confirm I/we meet the standard requirements and hold the necessary qualifications to deliver the required services.** | **YES/ NO** |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your tender submission. | |
| I confirm upon request, that I/we will provide the services outlined in the ITT. | YES/ NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your tender submission. | |

Response to Method Statements

Tenderers are referred to (Part A) of the ITT and reminded that evaluation of their method statements will account for 70% of their total tender score.

Tenderers must provide method statements in response to the questions below, to describe how they will meet the requirements of the contract. There are 6 method statements in total.

Tenderers are required to respond to all the questions below. Questions should be answered in full and should not refer to other documents or appendices unless otherwise specified.

For each method statement, there is a maximum word limit. Please adjust as necessary the size of the ‘response’ box in order to accommodate your response.

| **Ref** | | **Method Statement Questions** |  |
| --- | --- | --- | --- |
| 1 | | ***Question*** *-* What would your approach include to enable the successful delivery of this research and how would it address the key questions in the specification?  *A maximum number of 2,000 words should be submitted for this section.*  *A maximum of 20 points are available for this response.* | |
| **Response:** | | | |
| 2 | | ***Question***What experience do you have to demonstrate your ability to deliver research for Social Work England?  Please provide CV’s for the team delivering the proposed research.  *A maximum number of 1,000 words should be submitted for this section along with CV’s.*  *A maximum of 15 points are available for this response.* | |
| **Response:** | | | |
| 3 | | ***Question***How do you propose to deliver this research activity?  Please attach an overarching plan as part of your submission.  *A maximum number of 1,000 words should be submitted for this section along with a plan.*  *A maximum of 15 points are available for this response.* | |
| **Response:** | | | |
| 4 | | ***Question*** What is your approach to data collection and processing in the delivery of this research activity?  *A maximum number of 750 words should be submitted for this section.*  *A maximum of 10 points are available for this response.* | |
| **Response:** | | | |
| **5.** | ***Question*** What is your approach to reporting?  *A maximum number of 750 words should be submitted for this section.*  *A maximum of 10 points are available for this response.* | | |
| **Response:** | | | |

Response to pricing

Tenderers are referred to Part A of the ITT and reminded that evaluation of price will account for 30% of their total tender score.

Responses to pricing for questions 1 should be complete in the tables provided. Response to questions 2 and 3 should be completed within the template provided below.

All prices should be quoted in GBP(£), and prices quoted should be Net of VAT. Please ensure all assumptions on price are detailed within the table and against each costed item.

| **Ref** | | **Method Statement Questions** |  |
| --- | --- | --- | --- |
| 1 | | Please provide a total cost for the delivery of the services as described in the statement of requirements.  *A maximum of 10 points are available for your response.* | |
| **Response: Please provide your response in the table below.** | | | |
| **2.** | How would you seek to manage the risk of unexpected delays and its impact on additional costs?  *A maximum of 15 points are available for your response.* | | |
| **Response:** | | | |
| **3.** | Please provide evidence that your price provides value for money and identifies areas of value added activity?  *A maximum of 5 points are available for your response.* | | |
| **Response:** | | | |

Cost Matrix: to be completed by bidder.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** |  | **19-20** | **19-20** | **Overall Cost (inc VAT)** | **Assumptions** |
|  |  | Costs | VAT |  |  |
| Fixed costs | *Please provide a list of all your fixed costs. Please add columns as required.* |  |  |  | *Please provide any cost assumptions that you may have in this area.* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Variable Costs | *Please provide a list of all variable costs. Please add column as required.* |  |  |  |  |
|  |  |  |  |  |  |
| Travel |  |  |  |  |  |
|  |  |  |  |  |  |
| Disbursements |  |  |  |  |  |
|  |  |  |  |  |  |
| Profit |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Cost** |  |  |  |  |  |

Freedom of Information Exclusion Schedule

Tenderers attention is drawn to the conditions of tender. Tenderers should state here which items of information (if any) supplied by them in their tender they regard as confidential and/or commercially sensitive or which should not be disclosed in response to a request for information under the Freedom of Information Act. Tenderers should state why they consider the information to be confidential or commercially sensitive.

Disclosure of information is at the sole discretion of Social Work England.

**Commercially sensitive information**

I declare that I wish the following information to be designated as Commercially Sensitive:

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 is:

|  |
| --- |
|  |

The period of time for which it is considered this information should be exempt is until award of contract **OR** during the period of the contract **OR** for a period of 6 years.

|  |
| --- |
|  |

Signed:

Date:

Name of Signatory:

Name of Organisation:

Tendering Declaration

In response to the invitation to tender for the provision of research services dated 08 November 2019, I/We, the undersigned, confirm that in submitting a tender against this contract that I/We:

1. Undertake that this offer shall remain valid and open for acceptance for a period from the date of submission unless specifically withdrawn in writing.
2. Understand that Social Work England is not bound to accept any tender it receives.
3. Certify that I/We have not done, and I/We will not, at any time before the notification of tender results, do any of the following:
   1. communicate to any person other than the person calling for the tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender is necessary to obtain insurance premium quotations required for the preparation of the tender;
   2. enter into any agreement or arrangement with any person that he/she shall refrain from tendering or as to the amount of any tender to be submitted; and
   3. offer to pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this or any other tender or proposed tender for the said work any act or thing of the sort described above. In the context of this clause the word ‘person’ includes any persons and anybody or association, corporate or unincorporated; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.
4. Understand that my/our responses to the questions posed in this invitation to tender including any explicit or reasonably implied undertakings, will form part of any contract subsequently entered into between myself/ourselves and Social Work England.
5. Confirm that if our tender is accepted, we will, if required, upon demand:
   1. produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force; and
   2. sign a formal contract document if required.
6. Agree that unless and until a contract is prepared and executed, this tender, together with your written acceptance thereof, shall constitute a binding contract between us.
7. Certify that the information supplied is accurate to the best of my/our knowledge and I/we accept the conditions and undertakings requested in this invitation to tender. I/We understand that false information could result in my/our exclusion from further participation in this and future tender processes.

This Tendering Declaration should be signed by a director, partner or other senior authorised representative in his/her own name and on behalf of the organisation.

Signed:

Date:

Name of Signatory:

Name of Organisation: ……………………………………………………………