Arts Council England Invitation to Tender

**Title:** Research Contract: Longitudinal analysis of culture, heritage and sporting participation and health and well-being via the Understanding Society survey.

**Reference number:**ART011-0771

**Deadline for receipt of tender proposals:** 12:00, Monday 19th September 2016

**Section 1: Background**

Arts Council England champions, develops and invests in artistic and cultural experiences that enrich people's lives. We support a range of activities across the arts, museums and libraries - from theatre to digital art, reading to dance, music to literature, and crafts to collections.

Great art and culture inspires us, brings us together and teaches us about ourselves and the world around us. In short, it makes life better. Between 2015 and 2018, we will invest £1.1 billion of public money from government and an estimated £700 million from the National Lottery to help create these experiences for as many people as possible across the country.

Arts Council England is a partner in the Culture and Sport Evidence (CASE) programme. CASE is a joint programme of strategic research led by the Department for Culture, Media and Sport (DCMS) in collaboration with Arts Council England, Historic England and Sport England. By collecting cross-cutting social and economic evidence, the CASE (Culture and Sport Evidence) programme has been developed to directly influence culture and sport policy.

Section 2: Specification

**Introduction and background to the Understanding Society survey**

On behalf on the CASE partners, Arts Council England is seeking to commission a service provider to undertake secondary data analysis of cultural, heritage and sporting participation via the national Understanding Society survey. The analysis should focus on longitudinal patterns of cultural, heritage and sporting participation, and longitudinal relationships between participation in culture, heritage and sport and health and well-being.

Arts Council England will award the contract to the successful tenderer for the period of 30th September 2016 to 31st March 2017.

The Understanding Society survey is funded by the Economic and Social Research Council (ESRC), and supported by Government Departments/Devolved Administrations; delivered by Institute of Social and Economic Research, University of Essex, with field work by TNS-BMRB. The survey began in January 2009 with an initial sample of 40,000 households, and builds on the long running British Household Panel Survey (BHPS) established in 1991. Understanding Society is a longitudinal panel survey designed to track and analyse change at individual and household level by examining:

* what people are experiencing (circumstances and key events in their lives as they happen)
* attitudes, identity and subjective well-being (expressions)
* how individuals and households respond to policies and key events (behaviours)
* changes in societal conditions (outcomes).

The Understanding Society survey contains annually repeated question content, rotating survey modules and a customised youth questionnaire (for 10-15 year-olds). Repeated question content in the adult survey includes questions about education, employment, family and household, health, health behaviours, mental health and wellbeing, income, housing, wealth, expenditure & deprivation. Rotating survey modules in the adult survey include neighbourhood characteristics, preferences and expectations across topic domains, social networks, support, reciprocity, transport, time use, traits, identity and beliefs, environmental behaviours, political behaviour and leisure (covers culture, heritage and sports).

Questions in the adult survey about culture, heritage and sporting participation were included in waves 2 (2010-11) and 5 (2013-14) of the survey and in waves 2, 4 and 6 of the children and young people survey. A longitudinal dataset therefore exists for a sample of adults at waves 2 and 5 of the survey. Appendix A summarises the culture, heritage and sport questions included in waves 2 and 5 of the adult survey. These questions include measurement of arts participation, arts attendance, museums, libraries and archives use, visits to historic sites, sports participation, sports club membership and subjective ranking of how active respondents are in sports. The full questionnaire can be found at <https://www.understandingsociety.ac.uk/documentation/mainstage/questionnaires>

Via the UK Data Service (<http://ukdataservice.ac.uk>), University of Essex, it is possible to access full survey data from waves 1, 2, 3, 4 and 5 of the survey, inclusive of longitudinal data. Innovation Panel data is also available for waves 1, 2, 3, 4, 5, 6 and 7 of the survey. Health assessment data (collected via nurses) is also now available. The Understanding Society website contains full documentation about the survey such as user guides, dataset documentation, questionnaires fieldwork documents and user support (<https://www.understandingsociety.ac.uk/documentation>).

Previous research commissioned by the CASE programme has made use of the wave 2 data from the adult Understanding Society survey:

* Quantifying the well-being impacts of culture and sport (DCMS, 2014) <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/304899/Quantifying_and_valuing_the_wellbeing_impacts_of_sport_and_culture.pdf>
* Quantifying the Social Impacts of Culture and Sport (DCMS, 2014) <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/304896/Quantifying_the_Social_Impacts_of_Culture_and_Sport.pdf>
* Further analysis to value the health and educational benefits of sport and culture (DCMS, 2015) <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/446273/Health_and_educational_benefits_of_sport_and_culture.pdf>

As the Wave 5 Understanding Society data was made available recently (in November 2015) there is now an opportunity to conduct new analysis of longitudinal patterns of cultural, heritage and sporting participation, and how such participation correlates with health and well-being.

In a 2015 review of the longitudinal relationship between arts engagement and health[[1]](#footnote-1), Rebecca Gordon-Nesbitt collated an evidence base, comprised of fifteen studies, which collectively suggest that arts engagement has a beneficial impact upon health over time. The review concluded that longitudinal research into the relationship between arts engagement and long-term health outcomes has largely been centred on the Nordic countries. The review also made a series of recommendations for future analyses of the relationship between arts engagement and health in the UK and beyond, including the potential for further longitudinal studies. The review identified the potential to analyse the Understanding Society survey: ‘wave 2 data could be compared with data from wave 5 to establish the health value of continued cultural participation’.

The Understanding Society also contains more detailed questions about individual, household and neighbourhood characteristics than other surveys about cultural, heritage and sporting participation such as the national Taking Part Survey and Active Lives Survey. Therefore, this is an opportunity to conduct original and distinctive analysis of how cultural, heritage and sporting participation relates to the life course, household characteristics and individual circumstances, and of longitudinal patterns.

**Purpose/Objectives**

The project has two *core* objectives and two *optiona*l objectives. Suppliers are asked to provide details separately in their proposals about how they would deliver activity to meet the two core objectives and the two optional objectives, and to provide separate pricing information for each element of activity against each objective. It will be at the discretion of The Arts Council whether or not it incorporates the optional objectives into this contract.

The two core objectives for this project are as follows:

**Core objective one: Patterns of cultural, heritage and sporting participation:**

* To analyse **bivariate patterns of cultural, heritage and sporting participation** focussing on the cross-sectional wave 5 sample of the adult Understanding Society survey. This analysis should focus on how participation correlates with individual, family and household characteristics measured via Understanding Society that are not measured in other surveys such as Taking Part, Active People and Active Lives. The supplier should also review any variables present in the wave 2 sample of the adult Understanding Society survey not present in the wave 5 sample that would provide original data about participation.
* To analyse **longitudinal patterns of cultural, heritage and sporting participation** between waves 2 and waves 5 of the adult Understanding Society survey, exploring the proportions and characteristics of those with differing frequencies of participation over time. Such analysis should cover relationships between adult and child participation and household and family-based patterns. The analysis should focus on longitudinal analysis of variables from the Understanding Society not already explored via longitudinal analysis of the Taking Part Survey[[2]](#footnote-2).

**Core objective two: Cultural, heritage and sporting participation and health and well-being:**

* To analyse **bivariate relationships between cultural, heritage and sporting participation and health and well-being** in the cross-sectional wave 5 sample of the adult Understanding Society survey
* To analyse **longitudinal relationships between cultural, heritage and sporting participation and health and well-being** between waves 2 and 5 of the adult Understanding Society survey.

**Optional objective one: children and young people analysis**

* To analyse longitudinal patterns of children and young people’s participation in culture, heritage and sport between waves 2 to 4 of the child Understanding Society survey, and to wave 6 once the dataset is available in November 2016.
* To analyse longitudinal relationships between children and young people’s cultural, heritage and sporting participation and health and well-being between waves 2 to 4 of the child Understanding Society survey, and to wave 6 once the dataset is available in November 2016.

**Optional objective two: analysis of community belonging, cohesion, place and individual development**

* To analyse bivariate patterns of community belonging and cohesion and relationships with perceptions of place in Wave 5 of the adult Understanding Society dataset
* To analyse longitudinal relationships between community belonging and cohesion and perceptions of place between the relevant waves of the adult Understanding Society dataset
* To analyse bivariate patterns of how cultural, heritage and sporting participation relate to survey variables about individual development (e.g. educational aspirations and self-efficacy).

The CASE partners anticipates that the analysis of Understanding Society data will consist of:

* Analysis of data at an England-level of geography
* Analyse individual-level, household-level and family-based patterns of behaviour and outcomes
* Analysis of sports participation will entail separate analysis of engagement in different types of sports (e.g. individual or team-based sport, intensity of sport) and the nature and formality of the engagement (e.g. club membership)
* Analysis of arts and cultural participation will entail separate analysis of artistic participation, arts attendance, museum visits and library use.

**Requirements and Proposed methodology**

The project methodology should consist of all or some of the following:

* A project set-up meeting with the CASE partners to discuss the project aims and objectives, project communications, project timetable and project milestones
* Phased data analysis and reporting, consisting of accessing and familiarisation with the Understanding Society datasets, bivariate analysis and longitudinal analysis
* A two-hour presentation to the CASE partners on outputs and findings from the research about core objective one (patterns of cultural, heritage and sporting participation)
* A two-hour presentation to the CASE partners on outputs and findings from the research about core objective two (cultural, heritage and sporting participation and health and well-being)
* Optional two-hour presentations on outputs and findings from the research about each of the optional objectives.
* A full written report and plain-English executive summary based on the analysis, and containing a set of recommendations for future research

Research suppliers are asked to note the ideas for a research methodology suggested above and outline how they would implement a research strategy incorporating these ideas and suggestions. Suppliers are welcome to suggest fully costed alternative or additional research methods that meet the aims and objectives of the research and come within the budget.

Suppliers should provide details separately in their proposals about methodologies to meet the two core objectives and the two optional objectives.

Suppliers should include in detail the phasing of different research approaches over the course of the contract. Suppliers should also provide information on the bivariate and longitudinal data analysis and statistical methods they would use and how they would ensure quality of data analysis and reporting outputs.

**Expected outputs**

* A full **research report** or set of reporting outputs (inclusive of data outputs) which are likely to published, inclusive of details of the methodology and data analysis techniques.
* A plain English **executive summary report** about the key findings from the project
* **Two presentations (2 hours each)** to the CASE partners, with one presentation on findings about core objective one (patterns of participation) and the other presentation on findings about core objective two (participation and health and well-being)
* **Optional presentations** **(2 hours each)** to the CASE partners on findings about the optional research objectives
* A set of **recommendations** for further analysis of cultural and sporting participation using the Understanding Society survey.

Research suppliers are asked to note the proposed research outputs expected, and are welcome to suggest additional or alternative outputs they feel could be useful for the CASE partners.

**Procurement and Project Timetable**

**Please note these dates are provisional and may be subject to change.**

|  |  |
| --- | --- |
| **Event** | **Date/Time** |
| Tender Notice posted | 02nd September 2016 |
| \*Deadline for questions | 12 noon, Monday 12th September 2016 |
| **Tender response deadline** | 12 noon, Monday 19th September 2016 |
| \*\*Clarification Meetings (if applicable) | w/c 26th September 2016 |
| Anticipated contract award | By Friday 30th September 2016 |
| Project Inception meeting | w/c 3rd October 2016 |
| Fortnightly email updates on project progress | Throughout project from w/c 3rd October 2016 onwards |
| Accessing datasets and survey guidance materials | w/c3rd October– w/c 17th October 2016 |
| Analysis for core objective one: Patterns of cultural and sporting participation | w/c10th October – w/c 5th December 2016 |
| Analysis for core objective two: Cultural and sporting participation and health and well-being: | w/c 5thth December – w/c 23rd January 2017 |
| Analysis for optional objective one: children and young people analysis | w/c 3rd October – w/c 23rdJanuary 2017 |
| Analysis for optional objective two: analysis of community belonging, cohesion and place | w/c 3rd October – w/c23rd January 2017 |
| Submission of first draft of the full research report  | w/c30th January 2017 |
| Submission of the Plain English executive summary report | w/c30th January 2017 |
| 2-hour presentation to the CASE partners on the overall research findings about participation  | w/c 6th February 2017 |
| 2-hour presentation to the CASE partners on the overall research findings about health and well-being | w/c 6th February 2017 |
| Final Report Sign-off  | w/c 27th March 2017 |

**\***Bidders should raise any queries they have about the requirements by sending an email to procurement@artscouncil.org.uk quoting the reference number provided on the ITT by the date detailed in the table above

Research suppliers are asked to note the above project timescales (project inception meeting onwards) and include in their proposal how they would work towards these timescales. 3

**Account Management**

In performing the services required under this contract the supplier will report to Jonathon Blackburn, Senior Officer, Policy and Research, Arts Council England. A project team consisting of partners from each of the CASE organisations will oversee the project. Please specify in your proposal the named individual who will be responsible for the account management of this contract on behalf of your organisation.

The supplier should provide fortnightly project updates via email throughout the length of the project. Additional meetings can be scheduled as and if required in discussion with the project manager at the Arts Council. These will be held at the Arts Council’s Manchester, Birmingham, London, Bristol, Brighton, Nottingham, Leeds or Newcastle offices, or via video conferencing between these as agreed by the parties.

**Logo**

The logos of the CASE partners should be used alongside the supplier’s logo on all reporting outputs. Arts Council England shall own all intellectual property created for it as part of the contract.

**Contract Value**

The approximate value for the contract is:

* A minimum of £36,000 including VAT and a maximum of £42,000 including VAT for delivery of the *core* research objectives
* A minimum of £36,000 including VAT and a maximum of £42,000 including VAT for delivery of the *optional* research objectives

The potential overall value of the contact will therefore be from £36,000 - £84,000 including VAT. Bids in excess of £42,000 including VAT for either the core or optional objectives and a total of **£84,000 including VAT** shall be excluded as unaffordable and will not be assessed against the evaluation criteria below.

You should provide an informed estimate of the cost of the project and on each research objective in the Table of Charges below.

**Payment Structure and billing requirements**

Payment will be made on the achievement of agreed contract milestones. The payment profile will be agreed with the successful contractor and set out in the contract terms and conditions.

**Evaluation Criteria**

You are required to respond to **ALL** of the criteria below. To assist our evaluation of your tender submission, please ensure you clearly cross-refer your responses to the assigned numbers. Any relevant supporting tender documentation must also be clearly identifiable by a criteria number.

1. Quality Criteria

**65 marks** will be allocated to your response to the Quality Questions (table 1 below). Each question will be scored using the methodology in the table 1 below.

Your overall score for each question will be calculated by multiplying the quality score you receive with the weighting for that question, set out below. This score will then be divided by the total maximum available score for the Quality Criteria (325) and multiplied by 65% to get your final score for that question.

Example: assume Bidder A scores 3 for Question 1: the formula is **3 x 10 = 30, 30 ÷ 325 x 65 = 6.00%**

**35% of the marks will be available for your Price Proposal**. The methodology for scoring price is set out further below.

Your responses should be supported by evidence/previous successful implementation of proposed solution for meeting our requirements.

Please note – Though criteria are numbered, this does not relate to any order of importance.

**Evaluation criteria**

You are required to respond to **ALL** of the criteria below.  To assist our evaluation of your tender submission, please ensure you clearly cross-refer your responses to the assigned numbers. Any relevant supporting tender documentation must also be clearly identifiable by a criteria number.

|  |  |
| --- | --- |
| **Pass Fail Criteria A** | PASS/FAIL |
| The Arts Council requires the service provider to have and provide evidence of experience in successfully delivering similar research projects. Please provide evidence of 2 recent research reports which demonstrate experience of undertaking similar projects successfully *(Word limit – 500 words)* |  |
| **Pass Fail Criteria B** |  |
| The Bidder’s total Fixed and Firm Costs do not exceed **£84,000**  inclusive of VAT and all expenses. Bidders whose costs exceed this amount will be excluded from further consideration in the tender process. |  |

**If you pass all of the pass/fail criteria set out above, we will evaluate your tender response using the quality and price criteria which are set out below.**

Table 1

|  |  |
| --- | --- |
| **Quality Criteria** | **Weighting** |
| 1. A demonstrated understanding of the background to the research and the aims and objectives, by reference to relevant research literature, other surveys such as Taking Part, Active People and Active Lives, and how the analysis would build on analysis of these other surveys.
 | 10 |
| 1. Please detail your research methodology for meeting all of the requirements set out above. Suppliers should include in detail the phasing of data analysis over the course of the contract. Suppliers should also provide information on the bivariate and longitudinal data analysis and statistical methods they would use and how they would ensure quality of data analysis and reporting outputs. Please include a timetable for delivering the services.
 | 30 |
| 3. Skills and expertise of the key personnel proposed for this contract in: * Analysis of large-scale survey datasets
* Statistics and longitudinal data analysis
* Knowledge and understanding of the culture, heritage and sport sectors.
 | 25 |

Table 2

|  |
| --- |
| **Scoring Methodology** |
| 0 | Very Poor  | No response or partial response and poor evidence provided in support of it.  Does not give ACE confidence in the ability of the Bidder to deliver the Contract and/or our requirements are not met in most respects. |
| 1 | Weak  | Response is supported by a weak standard of evidence in some areas giving rise to concern about the ability of the Bidder to deliver the Contract and/or our requirements are not met in some respects.  |
| 2 | Satisfactory | Response is satisfactory and supported by a satisfactory standard of evidence. Gives ACE confidence in the ability of the bidder to deliver the contract, meets the requirements in most respects. |
| 3 | Good  | Response is comprehensive and supported by good standard of evidence. Gives ACE a high level confidence in the ability of the Bidder to deliver the contract and meets ACEs requirements. |
| 4 | Very Good | Response is comprehensive and supported by a very good standard of evidence meeting ACE requirements and may exceed them in some respects. Gives ACE  a very good level of confidence in the ability of the Bidder to deliver the contract.  |
|             5 | Exceptional  | Response is very comprehensive and supported by a high standard of evidence. Gives ACE a very high level of confidence in the ability of the Bidder to deliver the contract.  May exceed ACE’s requirements in several respects.  |

1. Price criteria (35 marks)

**35 marks** will be awarded to the lowest priced bid and the remaining bidders will be allocated scores based on their deviation from this figure. Your fixed and firm total costs figure including VAT and expenses in the schedule of charges below will be used to score this question.

For example, if the lowest price is £100 and the second lowest price is £125 then the lowest priced bidder gets 35% (full marks) for price and the second placed bidder gets 32.2% and so on. (25/100 x 35 = 8.75 marks; 35 – 8.75 = 26.25 marks)

**The bidder with the highest score when the quality and price marks are added up will be the preferred bidder.**

**Table of Charges**

VAT is chargeable on the services to be provided and this will be taken into account in the overall cost of this procurement contract.

Bidders shall complete the following tables of charges below estimating the number of days and travel and subsistence costs associated with their bid. The total fixed price will be inclusive of VAT and inclusive of expenses and all costs to be incurred.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Role Description and Day Rate** | **Total Days** | **Total Firm and Fixed Price shall not exceed (£)** |
| **TABLE A: CORE OBJECTIVES** | **e.g. Project Manager/ Director [name individual]** | **e.g. Researcher****[name individual]**  | **Other****[name individual]** |
|  | ***e.g. £500*** | **e.g. £300** | **e.g. £200** |  |  |
|  |  | ***Quantity*** |  |  |
| e.g. Pre contract set up meeting |  | *e.g. 0.5* | *1* | *1.5* | *3* | *850* |
| e.g. Selection of organisations  |  |  |  |  |  |  |
| e.g. Contract Management Meetings |  |  |  |  |  |  |
| e.g. Final Report |  |  |  |  |  |  |
| **Please include any other deliverables you are proposing to meet our requirements. Please provide a price for deliverables you are proposing to meet each core objective.** |  |  |  |  |  |  |
| Travel and subsistence |  |  |  |  |  |  |
| Other (non-staff) costs – *Please specify* |  |  |  |  |  |  |
| *[Add as necessary]* |  |  |  |  |  |  |
| **Sub-total** | £ |
| **VAT** |  |
| **Total Fixed Price including VAT and expenses shall not exceed £42,000.**  | £ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Role Description and Day Rate** | **Total Days** | **Total Firm and Fixed Price shall not exceed (£)** |
| **TABLE B: OPTIONAL OBJECTIVES** | **e.g. Project Manager/ Director [name individual]** | **e.g. Researcher****[name individual]**  | **Other****[name individual]** |
|  | ***e.g. £500*** | **e.g. £300** | **e.g. £200** |  |  |
|  |  | ***Quantity*** |  |  |
| e.g. Pre contract set up meeting |  | *e.g. 0.5* | *1* | *1.5* | *3* | *850* |
| e.g. Selection of organisations  |  |  |  |  |  |  |
| e.g. Contract Management Meetings |  |  |  |  |  |  |
| e.g. Final Report |  |  |  |  |  |  |
| **Please include any other deliverables you are proposing to meet our requirements. Please provide a price for deliverables you are proposing to meet each optional objective.** |  |  |  |  |  |  |
| Travel and subsistence |  |  |  |  |  |  |
| Other (non-staff) costs – *Please specify* |  |  |  |  |  |  |
| *[Add as necessary]* |  |  |  |  |  |  |
| **Sub-total** | £ |
| **VAT** |  |
| **Total Fixed Price including VAT and expenses shall not exceed £42,000.**  | £ |

Notes:

1. Arts Council England reserves the right to reject abnormally low tenders.
2. You should not submit additional assumptions with your pricing submission. If you submit assumptions you will be asked to withdraw them. Failure to withdraw them will lead to your exclusion from further participation in this competition.

# Section 2: Instructions to tenderers

Please submit your tender offer in accordance with all of the instructions, requirements and specifications set out in the enclosed documentation.

You must treat these documents and any further information provided by Arts Council England as confidential at all times and only disclose them if necessary to prepare a compliant response to the tender.

Nothing in the enclosed documentation or appendixes, or any other communication made between Arts Council England and any other party, can be considered a contract or agreement at this stage.

## Compliance

Arts Council England reserves the right to disqualify any tenderers who do not fully comply with the requirements in the tender documentation, in particular the closing time and date.

If you propose alternative goods or services for consideration, you must clearly mark these as non-compliant. Arts Council England reserves the right to reject any proposals with non-compliant alternatives. Tenders that are received are not automatically accepted.

The Arts Council’s standard terms and conditions for services will form part of the contract to be awarded. These can be downloaded and reviewed from our website:

## Contract Terms and Conditions

. :<http://www.artscouncil.org.uk/media/uploads/pdf/Contract_for_Services_over_10K_v1_March_2012.pdf>.

The Arts Council may also require further terms to be included in the contract that are specific to the successful supplier‘s application. **The Preferred Supplier will not be permitted to enter into any negotiations on the terms of the Contract. Any attempt to negotiate amendments will breach the terms of this ITT and will result in the Preferred Supplier being excluded from the tender process. In such circumstances Arts Council England reserves the right to invite the next highest scoring Bidder to enter into the Contract.**

Please note that Arts Council England are required to publish online the final awarded contract and any associated documentation. If you have any concerns about the future publication of sensitive information you should raise these within your tender proposal, highlighting which areas within your proposal you consider may be subject to exemption, and subsequent redaction, in line with the provisions of the Freedom of Information Act 2000 (FOIA). More information about FOIA can be found at [www.ico.gov.uk](http://www.ico.gov.uk/).

## Validity of offer

Please note that by submitting a tender response for consideration you are confirming that, as an officer for the company/organisation that you represent, you have read and understood the tender documents and that your offer to Arts Council England is open for acceptance for 60 days from the tender closing date.

## Tendering

Arts Council England reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this we will notify you in writing as soon as reasonably practicably.

Arts Council England is not responsible, and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, or clarification meetings.

**Information and questions**

If you need us to clarify the documentation or if you have further questions regarding the tender process, please email procurement@artscouncil.org.uk quoting the reference number provided on the ITT We will try to respond to reasonable requests for further information within the timescale of the tender.

Arts Council England reserves the right to advise all other tenderers of material questions and the answers supplied without disclosing the source of the enquiry. These will be issued via the Contracts Finder website ((https://online.contractsfinder.businesslink.gov.uk/) if the contract value is estimated to be above £10k including VAT. It is the bidder’s responsibility to check the website regularly for any clarifications.

Arts Council England reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this we will notify you in writing as soon as reasonably practicably.

Arts Council England is not responsible, and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.

**Return of Tender**

You must complete and submit your tender response/proposal electronically to procurement@artscouncil.org.uk by the tender deadline of **12 noon on Monday 19th September**

We will only accept responses submitted via the the email address provided. We will not accept any responses submitted by any other method. Any tender delivered after the closing date and time for any reason will be discounted.

The Arts Council is not responsible if all or part of your tender is not received.

The Arts Council is not responsible if all or part of your tender is not received. You should use a traceable dispatch system. In the event of a dispute, you are responsible to prove the tender was delivered.

**Post-tender clarifications**

Arts Council England reserves the right to ask you to attend a post-tender clarification meeting.

Arts Council England reserves the right to conduct post-tender clarifications with one or more tenderers depending on the closeness of a bidder’s score to the highest scoring bidder.

**Appendix A**

***Understanding Society Wave 2 and Wave 5***

***Leisure, Culture and Sport module***

***All questions adapted from Taking Part***

**Arts1a - *Arts activities: A***

I am now going to ask you about activities that you may have done in the last 12 months.

In the last 12 months, have you done any of these activities? **Please only include activities done in your own time or for the purpose of voluntary work.**

**Interviewer Instruction**

1 - Dance, including ballet

2 - Sang to an audience or rehearsed for a performance (not karaoke)

3 - Played a musical instrument

4 - Written music

5 - Rehearsed or performed in a play/drama, opera/operetta or musical theatre

6 - Taken part in a carnival or street arts event (e.g. as a musician, dancer or costume maker)

7 - Learned or practised circus skills

96 - None of these

**Arts1b. *Arts activities: B***

And in the last 12 months, have you done any of these activities? **(Please only include activities done in your own time or for the purpose of voluntary work.)**

9 - Painting, drawing, printmaking or sculpture

10 - Photography, film or video making as an artistic activity (not family or holidays)

11 - Used a computer to create original artworks or animation

12 - Textile crafts, wood crafts or any other crafts, such as embroidery, knitting, wood turning, furniture making, pottery or jewellery

13 - Read for pleasure (not newspapers, magazines or comics)

14 - Written any stories, plays or poetry

15 - Been a member of a book club, where people meet up to discuss and share bboks

96 - None of these

**Arts1freq. *Arts activities frequency***

***(ask if have done any arts activities)***

You said you have done *[LIST SELECTIONS FROM ARTS1A + ARTS1B]* . Thinking about this activity *{if one activity mentioned at ARTS1A/ARTS1B}* / all these activities *{if more than one activity mentioned at ARTS1A/ARTS1B}* , how often in the last 12 months have youdone activities like this? **Remember only include activities done in your own time or for the purposes of voluntary work.**

1 - At least once a week

2 - Less often than once a week but at least once a month

3 - Less often than once a month but at least 3 or 4 times a year

4 - Twice in the last 12 months

5 - Once in the last 12 months

**Arts2a. *Arts events: A***

In the last 12 months, have you been to any of these events? **(Please only include events attended in your own time or for the purpose of voluntary work.)**

**Interviewer Instruction**

1 - Film at a cinema or other venue

2 - Exhibition or collection of art, photography or sculpture or a craft exhibition (not crafts market)

3 - Event which included video or electronic art

4 - Event connected with books or writing

5 - Street arts or a public art display or installation (art in everyday surroundings, or an art work such as sculpture that is outdoors or in a

public place)

6 - Carnival or culturally specific festival (for example, Mela, Baisakhi, Navrati, Feis)

7 - Circus (not animals)

96 - None of these

**Arts2b. *Arts events: B***

And in the last 12 months, have you been to any of these events? **(Please only include events attended in your own time or for the purpose of voluntary work.)**

9 - Play/drama, pantomime or a musical

10 - Opera/operetta

11 - Classical music performance

12 - Rock, pop or jazz performance

13 - Ballet

14 - Contemporary dance

15 - African people's dance or South Asian and Chinese dance

96 - None of these

**Arts2freq. *Arts events frequency***

***(ask if have attended any arts events)***

You said you had been to *[LIST OF SELECTIONS FROM ARTS2A + ARTS2B]* . Thinking about this event *{if one event mentioned at ARTS2A/ARTS2B}* / all these events *{if more than one event mentioned at ARTS2A/ARTS2B}* , how often in the last 12 months have youbeen to events such as this? **Remember only include events attended in your own time or for the purposes of voluntary work.**

1 - At least once a week

2 - Less often than once a week but at least once a month

3 - Less often than once a month but at least 3 or 4 times a year

4 - Twice in the last 12 months

5 - Once in the last 12 months

**Mla. *Museum Library Archive***

During the last 12 months, have you done any of the following at least once? **Please only include activities done in your own time or for the purpose of voluntary work.**

**Interviewer Instruction**

1 - Used a public library service

2 - Been to an archive centre or records office

3 - Visited a museum or gallery

96 - None of these things

**Libfreq. *Library frequency***

***(ask if have used a public library services)***

Please tell me how often in the last 12 months you have used a public library? **(Again only include if used in your own time or for the purposes of voluntary work)**

1 - At least once a week

2 - Less often than once a week but at least once a month

3 - Less often than once a month but at least 3 or 4 times a year

4 - Twice in the last 12 months

5 - Once in the last 12 months

**Arcfreq. *Archive frequency***

***(ask if have been to an archive)***

Please tell me how often in the last 12 months you have been to an archive or records office? **(Again only include if used in your own time or for the purposes of voluntary work)**

1 - At least once a week

2 - Less often than once a week but at least once a month

3 - Less often than once a month but at least 3 or 4 times a year

4 - Twice in the last 12 months

5 - Once in the last 12 months

**Musfreq. *Museum frequency***

***(ask if have visited a museum or library)***

Please tell me how often in the last 12 months you have visited a museum or gallery? **(Again only include if used in your own time or for the purposes of voluntary work)**

1 - At least once a week

2 - Less often than once a week but at least once a month

3 - Less often than once a month but at least 3 or 4 times a year

4 - Twice in the last 12 months

5 - Once in the last 12 months

**Heritage. *Historical sites***

Here is a list of types of historical sites. Please tell me which ones you have visited in the last 12 months? Please only include activities done in your own time or for the purpose of voluntary work or **for academic study.**

1 - A city or town with historic character

2 - A historic building open to the public (non-religious)

3 - A historic park or garden open to the public

4 - A place connected with industrial history (e.g. an old factory, dockyard or mine) or historic transport system (e.g. and old ship or railway)

5 - A historic place of worship attended as a visitor (not to worship)

6 - A monument such as a castle, fort or ruin

7 - A site of archaeological interest (e.g. Roman villa, ancient burial site)

8 - A site connected with sports heritage (e.g. Wimbledon) (not visited for the purposes of watching sport)

96 - None of these things

**Herfreq. *Historical sites frequency***

***(ask if have visited a historic site)***

You said you had visited *[LIST OF SELECTIONS FROM HERITAGE]* . Thinking about this visit *{if one visit mentioned at HERITAGE}* / all of these visits *{if more than one visit mentioned at HERITAGE}* ,how often in the last 12 months have you visited places like this? **Again only** **include places you have visited in your own time or for the purposes of voluntary work or academic study.**

1 - At least once a week

2 - Less often than once a week but at least once a month

3 - Less often than once a month but at least 3 or 4 times a year

4 - Twice in the last 12 months

5 - Once in the last 12 months

**Sports1. *Sporting activities 1***

Here is a list of types of sporting activities. Please tell me which ones, if any, you have done in the last 12 months?

1 - Health, fitness, gym or conditioning activities (including aerobics, keep-fit classes, weight-training or weight-lifting)

2 - Gymnastics

3 - Swimming or diving

4 - Cycling, BMX or mountain biking (for sport or recreation)

5 - Football (including 5 or 6-a-side)

6 - Rugby (Union or League) or American Football

7 - Track and field athletics

8 - Jogging, cross-country, road-running

9 - Hill trecking, backpacking, climbing or mountaineering

10 - Golf (including pitch and putt)

11 - Boxing

12 - Martial arts (including tai chi, taekwondo, karate and judo)

13 - Water sports, including yachting, dinghy sailing, canoeing, rowing, windsurfing, waterski-ing etc.

14 - Horse riding

96 - NOTHING OF THIS KIND

**Sports2. *Sporting activities 2***

And have you done any of these sporting activities in the last 12 months? Please include **ALL** the sports activities you have done. If there are any other sport activities you want to mention, just let me know which ones.

16 - Basketball

17 - Netball

18 - Volleyball

19 - Cricket

20 - Hockey (exclude ice, roller or street hockey but include in 'other')

21 - Baseball, softball or rounders

22 - Racquet sports such as table tennis, tennis, badminton or squash

23 - Ice-skating

24 - Ski-ing (on snow, or an artificial surface: on slopes or grass)

25 - Motor sports

26 - Angling or Fishing

27 - Archery *{if Age > 64}*

28 - Yoga or pilates *{if Age > 64}*

29 - Bowls (indoors or outdoors) *{if Age > 64}*

30 - Croquet *{if Age > 64}*

31 - OTHER SPORTING ACTIVITY such as triathlon, fencing, lacrosse, orienteering, curling, gaelic sports, skateboarding, parachuting or

scuba diving or anything else

96 - NOTHING OF THIS KIND

**Sportoth. *Other sporting activities***

***(ask has done another type of sporting activity)***

WRITE IN OTHER SPORTING ACTIVITIES DONE

**Sportsfreq. *Moderate intensity sports frequency***

***(ask if has done a moderate intensity sporting activity)***

You said you have done *[LIST OF SELECTIONS FROM SPORTS1 + SPORTS2]* . How often in the last 12 months have you done this sport *{if one sport mentioned at SPORTS1/SPORTS2}* / all of these sports *{if more than one sport mentioned at SPORTS1/SPORTS2}* ? If there is a 'peak season' for some of the sports then please bear this in mind when thinking of your answer.

1 - Three or more times a week

2 - At least once a week but less than 3 times

3 - Less often than once a week but at least once a month

4 - Less often than once a month but at least 3 or 4 times a year

5 - Twice in the last 12 months

6 - Once in the last 12 months

**Sports3. *Mild intensity sporting activities***

Lastly, have you done any of these sporting activities in the last 12 months?

1 - Snooker, pool or billiards

2 - Darts

3 - Ten-pin bowling

4 - Rambling, walking for pleasure or recreation

5 - Shooting

6 - Archery *{if Age < 65}*

7 - Yoga or pilates *{if Age < 65}*

8 - Bowls (indoors or outdoors) *{if Age < 65}*

9 - Croquet *{if Age < 65}*

96 - NOTHING OF THIS KIND

**Sports3freq. *Mild intensity sports frequency***

***(ask if has done a mild intensity sporting activity)***

You said you have done *[LIST OF SELECTIONS FROM SPORTS3]* . How often in the last 12 months have you done this sport *{if one sport mentioned at SPORTS3}* / all these sports *{if more than one sport mentioned at SPORTS3}* ?

1 - Three or more times a week

2 - At least once a week but less than 3 times

3 - Less often than once a week but at least once a month

4 - Less often than once a month but at least 3 or 4 times a year

5 - Twice in the last 12 months

6 - Once in the last 12 months

**Club. *Sports club member***

***(ask if has done a mild or moderate intensity sporting activity)***

Are you currently a member of a sports club to do this sport *{if one sport mentioned at SPORTS1/SPORTS2/SPORTS3}* / to do at least one of these sports *{if more than one sport mentioned at SPORTS1/SPORTS2/SPORTS3}* ?

1 - Yes

2 - No

**Sportact. *Sports activity ranking***

On a scale of 0 to 10, with 0 being 'doing no sport at all' to 10 being 'very active through sport', where would you rank yourself

1. <http://www.artsforhealth.org/research/artsengagementandhealth/ArtsEngagementandHealth.pdf> [↑](#footnote-ref-1)
2. <https://www.gov.uk/government/statistics/taking-part-longitudinal-report-2016> [↑](#footnote-ref-2)