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| **Invitation to Tender** **Provision of Media Organisations to Partner ONS to Support Internship for Journalism Students.**Version: FinalDate: 19th December 2016Document Ref: ITT PU-17/0325 |

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| This document is classified as OFFICIAL and must be handled appropriately, in accordance with National Statistics security policies. |

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**1. Introduction**

This Invitation to Tender relates to the Provision of Questionnaire Review and Cognitive Testing for the Management Practices Survey pilot for Service Industries.

The contracting Authority is the Office for National Statistics on behalf of the UK Statistics Authority. An introduction to both organisations can be found below:

**UK Statistics Authority**

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| The UK Statistics Authority is an independent body operating at arm's length from government as a non-ministerial department, directly accountable to Parliament. It was established on 1 April 2008 by the *Statistics and Registration Service Act 2007.* The Statistics Authority's statutory objective is to promote and safeguard the production and publication of official statistics that serve the public good. It is also required to promote and safeguard the quality and comprehensiveness of official statistics, and ensure good practice in relation to official statistics. The Authority’s functions relate to its statutory areas of responsibility: |
| * + oversight of the UK official statistics system, which includes around 30 central government departments and the devolved administrations, and the promotion, safeguarding and monitoring of quality, comprehensiveness and good practice in relation to all official statistics, wherever produced;
 |
| * production of a *Code of Practice for Statistics* and assessment of official statistics against the Code; and
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| * governance of the Office for National Statistics (ONS) the UK’s National Statistical Institute and the largest producer of official statistics. The Office for National Statistics (ONS) is the executive office of the UK Statistics Authority.
 |
| The Statistics Authority has a strategic aim to enhance trust in the statistical system in terms of quality and impartiality. It has committed to press for the highest standards of openness and integrity in the UK statistical system, to ensure that official statistics inform and enrich the democratic process and are worthy of the trust of those who use them. Part of this will involve conducting an exercise to measure public confidence in official statistics.  |

**Office for National Statistics**

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| The Office for National Statistics (ONS) is the executive office of the UK Statistics Authority, a non ministerial department which reports directly to Parliament. ONS is the UK Government's single largest statistical producer. It functions as: |
| * + the office of the National Statistician, who is also the UK Statistics Authority's Chief Executive and principal statistical adviser
 |
| * + the UK's National Statistics Institute (or NSI - to use European terminology), and
 |
| * + the 'Head Office' of the Government Statistical Service (GSS) Governance
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| ONS operates under two levels of governance. |
| * + strategic oversight is provided by the Statistics Authority
 |
| * + day-to-day management is the responsibility of the National Executive Group (NSEG)
 |
| The ONS is the UK Government's main survey organisation and its main producer of official statistics. It is also the central co-ordinating agency for the wider [Government Statistical Service (GSS).](http://www.ons.gov.uk/about/our-organisation/about-the-gss/index.html) |
| ONS is responsible for producing a wide range of key economic and social statistics which are used by policy makers across government to create evidence-based policies and monitor performance against them.  |

# 2. Instruction on Response

**2.1 Procurement Process and Timetable**

**Procurement Overview**

This procurement is being conducted under ONS reference **PU-17/-0325** as a competitive tender exercise.

**Invitation to Tender (ITT)**

This ITT document is issued to providers on 16th January 2017. All bids should be submitted in accordance with the instructions contained within this section.

**Evaluation**

Bids will be evaluated according to criteria as set out in Sections 2.5 and 2.6 below.

**Clarification**

There will be opportunities for the AUTHORITY to seek clarification from BIDDERS on their responses as well as opportunities for BIDDERS to seek clarification from the AUTHORITY on their requirements.

**Procurement Timetable**

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| The indicative timetable for the bidding process through to award of the Contract is shown in the following table, but may be subject to change. |
| **Line** | **Description** | **Date(s)** |
|  | Invitation to Tender published  | 16th January 2017 |
|  | Clarification question and answer period | 6th February 2017 |
|  | Deadline for response | 12 noon on 13th February 2017 |
|  | Evaluation including moderation | 16th February 2017 |
|  | Providers notified of outcome (successful and unsuccessful) | 20th February 2017 |
|  | Contract awarded – completed Award Letter and place an order | 22nd February 2017 |

**2.2 Aims and Structure of the Invitation to Tender (ITT)**

This Section must be read thoroughly as it clearly explains the structure of the entire document, the procurement process, the query process and the submission process. This ITT aims to provide information which will enable BIDDERS to submit detailed and costed proposals to meet the AUTHORITY’s full requirements, for the Provision of Questionnaire Review and Cognitive Testing for the Management Practices Survey pilot for Service Industries.

The structure of the document has been designed to focus on the service deliverables in Section 5. However, in order to ensure that a complete service is procured and subsequently delivered these service requirements are supported by additional requirements identified in the other sections of this document. The document must be read and responded to as a whole with a response to all of the requirements identified in each of the sections.

As can be seen from each section of the document, additional information has been provided to assist the BIDDERS understanding and pricing structure. Normally, the details will be divided into - Overview, Requirement and Response each of which is explained below:

* **Overview** – this is intended to provide a context to the requirement either as a whole or as part of the whole.
* **Requirement** – these are requirements with which the BIDDER **must** comply as part of the provision of the services. These may form part of the evaluation scoring model where there are opportunities for the BIDDERS to demonstrate that they can meet more than the minimum requirements.
* **Response** – The AUTHORITY would like all responses to form part of the original tender document and be inserted in the spaces provided, in separate sections. These can be expanded to hold the response. Should diagrams need to be included, these should still follow the response but not within the box provided.

Please note that neither sales literature nor uncorroborated references will be evaluated.

**2.3 How to Respond to this ITT**

Your Proposal should be split into Sections as follows:

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| Section 5 – Statement of Requirements | The BIDDER should take note of the information and requirements in Section 5 of the ITT. BIDDER responses should describe exactly how they will conform to all requirements listed. |
| Section 6.2 – Supplier contact name | The BIDDER should complete this Section answering with contact details  |
| Section 7 – Terms and Conditions |  |
| **Any additional information which falls outside of, or is in support of, the above Sections must be added as Annexes with specific referencing within the response at the appropriate places.** Those activities specifically designated as outside the scope of the procurement will not be considered within a BIDDER’S solution by the AUTHORITY, except in so far as they are interfaced to/from or impacted by the proposed solution. However, BIDDERS may suggest optional services, systems or solutions which they can provide which will be of value to the AUTHORITY in meeting its requirements. These will be considered by the AUTHORITY under the relevant Sections of the BIDDER’S response. The AUTHORITY’s assessment of these will depend upon a number of factors which may include:-* the risks attached to any particular solution;
* the additional benefits delivered; and/or
* the incremental costs.

You should provide electronic versions submitted via the ONS e-tendering portal, In-Tend no later than 12 noon on the 20th January 2017. The electronic response should:* be compatible with Microsoft Office 2007;
* not incorporate a password protection; and
* be submitted in English.

The AUTHORITY reserves the right not to accept proposals received after the deadline date and time given above. The AUTHORITY will confirm receipt of the BIDDERS’ tender responses. |

**2.4 Querying and Clarifying the ITT**

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| **The AUTHORITY will respond to queries and clarification requests on any points within this ITT received by John Marchrones.** All requests must be made via In-Tend, using the correspondence facility.The AUTHORITY intends to respond to each question within two (2) working days of receipt. Responses to all questions will be made available to all BIDDERS, unless disclosure would be prejudicial to the interests of the BIDDER. In that instance any response will not be made available to other BIDDERS. Please use the format below to submit queries/clarifications. Enter each clarification question on a new row. The AUTHORITY requests that the table is annotated for each clarification so that it contains a full history.

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Supplier** | **Section** | **ITT Para** | **Page** | **Description of Clarification** | **AUTHORITY Response** |
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The AUTHORITY will operate the same system in seeking clarification on any elements of the BIDDERS response to the ITT.  |

**2.5 Evaluation Process**

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| All proposals received in response to the Invitation to Tender will be evaluated in order to select potential SERVICE PROVIDERS. The evaluation process will comprise:* A check for completeness and compliance with the terms and conditions of this ITT. Any proposals failing to meet these initial checks will be clarified with BIDDERS.
* An evaluation of the Proposal submitted to meet the requirements of the ITT. The AUTHORITY may clarify issues with BIDDERS at this stage if they believe that the information provided does not adequately answer its questions.
* Further evaluation of the ability of the BIDDER to implement the delivery of the proposed solution. This evaluation may include, but is not limited to:
	+ Financial assessment of the proposals;

BIDDERS should note that failure to respond to any requirement in the format requested may lead to a zero score allocated to that requirement during evaluation. The AUTHORITY cannot make assumptions of a BIDDER’S capability without supporting evidence. As part of the evaluation process, BIDDERS must be prepared to provide amplification or clarification of their Proposal, attend interviews, make presentations and give demonstrations. |

**2.6. Evaluation Criteria**

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| **Tenders will be evaluated based on the following criteria:**

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| **Evaluation Criteria** | **Criteria Weighting %** |
| Quality (Technical Evaluation) | 100% |
| Price (Financial Evaluation) | 0% |
| Total | 100% |

**The Technical Evaluation will be carried out as follows:** 1. All compliant bids will be evaluated, the table below demonstrates the weightings that will be applied to each section of this ITT for the Quality Criteria:

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| **Section** | **Question** | **Question Weighting** |
| 5 – Statement of Requirements | 5.1 Evidence of Previous Experience | 40% |
| 5.2 Method Statement | 40% |
| 5.3 Employment Policies | 20% |

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**2.7 Scoring Matrix**

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| **Quality**Each question will be judged on a score from 0 – 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question. Where an evaluation criterion is worth 10%, the 0-100 score achieved will be multiplied by 10. The bids will be scored in accordance with the following scoring matrix:-

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| Score | % |
| Excellent Confidence | 100 |
| Very High Confidence | 90 |
| High Confidence | 75 |
| Sufficient Confidence | 55 |
| Limited Confidence | 35 |
| Concerns | 10 |
| Major Concerns | 0 |

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|  **Price**There is no price submission as part of this tender opportunity.  |

**2.8 Confidentiality of the Procurement Information and Documentation**

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| The information supplied by you will be used for the purpose of evaluating your response and for no other purpose. All information which is contained within this ITT or which is communicated in further correspondence or which is provided at any time during the tendering process is Crown Copyright and PROTECTED - COMMERCIAL and to be treated as “Commercial in Confidence”. The BIDDER must not communicate, disclose or otherwise make available this information to any third party other than that as set out below (except with the permission of the AUTHORITY), nor must the BIDDER use this information for any commercial or industrial purpose not connected with this procurement.The BIDDER may communicate, disclose or otherwise make available this information to an employee or a professional advisor who requires the information in connection with the preparation of the BIDDER’S Proposal or to support any subsequent discussions or clarification in relation to the Proposal, provided the BIDDER can ensure they observe the confidentiality requirements of this ITT.In the event that a BIDDER decides not to respond to the ITT, or a BIDDER is informed that they have been unsuccessful, then all copies of all project documentation should be destroyed along with any electronic copies. BIDDERS must confirm in writing to the AUTHORITY that this has been completed successfully. |

**2.9 Transparency Requirements**

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| In compliance with the Government’s commitment to greater transparency of expenditure by the public sector, the AUTHORITY is required to publish the details of all Contracts over £10,000 let since the 1st July 2010. The AUTHORITY is also obliged to publish all new Tender Documentation issued after the 1st September 2010. BIDDERS should note this obligation when submitting bids for this Requirement. The AUTHORITY may consult with the CONTRACTOR to inform its decision regarding any redactions but the AUTHORITY shall have the final decision in its absolute discretion. |

**2.10 Disclaimers**

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| BIDDERS should not rely on any information previously provided to them by the AUTHORITY or other sources, whether verbally or in writing and whether or not it formed part of this procurement process. The only information upon which they should base their responses is contained in this ITT and other associated documents. Whilst reasonable endeavours have been made to produce an accurate description of the requirements, BIDDERS should form their own conclusions about the methods and resources needed to meet those requirements. The AUTHORITY cannot accept responsibility for any BIDDER’S interpretation of these requirements. BIDDERS should note that they must bear all costs and expenses of responding to the ITT. The AUTHORITY reserves the right to withdraw from the tender process at any time. Under no circumstances will the AUTHORITY refund any expense incurred by BIDDERS.The AUTHORITY is not responsible for any omissions or errors within this ITT or any other associated documents. The AUTHORITY will use best endeavours to answer any questions arising from this ITT.You are informed that the AUTHORITY has the right:-not to accept the lowest or any tender which may be submitted for our consideration;not to accept proposals which arrive outside the scheduled return date and time; andto acquire similar services from sources other than the successful BIDDER to this procurement.The AUTHORITY retains the right to de-scope the range of services within the Contract in specific circumstances or at specific stages of the Contract. These circumstances will be communicated to the BIDDERS, but may include circumstances such as funding for the project being cut, or issues outside the control of the AUTHORITY.This ITT is for information only and does not imply any guarantee or obligation on the part of the AUTHORITY. |

**3. Background Information**

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| The ONS is looking to partner with 3 to 4 media organisations to offer a month's paid internship, focused on data journalism, to 3 to 4 students studying journalism or data journalism at a UK university.One student would be placed with each media organisation.The ONS would pay a bursary to each student - either directly to the student or via the media organisation.The students would be selected through a process that would be developed in conjunction with the partner media organisations. The selection process would involve students articulating how ONS data can be used for public good in a news context. |

**4. Scope**

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| ONS is seeking partner media organisations who can offer each student:1. a month-long internship, giving experience of working alongside established journalists who work with data routinely to produce high-quality editorial 2. an opportunity to develop their editorial and technical skills through mentoring and on-site exposure to a working newsroom3. constructive feedback about their own skills and approaches to working with data4. an opportunity to work on editorial output as part of a team with a view to it being published (although we ask for no guarantees of published work)5. feedback at the end of the month to the ONS about their month and guidance on future development of the studentInterested parties should have a track record in data journalism, and be recognised practitioners in the field. The ONS is not offering any financial incentives to media partners, nor is expecting media organisations to produce any editorial or promotional output about the scheme.Interested parties should reply, offering evidence of their use of data journalism to drive editorial through a short summary with links. Successful parties would be expected to sit on a panel to select interim data journalists for this internship.It will be agreed with each media organisation on which mechanism of payment will be employed to pay a bursary to each student We would also like to see some evidence of diversity, and anti-bullying and harassment policies in place at the organisation. |

**5. Statement of Requirements**

The following list of requirements has been compiled with the best knowledge available to date. The list may be subject to small changes.

**5.1 Evidence of Previous Experience**

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| **Question 1** **Please provide evidence of your data journalism track record, including links to 3 articles which demonstrate this** |
| **Response Guidance****This question is weighted 40%****Your response should be no more than 500 words** |
| **Response** |

**5.2 Method Statement**

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| **Question 2****Please provide details of how you will support the student during the placement** |
| **Requirement****This question is weighted 40%****Your response should be no more than 500 words** |
| **Response** |

**5.3 Employment Policies**

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| **Question****Please provide details of your employment policies** |
| **Requirement****This question is weighted 20%****Your response should be no more than 250 words.****Please add any supporting documents in your return on In-tend** |
| **Response** |

**6. Contract Management**

**6.1 Contract Contact Points**

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| **AUTHORITY Service Manager**Mr. Darren WatersRoom 1127Government BuildingsCardiff RoadNEWPORTNP10 8XGTelephone 01633 651716Email: Darren.waters@ons.gsi.gov.uk  |  | **AUTHORITY Contract Manager**John MarchronesRoom D201Government BuildingsCardiff RoadNEWPORT NP10 8XGTelephone 01633 456167E-Mail: John.marchrones@ons.gsi.gov.uk |

**6.2 Contact Points for the SERVICE PROVIDER**

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| **Requirement**BIDDERS should nominate specific individuals who are suitably qualified and experienced to act as their contract manager throughout the life of the contract. Where appropriate, a deputy should also be indicated. |
| **Response**For the SERVICE PROVIDERContract ManagerTelephone: Fax: E-Mail: @ |

**7. Terms and Conditions**