



Pre-Tender Market Engagement

English Housing Survey CPD4120156

Authority: Ministry for Housing, Communities and Local Government (MHCLG) (“the Authority”).

Date Response required: **Wednesday 9 June at 11:00 hours via MHCLG’s procurement portal (see section 9).**

1 PURPOSE

- 1.1 This Pre-Tender Market Engagement (PTME) seeks information in preparation for the potential procurement of a Supplier (from herein referred to as a “**Potential Supplier**”) to provide services in relation to the continued running of the English Housing Survey. The purpose of this PTME is to:
 - 1.1.1 help define the requirement;
 - 1.1.2 help provide a better understanding of the feasibility of the requirement;
 - 1.1.3 understand the best approach;
 - 1.1.4 understand the capacity of the market to deliver and possible risks involved; and
 - 1.1.5 provide the market with an opportunity to ask questions, raise queries and any issues to be addressed at an early stage.
- 1.2 The Authority shall maintain commercial confidentiality of information received during the PTME.

2 INTRODUCTION

- 2.1 The Authority is intending to undertake a competitive tender exercise for the continued running of the English Housing Survey (EHS). It is envisaged that the requirement will cover three fieldwork years with an optional element covering the fourth fieldwork year. This document sets out the anticipated key requirements and logistics for the potential forthcoming competitive tender exercise. A more detailed specification will be issued on commencement of a formal procurement competition, as part of the invitation to tender (ITT).
- 2.2 The EHS delivers essential information to enable the Authority and other government departments to meet their strategic priorities. It provides information on the housing circumstances of the population in England and the changing condition and energy efficiency of the English housing stock. It monitors and informs the development of housing, building safety, Net Zero, fuel poverty, and other government priorities.
- 2.3 The EHS is a study composed of a core survey and a number of associated components. The core survey consists of a face-to-face interview survey and a physical inspection of the accommodation of a sample of the respondents to the interview survey. The associated components planned for the course of this contract include: a survey of private landlords in 2023 and 2025; a study to assess the market value of dwellings in England; and a component aimed at producing modelled statistics on the housing quality and dwelling condition at local authority level. The Authority intends to engage a Supplier who will be responsible for managing the full survey process.

2.4 The overall contract objectives for this work include, but are not necessarily limited to, the following:

- To run the English Housing Survey for three fieldwork years (plus the fourth year if the Authority decides to take up that option) to an agreed timetable, budget and quality. Fieldwork is expected to start in April or as soon as possible in the first quarter of 2022-2023.
- To determine the sampling strategy in agreement with the Authority, draw a probability sample and undertake all the other processes required to deliver a statistically robust probability sample.
- To carry out the fieldwork of both the interview and physical surveys.
- To check and validate the data and to calculate the weighting variables.
- To set up and run a series of programs to generate derived measures post-fieldwork, including complex measures relating to income, energy efficiency and repair costs.
- To draft a series of short thematic reports and to compile supporting statistical tables.
- To produce primary datasets for the core EHS and the associated components.
- To provide expert technical support on the development, conduct and analysis of the EHS.
- To carry out two surveys of private landlords similar in scale and design as the English Private Landlords Survey. The Authority envisages the surveys to take place in 2023 and 2025.
- To carry out a study to assess the market value of dwellings in England during course of the contract. The Authority envisages the study to be similar in nature to the market value survey it commissioned in 2015:
http://doc.ukdataservice.ac.uk/doc/8068/mrdoc/pdf/8068_mvs_technical_report_2015.pdf.
- To carry out a statistical exercise during the course of the contract to produce modelled statistics on the housing quality and dwelling condition at local authority level.

3 HIGH LEVEL OUTLINE PROJECT OUTCOMES REQUIRED

- 3.1 The methodology of the core EHS will comprise a household interview followed by a separate physical inspection of the accommodation for a subset of the responding cases and vacant properties identified in the sample. The COVID-19 pandemic has meant the household interview is currently carried out on the telephone, while the physical survey is undertaken using administrative data and an external inspection the property. Pre-pandemic, both the interview and the physical survey were undertaken face-to-face in the home. The Authority would like the survey to adopt a mixed mode approach in the future, enabling respondents to choose how they would like to take part in the survey (e.g. online, on the telephone, face-to-face or via video call). Some work is currently underway to explore the feasibility of this.
- 3.2 While the length of the household interview and physical surveys are currently about 30 and 70 minutes respectively, the Authority would like to explore the cost and feasibility of increasing the length of the interview survey carried out under the new contract to up to 50 minutes; the length of the physical survey will remain at around 70 minutes. The Authority is also interested in exploring innovative alternative ways of collecting data (e.g. using administrative data) which would enable the interview questionnaire to focus solely on questions for which there is not an alternative data source.
- 3.3 The Authority aims to increase the number of household interviews from 13,300 to 17,000 interviews a year and the number of physical surveys from 6,200 to 8,000 surveys per year.
- 3.4 Details of the content of both the household interview and physical surveys are available on Gov.uk: <https://www.gov.uk/guidance/english-housing-survey-guidance-for-survey-users-and-participating-households>.
- 3.5 To manage the length of the questionnaire, the household interview survey currently include “core” topics and a number of rotating modules. The core topics generally remain in the survey from one year to the next while the rotating modules appear on the survey from time to time. The Authority expects this to continue unless alternative means of reducing the length of the questionnaire are developed. A few changes to questions in the core topics of the interview survey and to some sections of the physical survey form (e.g. to take account of technological developments in the building and energy sectors) each year should be expected.
- 3.6 The sample design to be used will continue to be unclustered when any two years of survey data are combined. No significant changes to the current sample design or weighting methodology are envisaged.
- 3.7 It is assumed that the current survey methodology will be largely retained with the interview survey preceding the physical survey. It is also assumed that some form of the current automatic appointment system whereby interviewers make a timed appointment for a surveyor’s visit, will continue.
- 3.8 Fieldwork of the core EHS will run on a financial year basis and will take place throughout the year.

- 3.9 Reporting of the core EHS is expected to follow the current timetable, though the Authority is interested in exploring ways the timetable can be expedited. It will begin with the publication of a headline report drafted by the Authority in December of the year following the completion of fieldwork. Thus, the headline report for 2022-23 will be published in December 2023. The Headline Report will include key topics from both the household interview and the dwelling sample. The topics covered in the Headline Report do not change much year to year.
- 3.10 The headline report is followed by a series of about seven short thematic reports and fact sheets covering a range of topics. The topics will reflect salient issues and will vary from year to year. The reports will be ready for release in July of the year following the completion of fieldwork. Timely delivery of the data and weighting variables is, therefore, a key requirement.
- 3.11 The Authority is interested in broadening the user base of the core EHS by disseminating findings using novel approaches such as interactive dashboards or online analysis towards the later stage of the contract. The Authority envisions this as a separate strand of work which will run in addition to the standard reporting described above.
- 3.12 In addition to delivering the core EHS, the Authority expects the Supplier to deliver the following associated components:
- A survey of private landlords similar in scale and design as the English Private Landlords Survey in 2023 and 2025.
 - One study to assess the market value of dwellings in England during life time of the contract. The Authority currently expects the study to take place in 2023-24 and to follow the methodology of the 2015 study which assessed the market value of the dwellings included in the EHS in the most recent two years. However, the Authority is receptive to considering alternative approaches.
 - A statistical exercise to produce modelled statistics on the housing quality and dwelling condition at local authority level. The Authority currently expects the work to take place from 2023-24 when the supplier would develop a model for the Authority to produce annual estimates in-house.
- 3.13 The Government must take account of Social Value in all of its procurement exercise. That is how a proposed contract might secure relevant and proportionate wider social, economic and environmental benefits. Those benefits are currently grouped into the following themes and outcomes:
- Covid-19 recovery (helping local communities to manage and recover from the impact of covid-19).
 - Tackling economic inequality (creating new businesses, jobs and skills, and increasing supply chain resilience and capacity) e.g. employment, training and work-experience opportunities for local people.
 - Fighting climate change (effective stewardship of the environment) e.g., local staff, local suppliers and local work reducing your carbon footprint.
 - Equal opportunity (tackling workforce inequality and reducing the disability employment gap risk of Modern slavery).

- Wellbeing (improving health and wellbeing, as well as community integration) e.g. supporting local community initiatives e.g. charities, local amateur sports teams etc.
- 3.14 To help ensure that the Social Value aspects of the evaluation criteria that the Authority will apply to this procurement is fair and proportionate, the Authority would like Potential Suppliers to gauge:
- which of the policy themes and outcomes are most relevant to this procurement and could yield some potential benefits;
 - what they could offer as wider benefits of the EHS under their chosen themes and outcomes;
 - the level of risk of modern slavery in their supply chain; and
 - whether modern slavery risks can be managed/mitigated within the service or not.
- 3.15 Please refer to the Social Value Model Quick Reference Table for details of the potential model evaluation questions, model award criteria, model response guidance and reporting metrics for each policy outcome to help in the assessment:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940828/Social-Value-Model-Quick-Reference-Table-Edn-1.1-3-Dec-20.pdf.

4 OUTPUTS/DELIVERABLES

- 4.1 A range of outputs are required. They include:
- well drafted thematic reports with innovative use of charts, tables and graphics;
 - statistical tables, dashboards, where applicable;
 - technical reports;
 - primary datasets for the core EHS and the associated components;
 - weighting factors;
 - management datasets and user documentation; and
 - survey instruments and bespoke syntax and models.
- 4.2 The primary datasets for the core EHS will comprise clean databases for both the interview and physical surveys for each year of the survey. Some files will also be required on a two year rolling basis. Each data base will comprise a number of separate data files.
- 4.3 The primary dataset of the English Private Landlord Survey, consisting of a single file detailing all cleaned and collected data as well as specified derived variables.
- 4.4 The primary dataset of the Market Value Survey is likely to consist of a single data file.
- 4.5 As the statistical analysis to produce local level modelled statistics on the housing quality and dwelling condition is a new component, the Authority will agree the format of the primary dataset with the Supplier after the award of the contract.
- 4.6 The datasets will be delivered electronically ready for immediate use with the software package IBM SPSS Statistics. Given the current developments in data analysis software, it is possible that the Authority may require the Supplier to deliver the datasets in another commonly used format such as R or SQL.

- 4.7 Details of the current weighting methodology are set out in the EHS Technical Advice Note: <https://www.gov.uk/government/publications/english-housing-survey-weighting-methodology-introduced-in-2013-to-2014>.
- 4.8 The Supplier will be required to deliver management data files containing all the key information relating to the progress and outcomes of the survey. The Authority will also require the Supplier to compile and deliver a number of address files for each year of the survey.
- 4.9 The management datasets should contain all the relevant information necessary for survey accountability, database management, weighting, and any follow up surveys outside of the EHS contract.
- 4.10 The key documentation and reports for the core EHS are as follows:
- Fieldwork progress reports on response rates for all stages of fieldwork are required weekly during the fieldwork period.
 - An annual technical report describing/evaluating the survey methodology and outcomes with recommendations for any changes. The report is expected to present standard errors for a subset of key variables. The latest technical report is available from <https://www.gov.uk/government/collections/english-housing-survey-technical-advice>.
 - Full, indexed documentation of the interview survey – showing question wording, routing, variable names, value labels and file location for each variable. This needs to be readily useable by analysts of the Authority and be updated annually to show all changes on a cumulative basis. The current documentation can be viewed at <https://www.gov.uk/government/publications/english-housing-survey-questionnaires>.
 - Documentation for the physical survey in the form of an annotated questionnaire showing the variable names assigned to each question on the form. The current documentation can be viewed at <https://www.gov.uk/government/publications/english-housing-survey-physical-surveys>
 - A data dictionary containing information on all the derived variables in the datasets delivered to the Authority.
 - Seven thematic reports each with about 20 A4 size pages of contents, one A4 size sheet of captioned infographics and full supporting annex tables. In some years, one of the reports may be replaced by three or four double A4 size fact sheets comprised of captioned infographics. The fact sheets will be accompanied by full supporting annex tables. Examples of reports and fact sheets can be found at <https://www.gov.uk/government/collections/english-housing-survey>. The Authority considers the delivery of well-drafted reports, with innovative use of charts, tables and other illustrations as of equal importance to the delivery of the more technical outputs.
 - The annual updating of the supporting statistical tables released in the form of 'Live Tables' on Gov.uk <https://www.gov.uk/government/collections/english-housing-survey>.

4.11 The key documentation and reports for the English Private Landlords Survey are as follows:

- Fully indexed documentation for the interview survey, showing questionnaire wording, routing, variable names and value labels for each variable. This needs to be readily usable by analysts of the Authority and updated bi-annually (with every new survey) to show any changes on a cumulative basis.
- A technical report describing/evaluating the survey methodology and outcomes with recommendations for any changes. The latest technical report is available from: <https://www.gov.uk/government/publications/english-private-landlord-survey-2018-technical-report> .
- A report detailing headline findings from the EHS, including infographics and supporting annex tables. The most recent report can be found here: <https://www.gov.uk/government/publications/english-private-landlord-survey-2018-main-report>

4.12 The key documentation and report on the Market Value Survey will be a technical report describing/evaluating the survey methodology and outcomes with recommendations for any changes. The latest technical report is available from the UK Data Service: http://doc.ukdataservice.ac.uk/doc/8068/mrdoc/pdf/8068_mvs_technical_report_2015.pdf .

4.13 The key documentation and report on the statistical analysis to produce local level modelled statistics on the housing quality and dwelling condition will be a technical report describing/evaluating the survey methodology and outcomes with recommendations for any changes.

4.14 For the core EHS, the Authority will require the Supplier to provide:

- Copies of the main computer assisted personal interviewing programs developed specifically for the EHS each year.
- Copies of the annual weighting programs (and documentation).
- Copies of any SPSS syntax set to create derived variables with properly annotated comments to explain the underpinning logic.
- Copies of any bespoke models developed under this contract to create complex derived measures for analysis. This includes, in particular, those used to generate complex stock related measures.

4.15 For the core English Private Landlords Survey, the Authority will require the Supplier to provide:

- Copies of the annual weighting programs (and documentation).
- Descriptions of the methods used to create derived variables and copies of syntax used to create them, if applicable.
- Descriptions of any bespoke models developed under this contract to create complex derived measures for analysis, and copies of syntax used to do so, if applicable.

- 4.16 The Authority will specify the analysis instruments and bespoke programs it will require the Supplier to provide in the service specification to be issues with the invitation to tender.
- 4.17 The Supplier should have clear project management arrangements and lines of control. The Authority will require the Supplier to nominate a dedicated project leader with on-going commitment to the project as it proceeds. That project leader will be responsible for managing all aspects of the work of all the sub-contractors. The Supplier's project team will be expected to hold full authority to command adequate resource levels from within the organisation and any of the named sub-contractors. The current project team from the contractor and sub-contractor sides has over 15 people.

5 KEY DATES & TENDERING PROCESS

- 5.1 If it is decided this service is required, it is anticipated that a procurement may start in July 2021 with the contract to commence in November/December 2021. These indicative dates are for information purposes only. MHCLG reserve the right to amend these dates at any time, and Potential Suppliers rely on them entirely at their own risk.
- 5.2 Indicative key competition and contract dates are set out below.

Premarket engagement call	11 June 2021
Issue of ITT	July/August 2021
Deadline for submission of tenders	Early September 2021
Contract award decision	November 2021
Contract commencement	November/December 2021
Fieldwork commencement	April 2022

- 5.3 The project, if progressed, is likely to be procured through the Crown Commercial Service (CCS) Dynamic Purchasing System (DPS) - RM6018 Research Market Place. Suppliers are able to apply to join the DPS at any time. During application to join the DPS, suppliers indicate which services they may be able to provide under the DPS. Please note that new suppliers are able to register with the DPS via the following link and that this process can take at least two weeks:
<https://supplierregistration.cabinetoffice.gov.uk/dps#research>. If you have any questions about the DPS and would like to contact a member of the CCS team please use the links provided on the website above.

6 RESPONSE

- 6.1 MHCLG will be hosting an online event to provide further detail on the requirements and to obtain market feedback, in particular to the questions below. The event is due to be held on **the morning of 11 June 2021**. Further information will be shared in advance of the event for those who express an interest and/or register to attend. To register for this event, please respond via the procurement portal. The deadline for the receipt of expressions of interest/registrations is **11.00am on Wednesday 9 June 2021**.
- 6.2 The purpose of the event is to allow MHCLG to understand the capacity and appetite of the market to deliver the various elements of this service and receive feedback about the proposed requirements. It will also be an opportunity for suppliers to raise any clarification questions.

6.3 MHCLG is specifically looking for responses to the following questions:

- Q1 Would you be interested in bidding for this project?
- Q2 Is this project deliverable in the timeframe proposed?
- Q3 Is what the Authority asking for clear?
- Q4 What, if anything, has the Authority missed or overlooked in setting out their requirement?
- Q5 Is there anything here which is irrelevant, outdated or unnecessary?
- Q6 What would the indicative cost be for this piece of work?
- Q7 Which of the proposed Social Value Themes, Policy Outcomes and Criteria would you consider most appropriate for this requirement? Please elaborate on your reasons why you consider these to be more relevant?
- Q8 In your opinion, what is the level of risk of modern slavery in your supply chain? Can modern slavery risks be managed / mitigated within the service?

7 QUESTIONS AND CLARIFICATIONS

- 7.1 Potential Suppliers may raise questions or seek clarification regarding any aspect of this PTME document at any time prior to the Response Deadline. MHCLG will respond to questions formally during the online event **on 11 June**. Questions may also be raised during the online event.
- 7.2 Potential Suppliers will be permitted to raise any further questions for a short period following the online event. These questions must be received no later than **17:00 hours on Friday 25 June 2021**.
- 7.3 To ensure that all Potential Suppliers have equal access to information regarding this PTME exercise, responses to questions raised by Potential Suppliers will be published in a "Questions and Answers" document, which will also be circulated by email to those attending the online event - and included in the final Invitation To Tender. MHCLG proposes to record the online event and this recording will also be included in the final Invitation To Tender.
- 7.4 Responses to questions will not identify the originator of the question.
- 7.5 If a Potential Supplier wishes to ask a question or seek clarification without the question and answer being revealed, then the Potential Supplier must state this in their email and provide its justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Potential Supplier will be invited to decide whether:
 - 7.5.1 the question/clarification and the response should in fact be published; or
 - 7.5.2 it wishes to withdraw the question/clarification.

8 GENERAL CONDITIONS

- 8.1 This PTME will help the Authority to refine the requirements and to understand the potential level of interest in the delivering requirements. It will also aid Potential Supplier's understanding of the requirements in advance of any formal competitive tender exercise.
- 8.2 The Authority reserves the right to change any information contained within this PTME at any time, and Potential Suppliers rely upon it entirely at their own risk.
- 8.3 The Authority reserves the right not to proceed with a competitive tender exercise after this PTME or to award any contract.
- 8.4 Any and all costs associated with the production of such a response to this PTME must be borne by the Potential Supplier.
- 8.5 No down-selection of Potential Suppliers will take place as a consequence of any responses or interactions relating to this PTME.
- 8.6 The Authority expects that all responses to this PTME will be provided by Potential Suppliers in good faith to the best of their ability in the light of information available at the time of their response.
- 8.7 No information provided by a Potential Supplier in response to this PTME will be carried forward, used or acknowledged in any way for the purpose of evaluating the Potential Supplier, in any subsequent formal procurement process.
- 8.8 For the avoidance of doubt, any suppliers who do not participate in the pre-market engagement exercise will still be permitted to take part in the tender exercise and submit a proposal if they choose to do so.

9 PROCUREMENT PORTAL

- 9.1 Your response to this PTME exercise must be submitted via MHCLG's procurement portal (located at <https://dclg.bravosolution.co.uk>), so you will need to be registered. The registration is completely free and full guidance is given below. .

Registration Guidance

If you are not already registered please follow the instructions below to do so:

- *Browse to the Portal*
- *Click the "Click here to register" link*
- *Accept the terms and conditions and click "continue"*
- *Enter your correct business and user details*
- *Note the username you chose and click "Save" when complete*
- *You will shortly receive an email with your unique password (please keep this secure).*
- **Confirm your registration with paul.farlow@communities.gov.uk so you can be added to the event on the tendering portal.**