

UK-London: survey conduction services
OJ S 30/2012 14/02/2012
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Institute of Education
Postal address: 20, Bedford Way
Town: London
Postal code: WC1H 0AL
Country: United Kingdom
For the attention of: Mitch Dalglish
E-mail: m.dalglish@ioe.ac.uk
Telephone: +44 2079115404

Additional information can be obtained from:

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address

I.2. Type of the contracting authority

Other: University

I.3. Main activity

Education

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

National child development study - age 55 follow-up.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 8: Research and development services

Main site or place of performance: UK Various.

NUTS code UK United Kingdom

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

The Centre for Longitudinal Studies (CLS) at the Institute of Education, University of London (UK) is seeking tenders from survey research agencies to carry out the instrument development, data collection and initial data processing for the age 55 follow-up. The National Child Development Study (NCDS) follows the lives of 17 000 people born in England, Scotland and Wales in a single week of 1958. Also known as the 1958 Birth Cohort Study, it collects information on physical and educational development, economic circumstances, employment, family life, health behaviour, wellbeing, social participation and attitudes. The study is core-funded by the Economic and Social Research Council. Since the birth survey in 1958, there have been eight further follow-ups at ages 7, 11, 16, 23, 33, 42, 46 and 50 and in 2003 (at age 45) 9 000 cohort members also participated in a 'bio-medical' follow-up. The next follow-up will take place in 2013 when cohort members will be aged 55. Data will be collected using a sequential mixed-mode approach using computer assisted web and telephone interviewing (CAWI and CATI). Cohort members will initially be invited to take part in a 25 minute computer assisted web interview (CAWI) and those not responding online will be contacted by telephone and invited to complete a computer assisted telephone interview (CATI). The CAWI and CATI surveys will use the same questionnaire. Prior follow-ups have typically been conducted face-to-face although the age 46 survey in 2004 was conducted via telephone. The age 55 follow-up will be the first time that cohort members have been invited to participate in a web-survey. It is anticipated that around 11 700 cohort members will be invited to participate. Fieldwork must take place between April 2013 and November 2013.

The survey research agency will be required to:

- Work closely with CLS to design and develop the data collection instruments. The agency will be responsible for the production of all instruments including all CAI programming required,
- The agency will be required to conduct the CAWI survey,
- Supply and train telephone interviewers to conduct the CATI interviews,
- Monitor and oversee the CAWI and CATI surveys to ensure that data collection is carried out on schedule and to a high standard,
- Carry out initial data processing i.e. coding, editing and data checking prior to delivering the data to CLS and provide full documentation of the data collection instruments.

II.1.6. CPV code(s)

79311200 Survey conduction services - DA02

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Approximately 11 500 cohort members will be invited to participate and it is anticipated that approximately 9 200 will do so. Tenderers wishing to carry out this work must be able to produce complex CAWI and CATI data collection instruments, carry out a large-scale web CAWI survey and be able to supply a trained field-force interviewers able to carry out telephone interviews across the whole of Great Britain.

Estimated value excluding VAT: 350 000,00 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

II.3. Duration of the contract or time limit for completion

Start 1.6.2012. Completion 28.2.2014

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

III.2.2. Economic and financial ability

List and brief description of conditions: To be included in the invitation to tender document.
Minimum level(s) of standards possibly required: To be included in the invitation to tender document.

III.2.3. Technical and professional ability

List and brief description of conditions:

Essential:

- Experience of producing complex CAI data collection instruments,
- Experience of carrying out large-scale telephone CAI surveys,
- Experience of carrying out large-scale web surveys,
- A trained field-force of telephone interviewers able to carry out interviews across the whole of the GB and capable of carrying out the volume of work required for this project in the timescale indicated,
- Evidence of quality assurance systems,
- Evidence of data security systems.

Desirable:

- Experience of carrying out large-scale longitudinal surveys,
- Experience of carrying out large-scale mixed mode surveys involving web and telephone interviewing.

Minimum level(s) of standards possibly required:

To be included in the invitation to tender document.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

IV.3.4. Time limit for receipt of tenders or requests to participate

13.4.2012 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

until: 1.6.2012

IV.3.8. Conditions for opening of tenders

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Matt Brown.

Lisa Calderwood.
Anthony Oba.
Mitch Dalglish.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

VI.3. Additional information

Requests for invitation to tender documents and any other correspondence should be sent by e-mail to Mitch Dalglish (m.dalglish@ioe.ac.uk) and copied to the following; Matt Brown (m.brown@ioe.ac.uk) Lisa Calderwood (l.calderwood@ioe.ac.uk); Anthony Oba (a.oba@ioe.ac.uk).

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

10.2.2012