

UK-London: Research consultancy services

OJ S 109/2013 07/06/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: The Electoral Commission

Postal address: 3 Bunhill Row

Town: London

Postal code: EC1Y 8YZ

Country: United Kingdom

For the attention of: Joe Hewton

E-mail: jhewton@electoralcommission.org.uk

Telephone: +44 2072710690

Internet address(es):

General address of the contracting authority: www.electoralcommission.org.uk

Address of the buyer profile: www.electoralcommission.org.uk

Electronic access to information: <http://www.electoralcommission.org.uk/about-us/tendering-for-contracts/new-invitations-to-tender>

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

Body governed by public law

I.3. Main activity

Other: Regulator

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

Framework Agreement for Research Services.

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: United Kingdom.

NUTS code UK United Kingdom

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

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with several operators

Number Envisaged maximum number of participants to the framework agreement: 25

Duration of the framework agreement

Duration in years: 3

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 750 000 and 2 500 000 GBP

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

The Electoral Commission is committed to using research to help fulfil its objectives. We use research to inform our election reporting and planning. This provides an evidence base to inform a range of policies and to ensure that the views and interests of voters are central to what we do.

The Electoral Commission needs to procure research services, sometimes at short notice and to tight timescales. The services to be covered by this framework agreement fall into three lots:

Lot 1 – Quantitative research.

Lot 2 – Qualitative research.

Lot 3 – Collection and analysis of electoral data.

II.1.6. CPV code(s)

73210000 Research consultancy services, 79300000 Market and economic research; polling and statistics

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

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The Electoral Commission anticipates to award approximately 24 contracts in the lifetime of this framework agreement split into the 3 lots.

Estimated value excluding VAT:

Range: between 750 000 and 2 500 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The duration of the framework agreement will be for 3 years with an option to extend for up to a further 12 months.

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 1

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

Start 1.1.2014. Completion 31.12.2016

Information about lots

Lot No: 1

Lot title: Quantitative research

1) Short description

The Electoral Commission commissions public opinion surveys, campaign tracking surveys and assessments of the completeness and accuracy of the electoral registers.

We usually contract a minimum of two surveys a year: our winter tracker survey (fieldwork November or December) and a post-election survey (fieldwork immediately after a given election). Other public opinion research may be commissioned in relation to specific events (e.g. additional elections or referendums) or to monitor particular issues. Our public opinion surveys are expected to include attitudinal and/or behavioural questions on subjects including electoral registration and the process of voting in elections.

Ahead of key electoral events, the Electoral Commission conducts public awareness campaigns aimed at encouraging people to register to vote in advance of each electoral event or to promote awareness of the electoral event. We procure tracking research alongside these campaigns in order to help assess their effectiveness.

The Electoral Commission also periodically carries out surveys to estimate the completeness and accuracy of the electoral registers. This research involves face-to-face interviewing of one resident at each sampled address, then comparing their details against the electoral register entries for the address.

2) CPV code(s)

73210000 Research consultancy services, 79300000 Market and economic research; polling and statistics

3) Quantity or scope

The number of call-off contracts in Lot 1 is anticipated to be in the region of 8 contracts assigned in the initial term of the Framework Agreement, although this number may vary.

Estimated value excluding VAT:

Range: between 480 000 and 1 500 000 GBP

4) Indication about different time frame or duration

Start 1.1.2014. Completion 31.12.2016

5) Additional information about lots

The number of successful economic operators expected for lot 1 is anticipated to be in the region of 10.

Lot No: 2

Lot title: Qualitative research

1) Short description

Qualitative research projects are undertaken when required to support the work of the Electoral Commission. The research is generally conducted with members of the public, but it may also be with other groups; for example, we have recently commissioned qualitative research with treasurers from political parties. Other qualitative projects we have commissioned in the past included those that related to testing the intelligibility of draft referendum questions and research into the usability of ballot papers and other voting materials.

We may commission qualitative research to look at the following areas over the initial term of

this framework. However, other issues for qualitative consideration may emerge over time, and this list should not be considered to be exhaustive.

- Attitudes towards electoral registration, including the barriers to registration and the move to individual electoral registration.
- Development and testing of advertising concepts for the Commission's public awareness campaigns.
- Understanding of, and attitudes towards, party and election finance issues.
- The usability of forms and other materials, which may include ballot papers.
- The intelligibility of draft referendum questions.

2) CPV code(s)

73210000 Research consultancy services, 79300000 Market and economic research; polling and statistics

3) Quantity or scope

The number of call-off contracts in Lot 2 is anticipated to be in the region of 8 contracts assigned in the initial term of the Framework Agreement, although this number may vary.

Estimated value excluding VAT:

Range: between 172 000 and 600 000 GBP

4) Indication about different time frame or duration

Start 1.1.2014. Completion 31.12.2016

5) Additional information about lots

The number of successful economic operators expected for lot 2 is anticipated to be in the region of 10.

Lot No: 3

Lot title: Collection and analysis of electoral data

1) Short description

We regularly collect and collate electoral data from Returning Officers after elections. This helps to inform policy and guidance on electoral administration, and enables us to provide information to members of the public, elected representatives, academics and the media, through both our election reports and our website.

Our exact data requirements are subject to change and would be confirmed with the successful tenderer before any given election. However, the electoral data which we have collected at recent elections includes the total electorate, votes cast, number of ballots rejected and data relating to postal votes. We will require data for different elections, using different electoral systems, and each poll may present different challenges. Economic operators on the framework will be able to choose whether to bid for the contract for data collection for any given elections.

For any election, an economic operator is expected to:

- Set up appropriate systems for collecting and storing data;
- Chase up any non-responding authorities;
- Enter all data into an appropriate system;
- Have a process in place to quality check the data received and/or carry out appropriate verification;
- Conduct any analysis requested;
- Provide data to the Electoral Commission in an appropriate format, at aggregate and constituency level, and at other levels of aggregation where requested;
- Report to us in an agreed format.

2) CPV code(s)

73210000 Research consultancy services, 79300000 Market and economic research; polling and statistics

3) Quantity or scope

The number of call-off contracts in Lot 3 is anticipated to be in the region of 8 contracts assigned in the initial term of the Framework Agreement, although this number may vary.

Estimated value excluding VAT:

Range: between 98 000 and 400 000 GBP

4) Indication about different time frame or duration

Start 1.1.2014. Completion 31.12.2016

5) Additional information about lots

The number of successful economic operators expected for lot 3 is anticipated to be in the region of 5.

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Please refer to the invitation to tender documents.

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

Payment will be in accordance with the Electoral Commission's Terms and Conditions.

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

Consortium.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: The Electoral Commission's standard terms and conditions for the provision of services will apply.

III.2. Conditions for participation

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

List and brief description of conditions: Detailed within the tender documents.

III.2.2. Economic and financial ability

List and brief description of conditions: Detailed within the tender documents.

Minimum level(s) of standards possibly required: Detailed within the tender documents.

III.2.3. Technical and professional ability

List and brief description of conditions:

Detailed within the tender documents.

Minimum level(s) of standards possibly required:

Detailed within the tender documents.

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: yes

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

C0033-PT-DCE.

IV.3.2. Previous publication concerning this procedure

no

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

Time limit for receipt of requests for documents or for accessing documents: 2.8.2013 - 12:00

Payable documents: no

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

2.8.2013 - 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

Duration in days: 120 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 2.8.2013 - 12:01

Place:

The Electoral Commission's London office.

Persons authorised to be present at the opening of tenders: no

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

Tenderers should refer to the tender pack, in particular to the Invitation to Tender Document – Read Me First.

VI.4. Procedures for review

VI.4.1. Review body

Official name: The Electoral Commission

Postal address: 3 Bunhill Row

Town: London

Postal code: EC1Y 8YZ

Country: United Kingdom

E-mail: cfreitas@electoralcommission.org.uk

Telephone: +44 2072710524

Internet address: <http://www.electoralcommission.org.uk/about-us/complaints?>

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

4.6.2013