

NORTHERN IRELAND POLICING BOARD INVITES TENDERS TO UNDERTAKE A SURVEY THAT MEASURES CONFIDENCE LEVELS OF YOUNG PEOPLE IN THE PSNI

INSTRUCTIONS TO TENDERERS

1. Background

The Northern Ireland Policing Board (the Board) is an independent public body made up of 19 Political and Independent Members established to ensure for all the people of Northern Ireland an effective, efficient, impartial, representative and accountable police service which will secure the confidence of the whole community, by reducing crime and the fear of crime.

2. Introduction

The Northern Ireland Policing Board and The Police Service of Northern Ireland Policing Plan 2015-2016 ([Policing Plan](#)) includes the following target: -

By 31 March 2016 the Board to establish a baseline for young people's confidence in policing

Responsibility for this target lies with the Policing Board.

3. Research requirements

The Board wishes to appoint a service provider to carry out a large scale survey on "Confidence in Policing" with a cohort of young people (defined as aged under 18) from Northern Ireland.

As a minimum, the successful service provider will be expected to:

- Conduct a large-scale survey on "Confidence in Policing" with a cohort of young people (**defined as aged between 10 and 18**) from Northern Ireland to encompass as broad a view of attitudes as possible

- Identify approximately 10 age appropriate questions to be used in measuring confidence levels amongst young people. The questions should allow the Board to establish an overall measure of confidence in the police as well as identify the importance of potential drivers of confidence (the questions will be agreed with the Board prior to commencement of the survey). Tenders should indicate the cost per question in their proposal.
- Ensure that the survey is robust in terms of being representative of young people across Northern Ireland
- Collect information so that results can be analysed by: -
 - Age
 - Gender
 - Ethnic group
 - Self-categorised community membership
 - Disability
 - Postcode
- Provide and present a final report, based on the outcomes from the survey, to the Board by mid-December 2015.

Proposals should be itemised according to the above requirements.

4. Acceptance of tenders

A tender shall only be accepted if;

- It is received before 2 pm on Monday 15 June 2015;
- the submission is in the English language and prices in pounds sterling;
and
- it is complete and fully compliant with the requirements detailed in the tender documentation.

Your application should be returned to: -

research@nipolicingboard.org.uk

Or

Statistics and Research Branch,
Northern Ireland Policing Board,
Waterside Tower,
31 Clarendon Road,
Clarendon Dock,
Belfast BT1 3BG

5. Right to Reject and/or Disqualify

The Board reserves the right to reject or disqualify a tenderer and/or its consortium partners where:

- a) the tender is completed incorrectly, is incomplete, inadequate or fails to meet the Board's requirements which have been notified to tenderers; and/or
- b) the tenderer and/or its consortium partner(s) is (are) guilty of serious misrepresentation; and/or
- c) there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the tenderer and/or its consortium partners; and/or
- d) there is an actual or potential conflict of interest arising between the client and the tenderer and/or its consortium partners. Tenderers are therefore advised to review carefully the prior or current involvement of the tenderer and its consortium partners with the Board and to notify the Board using the above address prior to submission of their tender identifying actual or potential conflicts of interest. Tenderers should note that they will be required to complete a 'Conflict of Interest Statement'.
- e) the tenderer directly or indirectly canvasses any official of the Board, or its officers, members, or agents or seeks to use external influences to distort competition concerning the award of this contract, or who directly or indirectly obtains or attempts to obtain information from such official, officer, member or agent concerning the proposed tender will be disqualified. (This should not however discourage any tenderer from clarifying any part of the documentation included in this competition).

6. False Information

Tenderers must ensure that all information included within their tender submission is

accurate. The inclusion of information that is found to be false or misleading, may result in the tenderers exclusion from this tender competition.

Furthermore, in the event that false or misleading information comes to light after a tenderer has been awarded a contract, this may be considered as grounds for termination of the contract.

7. Tenderer Clarification Requests

Tenderers may seek clarification in relation to this tender competition where they consider any part of the documentation or any other aspect of this procurement process unclear.

Any clarification relating to this procurement must be communicated by email to the Board. It is the tenderers responsibility to monitor clarifications issued and responses received.

The deadline for receipt of clarifications is 2pm on Monday 8 June 2015.

Responses to requests for clarification will be communicated by the Board to tenderers via the board's website (**tenderers are strongly advised to monitor the Board's website for updates**). The identity of the tenderer seeking clarifications will not be disclosed.

Where a tenderer believes that a clarification is confidential in nature, the request for clarification should clearly identify that the tenderer wishes the response to be kept confidential and not communicated to all tenderers.

In all circumstances, the Board reserves the right to communicate clarification responses to all tenderers at any stage, at its sole discretion, the clarification should be issued to all tenderers.

Clarification responses shall become part of the tender and must be treated as such by the tenderer.

8. Right to seek information/clarification from Tenderers

Tenderers may be required to furnish information as to economic and financial standing prior to the award of any tender.

Tenderers may be required to provide clarification of their tenders.

9. How your tender will be assessed

This contract will be awarded on the basis of the Most Economically Advantageous Tender (MEAT).

The assessment process will comprise of two stages; i.e. Selection and Award.

Tenderers must not make assumptions that the Board has prior knowledge of their organisation or their service provision. Tenderers will only be evaluated on the information provided in their response.

Stage 1 - Selection

Selection Criteria

Essential:

1. The researcher should have a proven background in research and analysis amongst young people. **A minimum of 2 and a maximum of 5 examples of work completed within the last 5 years must be provided.**

Each Example must include the following:

- Project Title (start & end date)
- Project Details

Stage 2 of the evaluation.

Pass / Fail: –

Tenderer's will be assessed on their ability to meet all of the minimum standards detailed in this section using the following definitions.

- Pass – Where the tenderer has fully demonstrated their ability to meet the minimum standard; and
- Fail – Where the tenderer has failed to fully demonstrate their ability to meet the minimum standard.

Stage 2 – Award

All tenderers who pass Stage 1 will have their tenders assessed against the qualitative and quantitative criteria listed within this section. Tenderers must address each criterion fully.

Whilst every endeavour has been made to provide tenderers with an accurate description of the requirements, tenderers should form their own conclusions about the methods and resources needed to meet those requirements. The Board cannot accept responsibility for tenderers' assessment of the requirement.

| Qualitative Criteria (Quality) | Weight | Max Score |
|---|---------------|------------------|
| Background Including experience of conducting large scale surveys amongst young people and awareness of carrying out young peoples' surveys in line with best practice | 10% | 50 (minimum 40) |
| Knowledge of Policing issues affecting young people in NI | 10% | 50 |
| Methodology (Including: proposed timescale for completion of final report by mid- December 2015) | 30% | 150 (minimum 90) |
| Quantitative Criteria (Price) | Weight | Max Score |
| Price | 50% | 250 |
| Total | 100% | 500 |

Key to Scoring

To ensure consistency and equity the evaluation panel will assign scores for quality of response to the qualitative requirements using the scores and indicators below:

| Score | Descriptor |
|-------|---|
| 0 | Failed to address the criterion. |
| 1 | Poor proposal to address the criterion. |
| 2 | Limited proposal to address criterion. |
| 3 | Acceptable proposal to address the criterion. |
| 4 | Good proposal to address the criterion. |
| 5 | Excellent proposal to address the criterion. |

Quantitative Assessment (Price)

For those tenders passing the qualitative assessment, the following formula will be used to evaluate price.

1. Lowest price tendered will be awarded the maximum score available, 250.
2. To calculate the score for the remaining prices, the following formula will be applied. The lowest tendered price divided by the tenderers price multiplied by 250.
3. Where a zero cost or “no cost” offer is made this offer will be assigned a nominal 1 pence value for assessment purposes only.

Tenderers should note the Board is not obliged to accept the lowest or any tender.

10.Format of Response

Your response must be sent to the Board at the email or address below.

research@nipolicingboard.org.uk

Or

Statistics and Research Branch,
Northern Ireland Policing Board,
Waterside Tower,
31 Clarendon Road,
Clarendon Dock,
Belfast
BT1 3BG

Confidentiality

Tenderers should treat the tender documents as private and confidential between the tenderer and the Board. Tenderers should note that the Board shall use the tender documents for the purposes of evaluation.

Contact Details

Any questions or clarifications relating to this procurement should be communicated directly to the Board. This will provide a clear audit trail of all communications in relation of this competition.

Tenderers will be notified via the Board as to the outcome of this competition. Tenderers should ensure that all contact details relevant to the competition are accurate and updated as required.

11. Contract Management

The successful contractor's performance on the contract will be regularly monitored. Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in the Board for further action.

Forms and Certificates

Instructions

The following forms are contained in this section and must be completed in full to ensure your tender is valid:

- | | | |
|-----------|--|-------------------|
| a. | <u>Form of Tender</u> | (Sign and return) |
| b. | <u>Certificate relating to Bonafide Tender</u> | (Sign and return) |
| c. | <u>VAT Registration</u> | (Sign and return) |
| d. | <u>Fair Employment and Treatment (Northern Ireland) Order 1998</u> | (Sign and return) |
| e. | <u>Freedom of Information Statement</u> | (Sign and return) |
| f. | <u>Conflict of Interest Statement</u> | (Sign and return) |

NORTHERN IRELAND POLICING BOARD

A. [FORM OF TENDER](#)

**CONTRACT FOR: Service provider to carry out a large scale survey on
“Confidence in Policing” with a cohort of young people**

1. I/We the undersigned hereby tender for the above contract in accordance with the Services Conditions of Contract and Specification at the prices quoted in the Schedule forming part of my/our tender response.
2. **I/We agree that this Tender together with your written acceptance thereof shall constitute a binding contract between us and the Policing Board in relation to the whole of the Tender.**
3. I/We have read, accept and agree to abide by the attached Conditions of Contract which take precedence over any terms, conditions, stipulations or provisos which may appear on or be Annexed to any correspondence submitted by me/us in connection with this Contract.
4. I/We understand that the Policing Board does not bind itself to accept the lowest or any tender submitted in response to this enquiry and may accept the whole or part of any tender.
5. I/We understand the Policing Board reserves the right to discontinue the award procedure in the event of irregular tenders or in the absence of appropriate tenders.
6. I/We warrant that I/we have all the requisite corporate authority to sign this tender.

Dated this _____ day of _____ 20 _____

Signed by or on behalf of the Tenderer: _____

Printed _____

*Name of Tenderer: _____ (Block Capitals)

Registered Address: _____

* Please insert here the FULL NAME of the Tenderer, or in the case of a partnership the FULL NAMES of ALL the partners.

NORTHERN IRELAND POLICING BOARD

B. CERTIFICATE RELATING TO BONA FIDE TENDER

1. The essence of tendering is that the client shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide tender intended to be competitive and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangements with any other person.
2. We also certify that we have not:
 - a. communicated to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of this tender;
 - b. entered into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
 - c. offered or paid or given or agreed to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.
3. We undertake that we will not do any of the acts mentioned in paragraphs 2a, 2b or 2c above at any time before the acceptance or rejection of this tender.
4. In this certificate the word "person" includes any persons and any body or association, corporate or unincorporated and "any agreement or arrangement" includes any such transaction, formal or informal and whether legally binding or not.

Signed:

Block Capitals:

for and on behalf of:

Date:

NORTHERN IRELAND POLICING BOARD

C. VAT REGISTRATION

Part 1 or Part 2 and Part 3 to be completed as appropriate by the Tenderer and returned with Tender Documents:-

1. My/Our VAT Registration Number is: _____

Signed by: _____

for and on behalf of: _____

Date: _____

I/We are “**EXEMPT**” from VAT under the terms of the Value Added Tax Act

2. 1994.

Signed by: _____

for and on behalf of: _____

Date: _____

Please indicate which of the following best describes the economic status of your

3. company/organisation:-

Small and Medium Sized Enterprise

☐ Yes

☐ No

Social Economy Enterprise

☐ Yes

☐ No

Voluntary and Community Organisation

☐ Yes

☐ No

If other please specify: _____

NORTHERN IRELAND POLICING BOARD

D. **FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998**

1. Article 64 of the Fair Employment and Treatment (Northern Ireland) Order 1998 provides inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by the public authority to submit offers. Article 64(4) also provides that the public authority shall take all such steps as are reasonable to secure that no work is executed or supplies or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.
2. For the purposes of Articles 64-66 of the Order, an unqualified person is a person on whom a notice has been served under Article 62(2) or Article 63(1) of the Order and which has not been cancelled.
3. Mindful of its obligations under the Order, the Policing Board has decided that it shall be a condition of tendering that a contractor shall not be an unqualified person for the purpose of Articles 64 - 66 of the Order.
4. Contractors are therefore asked to complete and return the form endorsed hereon, with their tender, to confirm that they are not unqualified persons and to undertake that no work shall be executed or supplies or services supplied by an unqualified person for the purposes of any contract with the Policing Board to which Article 64 of the Order applies.

FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998

I/We hereby declare that I am/we are not unqualified for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998.

I/We undertake that no work shall be executed or supplies or services supplied by any unqualified person for the purposes of any contract with the Policing Board, to which Article 64 of the Order applies.

Signed by:

Duly authorised to sign

for and on behalf of:

Date:

NORTHERN IRELAND POLICING BOARD

E. **FREEDOM OF INFORMATION STATEMENT**

With reference to the Instructions to Tenderers, please complete where appropriate.

I/We consider that:-

1. The information in this tender is sensitive*. ☐ Sensitive
2. The information in this tender is not sensitive*. ☐ Not Sensitive

****Delete as appropriate***

3. If the information supplied in this tender is considered sensitive, please state which information should not be disclosed and provide reasons:

4. Period for which information should remain commercially sensitive. Please state.

Signed:

Block Capitals:

for and on
behalf of

Date:

NORTHERN IRELAND POLICING BOARD

F. CONFLICT OF INTEREST DECLARATION

With reference to the Instructions to Tenderers, please complete where appropriate.

I/We warrant that:-

1. There **would be no** conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract. ☐ No Conflict
2. There could be a possible conflict or perceived conflict of interest in relation to [*] and their involvement in this contract. ☐ Possible Conflict
3. Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract:

Signed:

Block Capitals:

for and on behalf of:

Date:

***Enter name**