

Tenderers are required to input their pricing (in £) in the 2 green boxes in the worksheet. The Tender Sum Total, which will be used in the evaluation will be calculated automatically and is shown in the yellow box.

NOTE : The number and duration of interview minutes for the optional requirement are BEST ESTIMATES only for evaluation purposes.

Overall Weighting for Price: 30%

|  |  | Year 1 - 1<br>September 2020 to<br>31 July 2021                 |  |  |
|--|--|---|--|--|
|  |  | Fixed price to deliver<br>entire requirement<br>(£)             |  |  |
| <b>Item 1</b>                                    | <b>Base Requirement - Scottish ESS<br/>(based on UK ESS)</b> |   |  |  |
|  |  | Estimated number of<br>additional interview<br>minutes required | Price Per additional minute (£) (including all associated costs) | Estimated total Cost<br>of Op tional<br>Requirement to be<br>used for evalua ion |
| <b>Item 2</b>                                    | <b>Optional Requirement - additional<br/>questions</b>       | 5   |  |  |
| Tender Sum total to be used for price evalua ion |  |   |  |  |

|          |  |
|----------|--|
| *Note 1: | Tenderers should include a unit cost <b>per additional interview minute</b> in their financial proposals. This should encompass <b>all costs</b> associated with delivering an additional minute in the survey – e.g. designing and piloting the questions, the additional fieldwork (i.e. asking the additional questions to the full sample), analysis, QA, additional project management etc. |
| *Note 2: | The Total Fixed Price will form the basis of the commercial evaluation of Tenderers' proposals. The 'Total Firm Price' will taken forward to the Technical/Commercial calculation which will identify the preferred Tenderer.  |
| *Note 3: | Tenderers must also provide a breakdown of the staff costs and applicable overheads involved in providing the Base Requirement ESS services:   |

**Breakdown of Costs - for information purposes**  
**Table 1 - Price for Staff Costs**

| Personnel                                      | Grade/Job Role            | Days Input | Activity   | Daily Rate £ | Cost £ |
|--|---------------------------|------------|--|--------------|--------|
| ██████████                                     | Director                  | ██         | Validation and quality assurance of statistical analysis   | ██████       | ██████ |
| ██████████                                     | Director                  | █          | Strategic oversight; validation and quality assurance of research tools and outputs/deliverables   | ██████       | ██████ |
| ██████████                                     | Acting Research Manager   | ██         | Project manager and first point of contact for The Scottish Government; attendance at meetings; lead on sample strategy, questionnaire design, survey finalisation and survey team mobilisation; oversight of survey progress; lead on all aspects of analysis, report writing, presentation design and delivery of datasets | ██████       | ██████ |
| ██████████                                     | Senior Research Executive | ██         | Deputy project manager and second point of contact for The Scottish Government; attendance at meetings; IDBR data request and contribution to sample strategy; assistant on questionnaire design and all aspects of analysis, report writing and production of datasets  | ██████       | ██████ |
| ██████████                                     | Senior Research Executive | ██         | Sample frame coordination/sourcing; survey team induction/training, day-to-day supervision of survey team and quality checks; qualitative analysis of open text responses  | ██████       | ██████ |
| ██████████                                     | Research Executive        | █          | Survey piloting and feedback to project manager; independent report reader for sense check   | ██████       | ██████ |
| ██████████                                     | Statistical Analyst       | █          | Statistical analysis, including weighting and significance testing   | ██████       | ██████ |
| Telephone team ██████████                      | Interviewers ██████       | ██████     | 2,650 telephone survey completions   | ██████       | ██████ |
| <b>Total Price for Staff Costs (excl. VAT)</b> |                           |            |  |              | ██████ |

**Table 2 – Other Activities and Costs Related to the Delivery of Service**

| Activity                                       | Day Rate | Price £ (Ex VAT) |
|--|----------|------------------|
| Staff travel to 1 face-to-face project meeting |          | ██████           |
|  |          |                  |
|  |          |                  |
|  |          |                  |
|  |          |                  |

|   |            |                                      |            |
|---|------------|--------------------------------------|------------|
| Total Price for Other Activities and Costs related to Delivery of Service (excl. VAT) | ██████████ | Overall Base Fixed Price Requirement | ██████████ |
|---|------------|--------------------------------------|------------|

**Table 3 – Optional Requirement - Additional Question - Costs including all associated costs related to the Delivery of Service**

| Personnel      | Grade/Job Role            | Extra Hours Input | Activity   | Hourly Rate<br>£ | Cost<br>£  |
|----------------|---------------------------|-------------------|--|------------------|------------|
| ██████████     | Director                  | ██████████        | Additional time for quality assurance                  | ██████████       | ██████████ |
| ██████████     | Acting Research Manager   | ██████████        | Additional time for questionnaire design and reporting | ██████████       | ██████████ |
| ██████████     | Senior Research Executive | ██████████        | Additional time for analysis                           | ██████████       | ██████████ |
| ██████████     | Statistical Analyst       | ██████████        | Additional time for analysis                           | ██████████       | ██████████ |
| Telephone team | Interviewers              | ██████████        | Additional interviewing time                           | ██████████       | ██████████ |

\*Note: Tenderers may adjust Table 3 to equate the Costs associated for an Additional Question(s) to a Price Per Additional Interview Minute