

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

**\*Note 1:** Tenderers should include a unit cost per additional interview minute in their financial proposals. This should encompass all costs 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.



	Senior Research Executive		CATI checking, tables checking, coding and interviewer briefings	
	Research Executive		Progress reporting, CATI checking, data checking, Checking report data. Charting. QC of coding and interviewing.	
Data programmer	Data programmer		Set up of sample, programming of CATI, tables and data	
<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)		
Sample purchase				
Fieldwork including pilot fieldwork				
Coding				
Discount				
<b>Total Price for Other Activities and Costs related to Delivery of Service (excl. VAT)</b>			<b>Overall Base Fixed Price Requirement</b>	

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

Personnel	Grade/Job Role	Days/Hours Input (per minute)	Activity	Total £
	Directors		Additional design	
	Senior Research Manager		Additional design and testing	

[REDACTED]	Research Manager	[REDACTED]	Additional design and testing	[REDACTED]
[REDACTED]	Senior Research Executive	[REDACTED]	Additional checking of CATI and tables, editing and coding	[REDACTED]
[REDACTED]	Research Executive	[REDACTED]	Additional checking of CATI and tables, editing and coding	[REDACTED]
[REDACTED]	Research Executive	[REDACTED]	Additional programming of CATI and tables and SPSS	[REDACTED]
Interviewers (fieldwork)	Interviewers		Interviewing	[REDACTED]
Coders (coding)	Coders		Coding	[REDACTED]

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