



Understanding the experiences of physically inactive people in mid-life

Deadline for Tender Submissions:
28th August, 4pm



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1. About us

The UK's population is undergoing a massive age shift. In less than 20 years, one in four people will be over 65.

The fact that many of us are living longer is a great achievement. But unless radical action is taken by government, business and others in society, millions of us risk missing out on enjoying those extra years.

At the Centre for Ageing Better we want everyone to enjoy later life. We create change in policy and practice informed by evidence and work with partners across England to improve employment, housing, health and communities.

We are a charitable foundation, funded by The National Lottery Community Fund, and part of the government's What Works Network.

We have four priority goals:

Work

More people are working later in life. But employment rates drop after the age of 55 – and over half of people have stopped working before state pension age.

Supporting people to be in good quality, fulfilling work, for as long as possible, is important for their financial security in later life.

The Centre for Ageing Better is calling on employers to become more age-friendly. This means offering flexible working, fair recruitment and training and progression at every age and actively recognising the positive contribution older workers make. Ageing Better is also working with partners to find ways of helping more people approaching later life to get back into work.

Housing

Most people want to live in their own home for as long as possible. But most housing in the UK does not meet accessibility standards. And millions of homes are not deemed decent – in other words, not safe or warm.

Safe, accessible housing can maintain or improve health, wellbeing and social connections as we age.

The Centre for Ageing Better is campaigning with partners for all new homes to be built to higher accessibility standards and for current housing to be radically overhauled. Ageing Better is also working with planners, designers and developers to provide diverse housing options for people approaching later life.

Health

Too many of us spend later life in poor health and disability despite our longer lives. And people from the poorest areas are spending up to 20 years with disabling health conditions.

Good health allows us to remain independent, work and be involved in our communities.

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The Centre for Ageing Better is working with national and local partners to prioritise prevention and early intervention. Ageing Better is also working to ensure people's living and work environments enable them to live a full life even if their health has declined or they have developed a disability.

Communities

The design of the places we live in can enable us to get out and about and meet people as we grow older. But many people face barriers that stop them doing the things they enjoy and that matter to them.

As people approach later life, it's important they live in communities that make it easier to stay connected to other people.

The Centre for Ageing Better is working with local government, businesses and voluntary sector partners to improve transport and community spaces. Ageing Better is also working to increase opportunities for people to be active and involved in their communities regardless of age, ability or circumstances.

Let's take action today for all our tomorrows.

Let's make ageing better.

2. Background to this Invitation to Tender (ITT)

NOTE:

- This Invitation to Tender (“ITT”) is available to download on the Ageing Better website and is open to any **bidder** submitting a proposal for the Contract (hereinafter referred to as the “**Contract**”) before the stated deadline.
- Although this ITT is not subject to the [Public Contracts Regulations 2015](#), Bidders are reminded that Ageing Better will conduct the process in accordance with the key EU principles of transparency, non-discrimination and equal treatment.
- Any clarification questions should be sent to responses@ageing-better.org.uk by 4pm, 31st July 2020.
- Bidders should also notify us of their intention to bid by 4pm, 14th August 2020.

At the Centre for Ageing Better, our vision is a society where everyone enjoys their later life.¹ Health is fundamental to this. Good health allows us to remain independent, to work or be involved in our local communities and maintain social connections. We know that whether we smoke, how much we drink, our diet, weight, and exercise levels all have a real effect on our health. But, importantly, all of these health behaviours are amenable to change in mid-life. Consequently, at the Centre for Ageing Better we are focussed on people in mid-life, which we define as approximately 50-70 years old. We believe that through actions to improve the health, social connections, homes and financial circumstances of people in mid-life, we can effect real change for people in their later lives.

Physical inactivity² is one of the top risk factors for developing conditions that lead to preventable disability in later life. We know that physical activity can help to prevent and delay many age-related conditions and diseases. Physical activity can also help people to maintain their functional ability, their independence and their quality of life as they grow older. Yet the proportion of people who are physically inactive generally increases with age and those who are unemployed, have a long-term condition or disability, are from black and minority ethnic groups or are from lower socioeconomic backgrounds are more likely to be inactive than others of the same age. These groups are thus at increased risk of poor health outcomes in later life.

Yet middle-aged and older adults can gain substantial benefits by becoming more physically active, regardless of their past physical activity levels and established risk factors. We believe that interventions targeted at improving physical activity levels in the mid-life cohort can have a significant impact on the quality of their later lives. Moreover, we believe that getting those who are inactive to gain some level of activity will be more beneficial overall than increasing levels of activity in those who are already active.

¹ The Centre for Ageing Better is an independent charitable foundation, funded by an endowment from the National Lottery Community Fund.

² People classified as ‘inactive’ includes people who do no activity, those who don’t do enough (i.e. less than 30 minutes a week), or who don’t reach the required intensity levels (i.e. only do light intensity activity rather than moderate (where you raise your heart rate) or vigorous (where you’re out of breath or are sweating)). We use Sport England’s definition of activity, which includes: a walk lasting at least 10 minutes; a cycle ride; sports, fitness activities; and dance.

Ageing Better wants to understand more about the diversity of experiences of people in mid-life who are physically inactive.

To address this, we are commissioning a research project encompassing an evidence review and qualitative research with a diverse group of physically inactive people in mid-life. We want to summarise the existing evidence base on inactivity as it relates to our age cohort, looking at who is most likely to be inactive, and some of the enablers and barriers they identify. We know that much of the existing evidence comes from surveys and does not always sufficiently explore our specific age cohort. We therefore believe that capturing the attitudes and experiences of the most inactive through a qualitative piece of work will give us a richer understanding of how physical inactivity intersects with people's life stages and personal characteristics.

We are particularly interested in those who can be broadly defined as 'approaching later life', or mid-life (which we have defined as between 50 and 70). We believe that there is an evidence gap when it comes to the experiences of inactive people in mid-life, with a more substantial evidence base looking at inactivity in those of school age and retirement age and beyond.

We encourage bidders to give consideration to how this research might take into account potential changes in people's relationship with physical activity throughout the coronavirus pandemic, while providing insights that will be applicable in the longer-term.

This ITT is one of two projects that we are commissioning to initiate our work on physical activity. The second is:

Exploring active travel to increase levels of physical activity among people in mid-life

We are happy for bidders to bid for both ITTs but we will evaluate each bid based on its individual merit.

3. Contract Overview

3.1. Aims and objectives

We are commissioning this project to better understand the lived experience of people who are physically inactive in mid-life (50-70). Our aims are:

- To summarise the existing evidence base on physical inactivity specific to this age cohort. This is likely to also include working with Ageing Better and potentially other organisations, to incorporate separately commissioned analysis of survey data into this summary.
- To fill some of the gaps identified in the existing literature through qualitative research.
- To use the research insights from this work to inform project development within Ageing Better's Physical Activity programme.
- To provide new insight and stimulate discussion with external stakeholders about inactivity in mid-life.
- To enable Ageing Better to build relationships with stakeholders to help develop and disseminate this research.

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3.2. Research Questions

These research questions have been informed by feedback from a pre-ITT consultation. These are representative of questions we think need to be asked in order to understand people who are physically inactive in mid-life. However, we are open to refining these with the successful bidder. Bidders should consider, perhaps through engagement with key stakeholders, any further research questions they believe will give us additional insights and that we may have missed.

1. What can we learn from analysis of national surveys about the intersecting characteristics of the most inactive adults in mid-life (50-70)? e.g. gender, ethnicity, caring status, disability?
 - What else can the existing evidence base tell us about the demographic make-up of the most inactive?
 - How do the demographic characteristics of those in mid-life who are inactive compare to younger and older people who are inactive?

Note that we are commissioning — separate from this ITT — secondary data analysis of existing survey data and we believe that this research question will, in large part, be answered by that analysis. We ask bidders to work with us and the partner who conducts that data analysis to interpret the findings.

2. Considering adults who are inactive in mid-life, what are their attitudes towards; preferences for; knowledge and past experiences of physical activity?
 - What do people in this group perceive as physical activity? Do they see physical activity as a specific, planned event or as an accumulation of movement throughout the day?
 - How do they perceive their past experiences with physical activity, and how do they believe it has influenced their current participation in, and attitude to physical activity?
3. What challenges do inactive adults face in becoming physically active?
 - What motivators exist to enable them to become active?
 - Are these internal or external motivators?
 - What motivators exist outside of health and fitness? E.g. competition, enjoyment of sport
 - What barriers and perceived barriers exist which prevent them becoming active? Are these individual or system level barriers?
4. What do we know about adults who were active or fairly active and then became inactive? What, if anything, could enable them to become more active again or stop them from becoming inactive in the first place?
 - What, if any, impact did going from active to inactive have for them?
 - Was the change gradual or sudden?
 - Are there trigger points which precipitate moving from active to inactive? How are these trigger points different for different people?

3.3. Methodology

This project has two components:

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1. An evidence review summarising the existing published and grey literature specific to our age cohort and incorporating the aforementioned secondary data analysis of survey data. With this, we want to gain a broad, representative understanding of people who are inactive in our age group and to shape the sampling frame used in the qualitative research.
2. Primary qualitative research that seeks to fill some of the gaps identified in the evidence review. We are particularly interested in novel qualitative approaches which can provide rich insights into people's experiences of physical inactivity and produce an engaging set of outputs. This might include video case studies, photographs or diaries. Using the findings of the evidence review, we want to identify groups that are commonly underrepresented in the existing research, such as those from certain ethnic minority backgrounds.

Sample

Primary qualitative research should be with people aged 50-70 years old in England who are inactive (as defined in footnote 2). We are interested in understanding the experiences and perspectives of people across the ethnic, socioeconomic and geographic (rural vs urban) spectrum. We are especially interested in reaching people who are under-represented in the evidence base. Hence, this qualitative work is likely to include over-sampling of those identified as under-represented.

Note that we are open to bidders suggesting an appropriate sample size and that we provide no support in recruiting participants.

In light of the pandemic, bidders should propose a research approach that is based on current Government and Market Research Society guidance on safe research practice but which could be adapted if appropriate or possible as and when guidance changes.

3.4. Outputs

We anticipate the following key outputs for this project:

- A final report including the evidence review, key stats and figures from existing data sources, new insights collected in the primary research, and a set of key recommendations for policymakers, industry and future researchers.
- A summary of the final report that Ageing Better can use as the basis of a much shorter insight report.
- A webinar or breakfast seminar hosted by Ageing Better where the research findings will be presented to and tested with a group of stakeholders (please cost for participation and time in budget but not for venue [if needed] which Ageing Better will arrange).
- A small number (2-3) of video case studies with research participants. Ageing Better are likely to use these in across our social media channels and in presentations. We invite bidders to outline how they would identify potential case studies, and what approach they would take to creating these videos (this might include working in partnership with a videographer or others).

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Timings for these deliverables will be decided in conjunction with the successful bidder.

3.5. Contract term

The contract will commence in October 2020 and will run until approximately July 2021.

3.6. Budget

We are looking for bids up to £55,000 (excl. VAT).

Costs in the Pricing Document should be presented exclusive of VAT. Bidders should state whether or not they will apply VAT to the total Contract value. Ageing Better intends to award a Contract for services, on the basis of this Specification and Invitation to Tender. As such, it is our understanding that VAT is applicable, regardless of the successful Bidder's VAT status. Ageing Better recommends that Bidders should seek independent advice if they do not intend to apply VAT. Ageing Better will not make any additional provision to the agreed Contract value in order to cover VAT liabilities, if these costs are not included in the original Pricing Document.

3.7. Ways of working

We are an active commissioner and expect to work with the successful contractor to manage the scope of the research; to help make decisions as to priorities and depth of research; and to have the opportunity to comment on research materials as and when they are developed. This will include the scope and design of the qualitative research project.

We also expect to be regularly updated on project progress. A schedule for meetings and updates (and their format) will be developed in collaboration with the successful bidder. This is to ensure the project meets stakeholders needs whilst being deliverable within timescales and budget.

At the end of the project, we would expect to hold a facilitated discussion/workshop to discuss with Ageing Better staff what the next steps for the programme should be.

We are open to bids from organisations who wish to work in partnership with each other, e.g. one organisation undertaking the evidence review and another the qualitative work. Bids that include partnership working must illustrate the how the working relationship between the two organisations will work.

4. Invitation to Tender evaluation criteria

Bids for the Contract shall be evaluated on whether it's the most economically advantageous tender (MEAT). Ageing Better has allocated a maximum weighting for each criteria as follows:

Criteria	Weighting
1. Experience of project team	30%
2. Service delivery proposals	40%
3. Project management and quality assurance approach	20%
4. Value for money	10%
Total	100%

Bidders should submit no more than 3,000 words (excluding CVs) answering each of the above criteria.

4.1 Scoring

Criteria 1 to 4 shall be scored on a scale of 0 to 5 by reference to the following scoring guide:

Score	Description
5	Exceptional. Demonstrates strengths, no errors, weaknesses or omissions and exceeds expectations in some or all respects.
4	Good. The standard of response fully meets expectations.
3	Satisfactory. The response is acceptable but with some minor reservations.
2	Poor. The response is deficient in certain areas where the details of relevant response require the reviewer to make certain assumptions.
1	Very Poor. The response is deficient in the majority of areas where the details of relevant response require the reviewer to make frequent assumptions.
0	Rejected. Response is unacceptable or non-existent, or there is a failure to properly address any issue.

Criterion 4 is weighted at 10%. The Bidder that submits the Lowest Bid Total shall receive the maximum score of 10%. All other Bidders' Bid Totals shall be evaluated using the following formula:

$(\text{Lowest Bid Total} / \text{Reviewed Bid's Total}) \times 10$

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If a Bidder is successful in its bid for the Contract, then the Pricing Document is submitted as part of its bid will be referenced in the Contract it enters into with Ageing Better and will be used in calculating the amount payable to the successful Bidder under the Contract.

5. Bid return and Tender evaluation process

5.1 Enquiries and communication

During the Invitation to Tender stage Bidders may submit questions and requests for Clarification or further information. Bidders should note the following procedure for obtaining further information or Clarification on matters arising during the Invitation to Tender stage:

- Bidders shall address their questions and requests for Clarification or further information via e-mail to: **responses@ageing-better.org.uk**;
- On receipt of a request for Clarification or further information, Ageing Better may, at its sole discretion, endeavour to respond to the Bidder and provide such Bidder with any additional information to which Ageing Better has access, but Ageing Better shall not be obliged to comply with any such request and does not accept any liability or responsibility for failure to provide any such information (and absence of a response from Ageing Better shall not entitle a Bidder to make any particular assumptions about the matters sought to be clarified);
- Except as stated below, all questions and requests for Clarification or further information and the corresponding responses, will be circulated by Ageing Better to all Bidders;
- When submitting a question or request for Clarification or further information, Bidders should indicate whether or not they believe the question or request for Clarification or further information is commercially confidential to them and should not therefore be shared with other Bidders. Any such question or request for Clarification or further information should be marked 'Confidential – not to be circulated to other Bidders';
- If Ageing Better considers that, in the interests of open and fair competition, it is unable to respond to the question or request for Clarification or further information on a confidential basis, it will inform the Bidder who has submitted it. The Bidder must as soon as practicable thereafter request that either the query be withdrawn or treated as not confidential;
- All questions or requests for Clarification or further information must be submitted by **4pm, 31st July** at the latest. Requests/questions received after this time will not be responded to by Ageing Better.

5.2 Amendments to the Invitation to Tender

Ageing Better reserves the right to issue amendments or modifications to this Invitation to Tender during the Invitation to Tender stage. These will be issued to all Bidders simultaneously and bids will be assumed to take account of any such modifications and amendments.

5.3 Procedure for the submission of bids

Bidders shall submit one electronic copy Invitation to Tender by no later than **4pm, 28th August 2020** via e-mail to: **responses@ageing-better.org.uk**

The Invitation to Tender return shall state the following title:

'Understanding the experience of physically inactive people in mid-life'

Invitation to Tender for: Understanding the experiences of physically inactive people in mid-life

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We will acknowledge receipt of all bids.

Please provide your response to this Invitation to Tender by completing the required documents. Please do not provide separate or different types or formats of documents unless specifically requested to do so.

Please note that any stated limits on length of responses set out in the Invitation to Tender must be strictly adhered to. Any question response exceeding the stated limit will be disregarded beyond that limit. Unless specifically requested to do so, please do not include or upload any standard marketing or promotional material within your answer as this will be disregarded.

Supporting information (appendices, attachments etc.) should be presented in the same order as, and should be referenced to, the relevant question.

Late submissions will not be accepted.

Bidders are strongly recommended not to leave their Invitation to Tender submission to the last minute. Ageing Better will not be held liable for failures to submit an Invitation to Tender on time due to technical issues reported less than 24 hours before the submission deadline.

5.4 Content of bids

All bids must consist of the following items/documents:

- Confirmation of acceptance of the Conditions of Purchase as set out at Appendix 1;
- A completed Pricing Document as set out at Appendix 2;
- A completed Written Return, specifying how the Bidder will carry out the Services to be provided under the Contract, as set out at Appendix 3
- A copy of the Form of Tender as set out as Appendix 4 signed by the authorised signatory submitting the bid on behalf of the Bidder;
- A completed Anti-Collusion Certificate as set out at Appendix 5, signed by the authorised signatory submitting the bid on behalf of the Bidder;
- A completed Non-Canvassing Certificate as set out as Appendix 6, signed by the authorised signatory submitting the bid on behalf of the Bidder.
- A signed Supply Chain of Conduct as set out at Appendix 7, signed by the authorised signatory submitting the bid on behalf of the Bidder.

5.5 Evaluation of bids

- Bids will be checked initially for compliance with this Invitation to Tender and for completeness. Bids that are not substantially complete and/or compliant with this Invitation to Tender may be rejected;
- During the evaluation period, Ageing Better reserve the right to call for further information/clarifications from Bidders to assist it in its consideration of their bids. Note that Ageing Better reserve the right to adjust the scoring of a Bidder's bid if information is established during clarifications that fundamentally changes any tendered proposal.

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- Ageing Better reserve the option to invite Bidders to attend an interview at Ageing Better's offices to further explain their bid proposals. The provisional dates for these interviews are shown in Section 7 (Timetable) of this Invitation to Tender. The dates, times and venues of the interviews (if held) will be confirmed with Bidders under separate cover;
- The purpose of the Bidder interview is to allow Ageing Better to achieve a more rounded appreciation of Bidders' proposals. Note that Ageing Better reserve the right to adjust the scoring of a Bidder's bid if information is established during the interview that fundamentally changes any tendered proposal.

6. Important notices for bidders

6.1 Confidentiality

Subject to the exceptions referred to below, the information in this Invitation to Tender is made available by Ageing Better on condition that Bidders shall:

- at all times treat such information as confidential;
- not disclose, copy, reproduce, distribute or pass the information to any other third person or allow any of these things to happen; and
- not use the information for any purpose other than for the purpose of making (or deciding whether to make) a bid for the Contract.

Notwithstanding the conditions referred to above, Bidders may disclose, distribute or pass information to another person if:

- it is done for the sole purpose of enabling a bid to be made and the person receiving the information undertakes in writing to keep the information confidential on the same terms as set out in this Invitation to Tender; or
- Ageing Better gives its prior written consent in relation to such disclosure, distribution or passing of information.

Ageing Better may disclose any information relating to the bids to its directors, officers, employees, agents or advisers. Ageing Better also reserve the right to disseminate information that is materially relevant to the Contract to all Bidders, even if the information has only been requested by one Bidder. Ageing Better will act reasonably as regards the protection of commercially sensitive information relating to the Bidder.

6.2 Accuracy of information and liability of Ageing Better and its advisers

The information contained in this Invitation to Tender has been prepared by Ageing Better in good faith but does not purport to be comprehensive or to have been independently verified. Ageing Better does not accept any liability or responsibility for the adequacy, accuracy or completeness of, or makes any representation or warranty (express or implied) with respect to the information contained in the Invitation to Tender or with respect to any written or oral information made or to be made available to any Bidder or its professional advisors and any liability therefore is hereby expressly disclaimed.

Bidders considering entering into a contractual relationship with Ageing Better should make their own enquiries and investigations of Ageing Better's requirements. The subject matter of this Invitation to Tender shall only have contractual effect when it is contained in the express terms of an executed agreement.

Nothing in this Invitation to Tender is, or should be, relied upon as a promise or representation as to the future and Ageing Better does not undertake to provide Bidders with access to any additional information or to update the information in this Invitation to Tender or to correct any inaccuracies that may become apparent. Ageing Better reserve the right, without prior notice, to change the procedures outlined in this Invitation to Tender or to

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terminate discussions and the delivery of information at any time before entering into the Contract.

6.3 Anti-collusion

Any Bidder who, in connection with the competition for the selection of Bidders for the Contract:

- Fixes or adjusts its bid by or in accordance with any agreement or arrangement with any other Bidder;
- Enters into any agreement or arrangement with any other Bidder to refrain from making a bid or to alter, in any way, the content of any bid to be submitted;
- Causes or induces any person to enter into any such agreement as referred to above or to inform any other Bidder of the content of any other bid for the Contract;
- Offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any persons for doing or having done or causing or having caused to be done any act or omission in relation to any other bid or proposed bid for the Contract; or
- Communicates to any person (outside its consortium, its professional and financial advisers other than Ageing Better or any person duly appointed by Ageing Better) the content of its proposed bid, will be disqualified (without prejudice to any other civil remedies available to Ageing Better and without prejudice to any criminal liability that such conduct by a Bidder may attract) from further participation in the competition for the Contract. Bidders are required to return with their bid the Anti-Collusion Certificate set out at Appendix 5.

6.4 Non-canvassing

Any Bidder who, in connection with its bid for the Contract:

- offers an inducement, fee or award to any representative of Ageing Better or any person acting as an adviser to Ageing Better in connection with the selection of Bidders for the Contract; or
- does anything which would constitute a breach of the Bribery Act 2010, will be disqualified (without prejudice to any other civil remedies available to Ageing Better and without prejudice to any criminal liability that such conduct by a Bidder may attract) from further participation in the competition for the Contract. Bidders are required to return with their bid the Non-Canvassing Certificate set out at Appendix 6.

6.5 Copyright

The copyright in this Invitation to Tender is vested in Ageing Better and may not be reproduced, copied or stored in any medium without the prior written consent of Ageing Better. This Invitation to Tender and any document issued to Bidders supplemental to it shall remain the property of Ageing Better and shall be returned upon demand.

6.6 Tax Liability

Ageing Better and its subsidiaries, conducts their activities with integrity, transparency and fairness. Ageing Better are committed to the prevention of the facilitation of tax evasion as they recognise the importance of fostering a positive culture of tax compliance and maintaining the confidence of students, staff, partner organisations, other customers and the tax authorities.

Ageing Better and its subsidiaries do not and will not work with others who do not share their commitment to preventing the facilitation of tax evasion.

6.7 Modern Slavery Act 2015

The Bidder recognises that Ageing Better has a legal and moral commitment to ensuring that Ageing Better, through its staff, associates, agents, service providers and suppliers, conducts its business in accordance with the highest standards of ethical behaviours, transparency and probity. The Bidder shall, upon the request of Ageing Better, provide evidence of the steps the Bidder is taking to ensure that slavery and human trafficking is not taking place in any part of the Bidder's own business or supply chain in accordance with the provisions of the Modern Slavery Act 2015.

6.8 Confidentiality

Bidders shall not undertake (or permit to be undertaken) at any time, whether at this stage or after conclusion of the Contract, any publicity activity with any section of the media in relation to the Contract other than with the prior written consent of Ageing Better (in relation to the form and content of the proposed publicity).

6.9 Ageing Better's right to reject bids

Notwithstanding anything else stated in this Invitation to Tender, the issue of this Invitation to Tender in no way commits Ageing Better to enter into the Contract or any other agreement whatsoever. Ageing Better is not bound to accept any bid and reserve the right to accept any bid either in whole or in part.

Ageing Better reserve the right to reject any or all of the responses received and discontinue the bidding process and/or reject any incomplete or incorrectly completed responses.

Bids will be checked initially for compliance with the requirements of this Invitation to Tender and for completeness. Clarification may be sought from Bidders in order to determine if a bid is complete and compliant. Bids that are not substantially complete and/or compliant with the requirements of this Invitation to Tender may be rejected.

6.10 Time

Ageing Better reserve the right, in its absolute discretion to amend the timetable or extend any time period in this Invitation to Tender.

6.11 Bid costs and loss of profits

Bidders shall bear their own costs and in no circumstances whatsoever shall Ageing Better become liable for any bidding costs, nor shall Ageing Better be liable for any loss of profits, loss of Contracts or other costs or losses suffered or incurred by a Bidder as a result of that Bidder not being awarded one or more Contracts pursuant to this procurement process. Ageing Better shall similarly not be liable in the event that the procurement process is cancelled, whatever the reason.

7. Timetable

The indicative timetable for the procurement process is as set out below:

Stage	Date
Invitation to Tender issued to Bidders	20 th July 2020
Deadline for clarification questions	4pm, 31 st July 2020
Publication of clarification questions	7 th August 2020
Deadline for notifying intention to bid	4pm, 14 th August 2020
Deadline for bid submission	4pm, 28 th August 2020
Bidder Interview	14 th September 2020
Notification of result	21 st September 2020
Appointment of successful Bidder	21 st September 2020
Contract commencement	1 st October 2020

Ageing Better reserves the right to amend the above timetable.

Appendix 1 – Conditions of Contract

Appendix 2 – Pricing Document

Pricing Preambles

1. The Pricing Document contains the Bidder's rates (excluding VAT).
2. The descriptions in the Pricing Document shall not be regarded as an exhaustive statement of everything included in the Contract; refer to the Specification for the full Contract requirements. The rates in the Pricing Document shall include for all work shown or described in the Contract as a whole and for all work not described but apparent as being necessary for the provision of the Services.
3. The rates in the Pricing Document shall include for the whole of the Bidder's obligations under the Contract whether expressly stated or reasonably implied. No additional request for payment will be permitted unless authorised in writing by Ageing Better.
4. All rates quoted are to be fixed until 31st July 2021. Rates from 31st July 2021 onwards shall be subject to review between the parties, and any proposed increase shall be agreed in writing by Ageing Better. Any rate of increase shall be limited to a maximum of the prevailing CPI rate at the time of the review, published by the Office for National Statistics.
5. Where quantities are stated in the Pricing Document the Bidder should note that they may vary and there is no guarantee of quantity. The rates quoted in the Pricing Document shall apply regardless of the actual quantity of Services subsequently ordered.
6. The rates shall be sufficient to provide the Services in the Specification in isolation from any other requirement and in any quantity.
7. No quantity or continuity of work is guaranteed to the Bidder and this should be taken into account when completing the Pricing Document. Unless expressly stated to the contrary, any quantities given in the Pricing Document are indicative only.
8. Payment shall be made in accordance with the Pricing Document and the procedures described in the Conditions of Contract attached at Appendix 1.
9. The Bidder shall include all mileage, subsistence and expenses costs within the submitted rates.
10. The Bidder shall include all costs for the production of any documentation and the attendance of any meetings required by Ageing Better under the Contract within the submitted rates.

Schedule of Rates

Team member	Role	No. of days	Price per day (excl. VAT)	Total days
Total (excl. VAT)				£

The above rates shall include for all work shown or described in the Contract as a whole and for all work not described but apparent as being necessary for the provision of the Services.

Appendix 3 – Written Return

The Written Return is separated into a number of Sections and questions to provide Bidders with clarity on the overall requirements of Ageing Better in relation to the quality measures used to evaluate all bids.

Each Section is linked to the Evaluation Criteria detailed in Section 4 of this ITT document. The Section weightings are shown in each Section heading

Each element of each question shall be scored on a scale of 0 to 5 by reference to the scoring guide detailed in Section 4 of this ITT document:

Bidders shall note that there is a 3,000-word limit for the entire written return. Words that are used in diagrams are included in the word limit but it doesn't apply to Bibliographies, reference lists or CVs.

Section 0 – General Information

1	Bidder name	Insert details
2	Registered address	Insert details
3	Name of person completing the Invitation to Tender	Insert details
4	Telephone number	Insert details
5	E-mail address	Insert details
6	Company status (e.g. Ltd, Plc, sole trader, Charity, Community Benefit Society, etc.)	Insert details
7	VAT registration number	Insert details
8	Company registration number and/or charity number	Insert details
9	Date of incorporation	Insert details
10	Please provide the organisation name, contact details and a brief description of 2 contracts of a similar nature which demonstrate the Bidder’s experience in relation to Ageing Better’s requirements. Any Contract award will be subject to a satisfactory reference being provided by one or both of the named companies.	
	Insert details	

NOTE TO BIDDERS

Upon identifying the successful Bidder, Ageing Better may seek further evidence to determine the Bidder’s ability to perform the Contract prior to awarding the Contract. If the Bidder is unable to provide the further evidence required, Ageing Better reserves the right to withdraw the Bidder’s successful Bidder status.

Section 1: Service Delivery Proposal	Weighting
	40%
<p>Please outline your proposed approach to this research, demonstrating how you will answer the research questions, including details about any specific methodologies you would use. Please also highlight any issues that might impact service delivery, and how you plan to mitigate these risks.</p>	
Bidder's Response	

Section 2: Experience of project team	Weighting
	30%
<p>Please outline the members of the project team, and any relevant experience they have with similar research projects. We are especially interested in hearing about any experience looking specifically at physical activity within our target age cohort, or any closely related topics.</p>	
<p style="text-align: center;">Bidder's Response</p>	

Section 3: Project management and quality assurance approach	Weighting
	20%
<p>Please explain who will manage the project, and the roles and responsibilities of supporting team members (incl. activities, day rates) and outline your approach to quality assurance. If you are bidding as a consortium, please highlight your history of working together, how you will work together on this specific project. Please highlight how you will identify and obtain consent from potential participants.</p>	
Bidder's Response	

Section 4: Value for money	Weighting
	10%
<p>Cost will be scored via the formula detailed on page 11.</p> <p>Please include a table detailing the following:</p> <ul style="list-style-type: none">• Number of days on each activity by each team member• Day rates• Total cost of the project (excl. VAT)	
Bidder's Response	

Appendix 4 – Form of Tender

To: **Centre for Ageing Better**

Re: **Understanding the experiences of physically inactive people in mid-life**
(the “**Contract**”)

Dear Sirs

1. Having examined the Invitation to Tender and having satisfied ourselves as to all other matters relevant thereto, we confirm our tender for the Contract.
2. We enclose our tender and confirm that these comprise all of the documents required to be submitted in accordance with the matters set out in the Invitation to Tender. We acknowledge that we are bound by our proposals submitted pursuant to the Invitation to Tender.
3. We hereby unconditionally and irrevocably offer to provide the Services requested to be provided and performed under the Invitation to Tender in accordance with the Contract and at no greater rates or prices than the rates or prices stated in the Pricing Document.
4. We confirm that we are fully conversant with all the Invitation to Tender documentation and that this tender is submitted strictly in accordance with the Invitation to Tender.
5. We agree that this tender shall remain open to be accepted or not by Ageing Better and shall not be withdrawn for a period of twelve (12) months from the deadline for receipt of tenders as set out in the Invitation to Tender, or such longer period as may be agreed with Ageing Better.
6. We undertake to execute the Contract for the proper and complete fulfilment of the Services required or any part or parts thereof, as you may in your absolute discretion award to us.
7. We agree that we shall commence and undertake the Services required when instructed to do so pursuant to the terms of the Contract.
8. We certify that the details of this tender and the Invitation to Tender documentation have not been communicated to any other person or adjusted in accordance with any agreement or arrangement with any other person or organisation.
9. We acknowledge that Ageing Better is not bound to accept the lowest or any

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Centre for Ageing Better

tender it may receive, and reserve the right at its absolute discretion to accept or not to accept any tender submitted.

- 10. We certify that we have full power and authority to enter into the Contract and to carry out the Services, and that this is a bona fide tender.
- 11. We confirm that in submitting our tender, we have satisfied ourselves as to the accuracy and completeness of the information we require in order to do so (including that contained in the Invitation to Tender).

Total Price for this Tender

£.....

in words

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: _____

Name: _____

Position/Status: _____

On behalf of:
(name of Bidder) _____

Date: _____

Appendix 5 – Anti-Collusion Certificate

To: **Centre for Ageing Better**

Re: **Understanding the experiences of physically inactive people in mid-life (the “Contract”)**

The essence of the public procurement process is that Ageing Better shall receive *bona fide* competitive tenders from all Bidders. In recognition of this principle we hereby certify that this is a *bona fide* bid, intended to be competitive, and that we have not fixed or adjusted the bid by or under or in accordance with any agreement or arrangement with any other Bidder (other than a member of our own consortium). We have not and insofar as we are aware neither have any of our employees, contractors, advisers, agents, officers or subcontractors:

1. Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of any bid or the conditions on which any bid is made; or
2. Informed any other person, other than the person calling for this bid, of the content of the bid, except where the disclosure was necessary for the preparation of the bid for insurance, for performance bonds and/or Contract guarantee bonds or for professional advice required for the preparation of the bid; or
3. Caused or induced any person to enter into such an agreement as is mentioned in paragraph (1) and (2) above; or
4. Committed any offence under the Bribery Act 2010; or
5. Offered or agreed to pay or give any sum of money, inducement 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 bid or proposed bid any act or omission; or
6. Canvassed any other persons referred to in paragraph (1) above in connection with the Contract; or
7. Contacted any officer of Ageing Better about any aspect of the Contract except in a manner permitted by the Invitation to Tender.

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs (1) to (7) above before the hour and date specified for the return of the

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bid nor (in the event of the bid being accepted) shall we do so while the resulting Contract continues in force between us (or our successors in title) and Ageing Better.

In this certificate

The word “person” includes any person, body or association, corporate or incorporate and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: _____

Name: _____

Position/Status: _____

On behalf of:
(name of Bidder) _____

Date: _____

Appendix 6 – Non-Canvassing Certificate

To: **Centre for Ageing Better**

Re: **Understanding the experiences of physically inactive people in mid-life
(the “Contract”)**

Non-Canvassing Certificate

I/we hereby certify that I/we have not canvassed or solicited any officer or employee of Ageing Better in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf has done any such act.

I/we hereby further undertake that I/we will not in the future canvass or solicit any officer or employee of Ageing Better in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: _____

Name: _____

Position/Status: _____

On behalf of:
(name of Bidder) _____

Date: _____

Appendix 7 – Supply Chain of Conduct

Ageing Better is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contacts with suppliers that share and adhere to its vision

To demonstrate this commitment, Bidders are asked to acknowledge their compliance with the principles of the Supply Chain Code of Conduct for this Contract, below, with respect to their organisation and their supply chain:

With respect to Social Compliance Tenderers shall:

(i) Not use forced, involuntary or underage labour

- Employees should be free to choose their employment and leave that employment without hold by financial deposit of personal items
- Forced, bonded or involuntary prison labour shall not be used
- Support the effective abolition of child labour
- Comply with the national minimum age for employment, or minimum age 15, whichever is the higher unless a lower minimum age is permitted under International Labour Organisation (ILO) convention 138
- Where any child is found to be engaged in performing child labour, to provide support for that child to enable them to complete , as a minimum, their compulsory education (even if they shall cease to be involved in child labour) or an equivalent education level, as provided for under the UNI Covenant on Economic , Social and Cultural Rights. Such support by the Tenderer should recognise and not prove detrimental to the conditions of the child or those that their work supports

(ii) Provide suitable working conditions and terms

- At least statutory minimum wages (or if none, a realistic living wage) must be paid without discrimination to all employees and all non-statutory deductions must be with the consent of the employee.
- Working hours must be excessive (not over 48 hours per week, excluding overtime) and must allow for at least 1 day off for each 7 day period on average. Working beyond this should be non-regular and of employees own will
- A safe and hygienic working environment must be provided, including any catering or accommodation areas. Any hazardous working, as defined by ILO, should only be carried by persons age 18 years or over
- All equipment must be safe for use and processes must allow a safe working environment
- Policies and processes must be in place for recording and eliminating occurrence / reoccurrence of health and safety related incidents.

(iii) Treat employees fairly

- Allow employees the freedom of association to join (but not be forced to join) , or be represented by, a trade union or similar organisation of their choice, and be free to leave organisations

- Not discriminate or unfairly treat any employee for any reason including education, social class/ caste, nationality, trade union membership or any of the 9 Protected Characteristics of the UK Equality Act 2010
- Provide a workplace free from discrimination, harassment or victimisation
- Treat all employees with respect and dignity, and not accept inequality as justifiable on a basis of culture
- Remunerate all employees equally at the same employment grade, regardless of any characteristics listed above, unless statutory conditions require otherwise.

With respect to Ethical Compliance & Economic Development Tenderers shall:

- As a minimum, comply with all laws and regulations of the countries they are working in, manufacturing in or trading with, as applicable
- Not be involved in any way with acts of corruption or bribery, or support acts of violence or terrorism or abuse of individual people or communities
- Not force unsustainable or unfair contract terms on their suppliers, or throughout their supply chain, nor allow unfair exploitation of a dominant market or customer position
- Support fair trade conditions for producers, where applicable
- As a minimum, comply with all financial regulations and taxations of the countries they are working in, manufacturing or trading with, as applicable
- Include community benefit delivery in the locality of where the contract is performed (including publishing and delivering levels of local training and employment opportunities)
- Appoint sub-contractors through an open and fair process, such as public advertising of such opportunities wherever possible
- Act at all times with respect and integrity, including open and transparent accounting
- Allow staff protection if reporting misconduct or raising concerns with respect to their own, or another organisation, and ensure all affected staff are treated in a fair and transparent manner

With respect to Environmental Compliance Bidders shall:

- As a minimum, comply with all local and national environmental laws, regulations and directives of the countries they are working in, manufacturing in or trading with , as applicable
- Actively avoid causing environmental damage and / or negative environmental impact through manufacture and supply of the goods or services and disposal of supply chain waste
- Have a business plan in place, and be acting on it, to minimise their environmental impact year on year and adopting or working towards internationally recognised environmental standard and/ or behaviours
- Encourage the development and use of environmentally friendly technologies
- Promote positive environmental impacts (such as reduced carbon emissions, better carbon management, waste management and water management, reduced pollution levels and technological improvements) through their activities wherever possible.

I confirm that I am authorised and have all requisite corporate authority to make this declaration on behalf of the entity referred to below

I hereby confirm that the entity referred to below adheres to this Supply Chain Code of Conduct and , if successful in this procurement exercise , shall ensure its supply chain

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adheres to the Code of Conduct also in order to enforce and promote sound social, ethical , environmental and economic practices

Entity	(Enter text here)
Name	(Enter text here)
Title	(Enter text here)
Position in Entity	(Enter text here)
Date	(Enter text here)