



DECISION NO: CSD 132

SUBJECT: 2016 Residents Survey

BACKGROUND:

We conduct a biennial survey of North Somerset residents to measure opinions, including satisfaction with council services. A Request for Quote (RFQ) process has been conducted (in conjunction with the Strategic Procurement department) and a provider has been identified for the 2016 survey.

This Decision Notice is signed by relevant Service manager, on advice from the Section 151 Officer that his involvement is not needed.

DECISION:

To contract Wyman Dillon Ltd to do the 2016 survey.

Reasons:

Due to the value of this contract, a RFQ Process has been used (in line with Contract Standing Orders). The Price/Quality split was: 80% Price/20% Quality. The lower emphasis on quality was because this is a fairly standard piece of work, according to a restrictive specification, requiring: most of the price is taken up in post, print and materials. Survey analysis and reporting is not required. References (which have been taken up prior to award).

The RFQ documents were issued to four potential providers with the following results

Supplier	Responded?	Ranking
SNAP Surveys Ltd	Yes	2nd
Wyman Dillon Ltd	Yes	1st
MEL Research Ltd.	No	-
BMG Research Ltd	No	-

Other Alternatives Considered:

Doing part of the survey in-house is beyond our capacity and risks breaking the circle of information needed to administer this properly.

Financial Implications:

The value of the contract is £8,995, based on the RFQ specifications.

Implications for Future Years:

None

Signed: 
Business Intelligence Manager, North Somerset Council

Dated:26 July 2016.....