

## Call for tenders' details

Title: Preparation and Implementation of the Workers' Exposure Survey on Cancer Risk Factors in Europe (WES)

Start date: 22/07/2020

Time limit for receipt of tenders: 16/10/2020

Contracting authority: European Agency for Safety and Health at Work (EU-OSHA)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	14/09/2020 13:48	18/09/2020 16:12	Tender specifications	On the first pages of the Tender Specifications the OccIDEAS is mentioned a couple of times. How should the OccIDEAS be implemented in the project? Which activities are required.	<b>18/09/2020</b> The processing of data with OccIDEAS and assessment of the degree of exposure to cancer risk factors is out of the scope of this contract. One of the objectives of this contract would be to provide the dataset that will allow data processing and analysis with OccIDEAS.

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#	Submission date	Publication date	Question subject	Question	Answer
2	14/09/2020 13:52	18/09/2020 16:28	Tender specifications	On page 9, section 2.3.2., the total word count is estimated at 60,000 words for job and task modules and 11,000 words for introductory questions. It is also mentioned that "in the job and task modules, quite a large extent of text is repeated (question items and part of the questions)". Please provide a rough estimate of such repetitions and whether these repetitions are at a sentence or word level? And what is the estimated word count for the fieldwork material?	<b>18/09/2020</b> The repetitions are at the word level, e.g. 'yes', 'no', 'in the last working week', 'did you use...', 'what types of...', etc. As mentioned in section 2.3.2, tenderers are required to provide an overview of the fieldwork material that will be made available to the national teams and their staff, which includes introduction letter, information regarding data protection, the interviewer manual, training materials for country teams and interviewers, etc.

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#	Submission date	Publication date	Question subject	Question	Answer
3	14/09/2020 13:51	18/09/2020 16:30	Tender specifications	On page 7 of the Tender Specifications EU-OSHA expects tenderers to make a specific proposal online about obtaining information....Can you please explain what is meant with this.	<p><b>18/09/2020</b> Please consider the sentence as the following (section 2.3.1, page 7, paragraph starting with 'EU-OSHA expects to minimise non-response bias in WES.') EU-OSHA expects tenderers to make a specific proposal online about obtaining information from those who refuse to participate in the survey.</p> <p><b>21/09/2020</b> Please consider the sentence as the following (section 2.3.1, page 7, paragraph starting with 'EU-OSHA expects to minimise non-response bias in WES.') EU-OSHA expects tenderers to make a specific proposal about obtaining information from those who refuse to participate in the survey.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
4	14/09/2020 13:52	18/09/2020 16:31	Tender specifications	On task 3: Tenderers are expected to use high-quality, up-to-date sampling frames. If such sampling frames are not available for a country, is it allowed to use RDD instead? Or a combination of RDD and sampling frames?	<b>18/09/2020</b> As mentioned in section 2.3.3: Tenderers are expected to use high quality, up-to-date sampling frames to draw the samples and should justify and explain their approach for creating or acquiring such lists for the target population. The tenderer should describe the sampling frames proposed to be used in each country and outline their quality. If such sampling frames are not available for a country, the use of RDD or a combination of RDD and sampling frames should be equally justified and explained, outlining the quality.
5	14/09/2020 13:54	18/09/2020 16:34	Tender specifications	For Work package B, two contracts will be signed, one in 2021 and one in 2022. The fieldwork in 2022 is expected to start early in the year, and we prefer that the contract for 2022 is signed before the fieldwork starts. When will these contracts be signed?	<b>18/09/2020</b> For Work package B, both contracts will be signed before the fieldwork starts.

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6	14/09/2020 13:54	18/09/2020 16:35	Tender specifications	What is the definition of “national partners” on page 24 of the specifications?	<b>18/09/2020</b> As mentioned in section 2.4, 'National partners' will be responsible for all the country-specific tasks for the preparation and implementation of WES as described in the tender specifications and the tenderer's offer. The national teams will include, as a minimum, a national project manager and a fieldwork supervisor.
7	14/09/2020 13:55	18/09/2020 16:36	Tender specifications	On page 16 is mentioned 'each fieldwork centre'. Given the current (Covid-19) situation fieldwork centres have been abandoned and managers/fieldwork supervisors/interviewers are working from home. Given the current situation and not knowing when this will end, can we propose an alternative set-up (in the “new normal”) how we organise the fieldwork with our native interviewers corps?	<b>18/09/2020</b> As mentioned in section 2.3.6, each fieldwork centre (CATI lab) would preferably be located in the corresponding country and the interviewers must be native speakers of the language in which they are carrying out interviews. If there are no fieldwork centres in each country, tenderers in their offer will explain in detail how CATI labs will cover more than one country, ensuring a field force of native interviewers for each of the countries covered. A national project manager and a fieldwork supervisor must be designated in each fieldwork centre. In case staff is working from home, the organisation of the work as described above should not differ.

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#	Submission date	Publication date	Question subject	Question	Answer
8	14/09/2020 18:34	18/09/2020 16:40	Interviewing in Ireland	Is it possible to do the interviews for Ireland from a UK-based call centre as the UK is no longer part of the European Union? And are there any restrictions as regards the cooperation with UK-based teams for this project for other parts of the work to be done?	<b>18/09/2020</b> As mentioned in section 3.2 Rules on access to procurement, following the entry into force of the EU-UK Withdrawal Agreement on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.

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#	Submission date	Publication date	Question subject	Question	Answer
9	16/09/2020 18:57	18/09/2020 17:15	volume of text to be translated	In the tender specification, it is mentioned that the total volume to be translated amounts to 71.000 words for the questionnaire, but that a large extent of the text is repeated. Would it be possible to specify/estimate how much of the overall volume consists of repeated question items and question parts so as to come to a realistic volume for the total text to be newly translated?	<b>18/09/2020</b> As mentioned in section 2.3.2, it is expected that translation will be required for items totalling approximately 60,000 words for job and task modules and 11,000 words for introductory questions, not taking into account contact and final questions. In the job and task modules, quite a large extent of text is repeated (question items and part of the questions). The repetitions are at the word level, e.g. 'yes', 'no', 'in the last working week', 'did you use...', 'what types of...', etc. As indicated in section 2.3.1, most of the questions of job and task modules are repeated from the Australian survey but around a quarter of the questionnaire may be new.

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#	Submission date	Publication date	Question subject	Question	Answer
10	14/09/2020 13:50	21/09/2020 09:10	Task 1	On task 1: The main part of the questionnaire will remain unchanged from AWES cancer, but tenderers are asked to suggest how to best ask and describe the respondent's demographics and job in the introduction part. Once the project has started, will EU-OSHA deliver a draft questionnaire in which the tenderer can include questions about demographics and job type? Or will the first draft questionnaire be delivered after the tenderer has provided such questions?	<b>21/09/2020</b> Once the project has started, EU-OSHA will deliver a draft version of the job and task modules, in which the contractor could include introductory questions on respondents' demographics and job main characteristics. In parallel, job and task modules will be reviewed in English by EU-OSHA, assisted by national and international experts. A final decision on the master questionnaire will be taken by EU-OSHA in consultation with the contractor before pre-testing, and seeking advice from the experts.
11	22/09/2020 11:28	22/09/2020 11:58	Translation of glossary	EU-OSHA will provide a glossary of around 900 terms. Will the glossary need to be translated as a separate document, or is it used for preparation of the questionnaire translations only?	<b>22/09/2020</b> The glossary needs to be translated as a separate document. As mentioned in section 2.3.2, the contractor will produce a specific version of the questionnaire and of the glossary for each of the six countries covered by the survey. A TRAPD approach is not expected for the translation of the glossary.



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#	Submission date	Publication date	Question subject	Question	Answer
12	22/09/2020 11:41	24/09/2020 12:11	questionnaire: open-ended questions and recoding	Will there be any open-ended questions in the job and task modules that would also need to be recoded?	<b>24/09/2020</b> In the final version of the job and task modules, there will not be any open-ended questions that would need to be recoded.
13	22/09/2020 11:51	25/09/2020 08:41	Oversampling	"The tenderers are required to propose a sampling design in which occupations with a higher exposure to cancer risk factors (as per existing evidence) are oversampled, so to allow for more robust estimates and more granular investigation and analysis, and occupations with a lower exposure to cancer risk factors are undersampled, considering their more limited interest." Can you give an indication of what the size of the oversampling/undersampling would be that you would need? And how much of the total sample (or how many occupations) would the over- and undersampling apply to?	<b>25/09/2020</b> As mentioned in section 2.3.3, tenderers should take the need to oversample or undersample certain sub-groups of interest into account when designing the sampling (to ensure robust enough sub-group estimates). EU-OSHA expects the tenderers to provide in their offer a description of the sample design for each country.

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#	Submission date	Publication date	Question subject	Question	Answer
14	22/09/2020 11:40	01/10/2020 09:35	Questionnaire	Is it possible to receive the full questionnaire used in AWES? We understand that the questionnaire to be used in the European survey will still be under review at the start of the contract, but given that it will be very similar to the questionnaire to be used in this contract, having the Australian questionnaire (all task and job modules) will still be very useful, and crucial to accurately determine the approach and related costs of the different fieldwork preparation phases. In addition to that, under the assumption that the questionnaire has been made available in the context of the feasibility study, we believe that sharing the questionnaire to all interested tenderers would create an appropriate level playing field, as it can be assumed that the questionnaire is now already available to interested tenderers that were involved in the feasibility study.	<b>01/10/2020</b> We make available a draft version of the job and task modules used for the AWES. This version does not include any revision and adaptation that are necessary for the European survey. The document is not meant to be distributed or disseminated further.

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15	07/10/2020 16:23	08/10/2020 09:19	Staff category for staff allocation table	ANnex 7 - Brrakdown of staff allocation asks to give a "category" for each staff member. Can you explain what information you would want us to provide here? There are some roles mentioned in the tender specifications under 4.3.4 (e.g., lead project manager, translation coordinator, etc.), but these do not cover all staff. What staff categorisation are we expected to use in Annex 7?	<b>08/10/2020</b> Category usually refers to senior and junior staff. It may be useful to add in the staff allocation table the role that the staff member will have in the project together with her/his name. In case the person would have a role not defined in the tender specifications, the tenderer could add a short description (e.g. admin support, technical support, ...). In any case, the tenderer can include additional information in the table if considered relevant, as long as the minimum information (as put in Annex 7) is included.

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