



SCOTTISH EXECUTIVE

Drug Misuse Research Programme

TENDERING AND COMMISSIONING QUESTIONNAIRE

About the survey

This survey is being conducted by the EIU research team in order to help us improve our working practices in commissioning research, and to elicit the views of our colleagues in the research community on good practice in tendering for and commissioning research.

The questionnaire is intended for everyone who has tendered for an EIU research project and / or who potentially will in the future.

Please note that responses will be regarded as the opinions of the individual completing the questionnaire, rather than as representative of the organisation's views. We would, therefore, be grateful if respondents could also forward this questionnaire on to colleagues for whom this may be relevant. Results will be presented in aggregate form only and individual responses will be entirely confidential to the EIU research team.

Please direct all completed questionnaires, or any questions regarding the survey to Samantha Coope in the Effective Interventions Unit, on 0131 244 3079, or at sam.coope@scotland.gsi.gov.uk. If you wish to send questionnaires by post, please address them to: Effective Interventions Unit, Scottish Executive, Room 3ER, St Andrews House, Regent Road, Edinburgh, EH1 3DG.

1. YOUR DETAILS

Name	
Name of organisation	
Position within organisation	
Department	

2. AWARENESS OF RESEARCH PROGRAMME

2(a) How did you first become aware of the Scottish Executive's Drug Misuse Research Programme? (Please check all that apply)	
We looked at the ISD / EIU website	<input type="checkbox"/>
We were posted / emailed a copy by EIU	<input type="checkbox"/>
We were posted / emailed a copy through the Evaluation Society newsgroup	<input type="checkbox"/>
We were posted / emailed a copy through the HEBS emailing list	<input type="checkbox"/>
We were posted / emailed a copy through the EMCDDA emailing list	<input type="checkbox"/>
We were posted / emailed a copy through the SRA emailing list	<input type="checkbox"/>
We were made aware of it by a university Research and Innovation Service	<input type="checkbox"/>
We read about it in the SDF bulletin	<input type="checkbox"/>
Other (please list)	<input type="checkbox"/>
1.	
2.	
3.	
Not applicable	<input type="checkbox"/>

2(b) How did you hear about any requests for expressions of interest in research projects to be commissioned by the EIU? (Please check all that apply)	
We looked at the ISD / EIU website	<input type="checkbox"/>
We were posted / emailed details by EIU	<input type="checkbox"/>
We were posted / emailed details through the Evaluation Society newsgroup	<input type="checkbox"/>
We were posted / emailed details through the HEBS emailing list	<input type="checkbox"/>
We were posted / emailed details through the EMCDDA emailing list	<input type="checkbox"/>
We were posted / emailed details through the SRA emailing list	<input type="checkbox"/>
We were alerted by a university Research and Innovation Service	<input type="checkbox"/>
We read about it in the SDF bulletin	<input type="checkbox"/>
Other (please list)	<input type="checkbox"/>
1.	
2.	
3.	
Not applicable	<input type="checkbox"/>

2(c) What other channels do you use to keep up to date on opportunities for research? (e.g. websites or publications not mentioned above). Please specify these below.

2(d) If you have any suggestions on how information about the research programme may be disseminated around a wider range of potential researchers, please specify these below.

3(d) If on any occasion you have submitted an expression of interest to EIU for any of the projects on the research programme, but did not subsequently submit a tender for any such projects, why was this? Please check all options that apply.	
There was not enough time allowed for us to put together a tender	<input type="checkbox"/>
A guide price was specified in the research specification, and this did not appear to be sufficient for us to undertake this piece of work	<input type="checkbox"/>
We did not have the resources available to carry out this piece of work in the specified time period	<input type="checkbox"/>
On consideration of the research specification it appeared that we did not have the expertise available to undertake the project.	<input type="checkbox"/>
We did not feel that we could submit a cost effective bid - due to the travelling time and expenses we would incur during the course of the project	<input type="checkbox"/>
We did not feel that we could submit a cost effective bid - due to other reasons other than travel (please specify below)	<input type="checkbox"/>
Other reasons (please specify below)	<input type="checkbox"/>
Not applicable	<input type="checkbox"/>

3(e) Please rate the quality of the research specification/s you have received from EIU, on the following criteria:					
	Excellent	Good	Unsure	Fair	Poor
Clarity of the project aims and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helpfulness of the background information provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of the timetable and available resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3(f) Was an adequate amount of time allowed to respond to the invitation to tender?						
	Definitely	Probably	Unsure	Probably not	Definitely not	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3(g) Have you submitted at least one successful tender to EIU in the past?	
Yes	<input type="checkbox"/> Please proceed to 3(h)
No	<input type="checkbox"/> Please proceed to 3(i)

3(h) Was an adequate amount of time allowed in the original research specification for the actual project to be completed?						
	Definitely	Probably	Unsure	Probably not	Definitely not	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3(i) Have you submitted at least one unsuccessful tender to EIU in the past?	
Yes	<input type="checkbox"/> Please proceed to 3(j)
No	<input type="checkbox"/> Please proceed to Section 4

(j) After receiving notification that your tender had not been successful, did you request any feedback from EIU?	
Yes, at least once	<input type="checkbox"/> Please proceed to 3(k)
No	<input type="checkbox"/> Please proceed to Section 4

(k) What was the format of the feedback that you received? How satisfactory was this feedback? Please answer this for all instances in which you received feedback.	
Name of project	Feedback
Name of project 1:	Verbal <input type="checkbox"/> Brief written <input type="checkbox"/> Detailed written <input type="checkbox"/> Satisfaction with feedback received: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very satisfied Satisfied Adequate Unsatisfied Very unsatisfied
Name of project 2:	Verbal <input type="checkbox"/> Brief written <input type="checkbox"/> Detailed written <input type="checkbox"/> Satisfaction with feedback received: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very satisfied Satisfied Adequate Unsatisfied Very unsatisfied
Name of project 3:	Verbal <input type="checkbox"/> Brief written <input type="checkbox"/> Detailed written <input type="checkbox"/> Satisfaction with feedback received: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very satisfied Satisfied Adequate Unsatisfied Very unsatisfied

4. RESEARCH COMPETITION

*In 2001, the EIU held an open research competition. This invited applications for funding for projects **not** specified in the Drug Misuse Research Programme. The focus of the competition was on proposals for original, practical and applied research to support the Scottish Executive Drugs Strategy.*

4(a) Were you aware of the EIU research competition?	
Yes	<input type="checkbox"/> Please proceed to 4(b)
No	<input type="checkbox"/> Please proceed to Section 5

4(b) How did you hear about the EIU research competition?	
We looked at the ISD / EIU website	<input type="checkbox"/>
We were posted / emailed information by EIU	<input type="checkbox"/>
We read about it in the SDF bulletin	<input type="checkbox"/>
We heard about it through our local Drug Action Team	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>

4(c) Did you apply to the EIU research competition?	
Yes	<input type="checkbox"/> Please proceed to 4(e)
No	<input type="checkbox"/> Please proceed to 4(d)

4(d) Why didn't you apply to the EIU research competition? Please specify your reasons in the space provided below.

4(e) Was the guidance provided for the EIU research competition clear enough?						
	Definitely	Probably	Unsure	Probably not	Definitely not	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4(f) Please provide any comments you have on the EIU research competition in the space provided below.

5. GENERAL OPINIONS

5(a) In your experience, does EIU's tendering and commissioning process compare favourably, unfavourably, or generally on a par with the procedures adopted by other bodies commissioning research that you have come into contact with?	
Favourably	<input type="checkbox"/>
On a par	<input type="checkbox"/>
Unfavourably	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

5(b) If you have any other comments regarding the EIU's approach to commissioning research, please let us know about them in the space provided below.

Thank you for taking the time to complete this questionnaire.