

Title: City Tracker Update

Author(s): Paula Black - Head of Performance & Analysis,
Brighton & Hove City Council

1. Update on progress

- 1.1 Following recommendations from the BHSP meeting in December where the questionnaire was agreed in principle, small amendments were made as requested.
- 1.2 The question about how easy or difficult it is to recycle in Brighton & Hove was removed and a question about how satisfied or dissatisfied residents are with our recycling service, waste collection service and street cleaning service were added. The final version is attached.
- 1.3 Following discussions with B&HCC's Procurement Team an e-mail was sent to five research organisations requesting quotes for work relating to the City Tracker (see below). The five organisations were:
 - Hill Taylor Research & Fieldwork Services, Exeter
 - Qa Research, York & London
 - M-E-L Research, Birmingham
 - England Marketing Ltd, Cambridgeshire
 - Brook Data, Lancing
- 1.4 All five organisations submitted tenders by the deadline of 26 January 2012.
- 1.5 Following procurement guidelines a preferred organisation will be selected during the w/c 6 February 2012.
- 1.6 Criteria used for selection will be:
 - Cost/Value for money
 - Understanding of the brief and clarity in responding to our specification
 - Proposed methodology and time scales
 - Analysis and reporting
 - Demonstration of their capacity to undertake the work/provision of a dedicated sole contact/relevant experience

- Whether they will be contracting out any of the work/assurance around management of contracts and quality
- 1.7 Once an organisation has been selected it would be anticipated that the first wave of the tracker will be undertaken during March 2011 with results available by May 2012.

2. Recommendation

- 2.1 For information only