

The Data Lab – Tender

Part A: The Data Lab MSc – Sourcing Placements & CV/Interview Training (2 years)

Part B: Data Talent Scotland – Sourcing Exhibitors (2 years)

PROPOSAL

You can submit a proposal for Part A and/or Part B.

Please submit your proposal to skills@thedatalab.com by **17:00 Tuesday 4th July 2017**.

The proposal should include:

- Cost (inc. VAT);
- Brief outline of the methodology for how you will meet the objectives and timescales described below;
- Brief profile of similar work that you have undertaken;
- Names and summary of experience for those working on the project.

A decision will be made and communicated to you by **17:00 on Friday 7th July**.

We may request a phone interview to discuss the proposal in more detail.

Note: The call is for a two-year contract. The second year is subject to confirmation in March 2018.

Part A: The Data Lab MSc - Sourcing Placements & CV/Interview Training

A1 - Objective

Due to the success of our second cohort in 2016/17 the [MSc scholarship programme](#) has expanded to up to 130 MSc students for 2017/18. This programme is funded by the Scottish Funding Council and European Social Fund.

We are inviting proposals from suppliers to find paid work placements for MSc-level data science students with organisation based in Scotland. This work includes, sourcing Scottish organisation and matching students to these organisations.

We expect at least 75% of students to undertake a work-placement. Therefore, our target is around 100 placements sourced and filled by a The Data Lab-funded student for 2018.

We aim to achieve a reasonable geographic spread around the country with:

- *at least 50 placements in Glasgow, Stirling and the South West of Scotland, and*
- *at least 15 placements in Aberdeen, Aberdeenshire and the Highlands and Islands region.*

A2 - Placement Details

Placements must be focused in the field of data science, analytics, artificial intelligence and other related fields. Placements will typically run for the duration of three months (10-12 weeks) and will receive at least minimum wage in Scotland.

Placements should be designed for students completing one of The Data Lab funded MSc degree programmes.

A3 - Timeline

We will work with the supplier to agree a timeline. Below is our current draft timeline.

July – March

Sourcing placements – finding organisations that will take a student for a placement

November - December

Interview and CV-writing training for The Data Lab MSc students

January

Workplace culture training event for The Data Lab MSc students (optional).

Mid-January

Students submit their placement preferences and CVs (skill sets, interests, possible locations)

February

Placement matching begins

February – April

Placement matching and interviews take place.

April – May

All offers are made to students. The Data Lab and universities are informed. Interview feedback is provided

June

Three-month placements begin.

A4 - Liaison with Placement Providers

The successful organisation will be the lead liaison with the placement providers until the placements begin. This includes providing suitable guidance about timelines, application processes, interviews and all other requirements. The organisation will provide final confirmation of the placement and advise next steps (contract) with the placement provider, student, academic course leader and The Data Lab.

A5 - Viable projects and provision of Data

The successful organisation will work with placement providers to ensure that they have a viable project and where relevant, they have datasets open and available to the student by the start-date of their placement.

A6 - Interview feedback

The successful organisation will ensure that placement providers give timely feedback to all interviewed student candidates.

A7 - Quality Assurance

The successful organisation will review all placement vacancies for quality before submitting to The Data Lab.

A8 - Unfilled Placements

The Data Lab will offer any placement, which is not filled by a student who is part of The Data Lab MSc Scholarships programme, to non-funded students on funded courses in the first instance / before they are shared with other universities. The Data Lab may ask the supplier to match non-funded students to unfilled placements. This additional work will be at the agreed price per placement.

A9 - The Data Lab Placement Webpage

Information for students and companies will be hosted on The Data Lab's website on a specific Placements Page. The successful organisation will work with The Data Lab to maintain up to date information on this site.

A10 - Budget

The Data Lab budget for this activity will be £24,000 (inc VAT). Proposals should provide a breakdown of costs, summarised by cost per placement. Payment will be made on the basis of the number of placements secured which meet The Data Lab's quality assurance process (capped at 130 places). We favour a pricing structure where we pay per successfully placement (a placement opportunity created and successfully filled by a student).

A11 - The Data Lab support

The Data Lab will provide support in several ways:

- A. Outreach to our network of organisations
- B. Hosting an information event with potential placement providers
- C. Liaison with The Data Lab MSc students and academic staff
- D. Regular catch-up meetings / calls
- E. Marketing

A12 - Career events

A. Interview and CV-writing training

Half-day training for up to a collective total of 130 students organised in individual sessions at the following universities / locations:

- University of Aberdeen & Robert Gordon University (up to 20 students)
- University of Edinburgh, Edinburgh Napier University & Heriot-Watt University (up to 20 students)
- University of Dundee (up to 15 students)
- University of Glasgow (up to 30 students)
- Glasgow Caledonian University & University of Strathclyde (up to 20 students)
- University of Stirling (up to 30 students)
- University of the West of Scotland (up to 15 students)

Please provide separate costs for this work, as it does not fall into the budget outlined above.

It is expected that all training should be completed by the **end of December 2017**.

Each of these events will also be attended by The Data Lab to explain the process of finding and allocating placements and to field student's questions.

B. (Scottish) Workplace Culture event (targeted mainly to EU students)

Workshop for up to 30 students in Edinburgh and / or Glasgow. Depending on demand two sessions may be required.

Please provide separate costs for 'Career Events', as it not part of the budget outlined above.

Part B: Data Talent Scotland – Sourcing Exhibitors (2 years)

Data Talent Scotland 18 (DTS) forms one of four elements within DataFest 2018. DTS is a one-day event bringing together over 500 attendees linking data talent from universities with Scottish industry and public sector organisations.

The event will be held in Glasgow on the 20th March, 2018 (venue to be confirmed).

The successful organisation will be a Data Talent Scotland delivery partner and expected to deliver the following:

- Identify a minimum of between 30-40 exhibitors for DTS. The exhibitors must be organisations that are actively recruiting within Scotland. Any exception must be agreed with The Data Lab in advance. Exhibitors will be invoiced by a third party, acting on behalf of The Data Lab (cost TBD).
- Host a workshop at DTS. The workshop should focus on soft skills or recruitment skills (Details TBD with The DataFest delivery team).
- As an official DTS delivery partner, the artwork, design, logo and trade mark, together with any accompanying words, slogan or text of the successful organisation, will be used for all promotion, advertising and marketing of DTS.
- Work closely with The Data Lab DataFest Delivery Team, attending regular catch-up meetings / calls in the run-up to the event.

Please provide a separate budget for Part B as is not part of the budget for Part A.