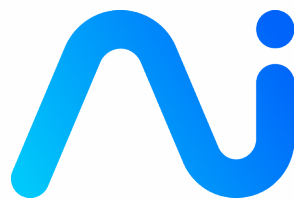


**THE  
DATA LAB**  
value from data



**Scottish  
AI Alliance**

**Invitation to Quote**

**thedatalab.com**

 **@datalabscotland**

BAYES CENTRE 47 POTTERROW EDINBURGH EH8 9BT  
+44 (0)131 651 4905 | INFO@THEDATALAB.COM

# SCOTTISH AI ALLIANCE

[Scotland's AI Strategy](#) launched on 22 March 2021 with the vision for Scotland to become a world leader in the development and use of **trustworthy, ethical** and **inclusive** AI. By achieving this vision, AI will help Scotland become fairer, greener, more prosperous and outward looking.

The Scottish AI Alliance is tasked with the delivery of the actions outlined in Scotland's AI Strategy in an open, transparent and collaborative way.

The Scottish AI Alliance is a partnership between The Data Lab and the Scottish Government and is led by a Minister-appointed Chair and the Scottish Government's Chief Data Officer. The group provides a focus for dialogue, collaboration and, above all, action on all things AI in Scotland. Its activities are overseen by a Leadership Group with representation across society and working groups are convened as and when appropriate for specific projects and programmes from across Scotland's AI community

## THE ROLE OF THE DATA LAB

The Scottish AI Alliance is a partnership between the Scottish Government and The Data Lab Innovation Centre. The executive function of the Alliance is carried out by a team embedded in The Data Lab in collaboration with a team in the Scottish Government's AI Policy team in the Digital Directorate.

The Data Lab is Scotland's Innovation Centre for Data Science and AI and its position as a hub connecting industry, public sector, third sector and academia across Scotland and internationally places the organisation in an ideal position to support the government in the delivery of the Strategy.

## COMMITMENT TO COMMUNITY ENGAGEMENT AND PARTICIPATION

Scotland's AI Strategy is committed to ensuring that communities across Scotland are meaningfully engaged and have the opportunity to participate in and influence the delivery of Scotland's AI Strategy.

This was reflected by the [online consultation](#) and [public engagement programme](#) carried out as part as the development of the Strategy.

The Scottish Government is also currently working with Finnish start-up Saidot to develop tools and processes to give citizens trust and agency in the development of individual AI algorithms. This will include a public register (and engagement platform) of algorithms used by the Scottish public sector. You can find more at about it in a [podcast with Saidot](#).

## WHAT ARE WE LOOKING FOR?

### BACKGROUND

The Strategy outlined a clear commitment to building an effective<sup>1</sup> mechanism for civil society's<sup>2</sup> full participation.

<sup>1</sup> By effective we mean effective for citizens (achieving agency and holding government to account) and government (gaining citizens' trust and making the strategy's delivery as impactful as possible).

<sup>2</sup> By civil society we mean individual citizens and the organisations that they form to further their interests which are not related to businesses or government.

An initial engagement with civil society organisations was held in July 2021. You can read about the workshop and the follow up thinking in the following blog <https://www.scotlandaistrategy.com/news/community-engagement-and-participation-activity-update>

In December 2021, the Scottish AI Alliance commissioned a best practice review of community engagement and participatory mechanisms in government strategy delivery. The Democratic Society carried out this review after an open tender and key findings and recommendations can be read in the blog accompanying the release of the report in March 2022. <https://www.scotlandaistrategy.com/news/five-things-we-learned-about-engaging-citizens-on-strategy-delivery-and-artificial-intelligence>

It is with these recommendations and learnings in mind that we have issued this invitation to quote to co-design and co-create with the community:

- Deliverable 1: Design principles for engagement and participation in the delivery of Scotland's AI Strategy's vision for Scotland to become a leader in the development and use of trustworthy, ethical and inclusive AI
- Deliverable 2: A suite of engagement and participatory mechanisms based on the design principles developed

**We expect proposals to take into account the learnings and recommendations in the above two reports.**

## CO-DESIGN AND CO-CREATION OF THE FOLLOWING TWO DELIVERABLES

The Scottish AI Alliance is committed to ensuring that the strategy's vision benefits everyone in Scotland across all sections of the population.

We therefore expect the following deliverables to be co-designed and co-created with a wide range of representation from across Scotland's population. Specifically we are looking for engagement and participation in the co-design and co-creation process with the people from the following backgrounds/perspectives:

- Black and minority ethnic communities
- Gender
- LGBTQIA+
- Disabilities
- Across age groups
- Across SIMD profiles
- Across different levels of education
- Across different regions of Scotland (including rural areas)

### DELIVERABLE 1 – DESIGN PRINCIPLES FOR ENGAGEMENT AND PARTICIPATION IN THE DELIVERY OF SCOTLAND'S AI STRATEGY'S VISION FOR SCOTLAND TO BECOME A LEADER IN THE DEVELOPMENT AND USE OF TRUSTWORTHY, ETHICAL AND INCLUSIVE AI

We are looking for organisations to develop a set of design principles that will inform the design of engagement and participatory mechanisms for activities in the delivery of Scotland's AI Strategy's vision.

The development of these design principles need to take into account the two reports mentioned in the Background section above, and also the Strategy's commitment to the following existing sets of principles and guidance:

1. Organisation for Economic Cooperation and Development's (OECD) five complementary values-based principles for the responsible stewardship of trustworthy AI <https://oecd.ai/en/ai-principles>
2. UNICEF's policy guidance for AI and children\* <https://www.unicef.org/globalinsight/reports/policy-guidance-ai-children>

*\*The Alliance is about to embark on a 2 year programme in partnership with the Children's Parliament and the Alan Turing Institute specifically on engaging children across Scotland on AI and the strategy using a rights based approach.*

We are looking for clear, comprehensive principles that can be easily translated into specific engagement actions (see Deliverable 2 below).

## **DELIVERABLE 2 – A SUITE OF ENGAGEMENT AND PARTICIPATORY MECHANISMS BASED ON THE DESIGN PRINCIPLES DELIVERED IN DELIVERABLE 1**

The Scottish AI Alliance plan to embark on a rolling programme, starting late autumn, of community engagement and participation based around the topics of:

- What is and isn't AI
- Trust, fairness and bias in AI
- Applications of AI in e.g. (not exhaustive):
  - Our education
  - Our work
  - Our health
  - Our money
  - Our safety
  - Our media
  - Our travel
  - Our food
  - Our planet

To help us deliver meaningful community engagement and participation we would like to have a suite of mechanisms to draw on and pick and choose as appropriate to each specific topic or scenario.

The mechanisms must:

- Adhere to the design principles delivered in deliverable 1
- Be ethical and inclusive
- Have indicative logistical requirements for delivery (e.g. venues, staffing etc)
- Have indicative associated costings for delivery
- Indicate what target communities they are most suited for (based on the co-design process)
- Brief SWOT analysis of each mechanism (including links to the evidence supporting them, and if possible, to case studies), and where they can complement others, to help us with making trade-offs if required.

We also ask for outline impact assessments (e.g. on disability, rural locality, human/children's rights etc) to demonstrate that regardless of the design principles, considerations around ethical and inclusive engagement are of key importance to all of the Alliance's activities.

## TIMEFRAME FOR DELIVERY

We expect this piece of research to be completed and delivered by October/November 2022. However we are open to strong proposals that cannot align with these delivery dates.

## BUDGET

We anticipate this piece of research to cost between £30,000-£40,000 excluding VAT.

**NB The Data Lab is hosted administratively by the University of Edinburgh therefore all contracts for work and payments will be through the University of Edinburgh**

## SUBMISSIONS

We ask that organisations submit proposals containing the following essential information:

- Introduction to your organisation
- Relevant experience
- Examples of similar work previously undertaken (if appropriate)
- Proposed plan of work identifying any key milestones/checkpoints/deliverables
- Breakdown of costs

**All proposals must be submitted through our review platform. Please submit your proposal at the following link.**

**[https://reviewstar.io/f/aialliance\\_engagement\\_design\\_mechanisms](https://reviewstar.io/f/aialliance_engagement_design_mechanisms)**

**DEADLINE FOR SUBMISSIONS: NOON, Friday 5 August 2022.**

We aim to make a decision on the selected proposal by Friday 19 August 2022.

# PROSPECTIVE SUPPLIER GUIDELINES

## INDEPENDENT PROPOSAL/QUOTE

By submission of a proposal/quote, prospective suppliers warrant that the prices in the proposal have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other potential supplier or with any competitor.

## COSTS INCURRED BY PROSPECTIVE SUPPLIERS

This document relates to an Invitation to Quote only and not a firm commitment from The Data Lab to enter into a contractual agreement. The Data Lab will not be held responsible for any costs associated with the production of a response to this Invitation to Quote.

## SELECTION CRITERIA

The selection of the preferred supplier will be at The Data Lab's discretion but in making the decision The Data Lab anticipates it will take into account the following factors (listed in no particular order and not intended to be exhaustive):

- Perceived value for money
- Relevant expertise and experience of the prospective supplier
- Perceived understanding of the tasks at hand

## PRIMARY CONTACT

The primary contact for this Invitation to Quote is:

**Steph Wright**

Scottish AI Alliance @ The Data Lab

Bayes Centre

47 Potterrow

Edinburgh, EH8 9BT

[steph.wright@thedatalab.com](mailto:steph.wright@thedatalab.com)

