

**DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS**

**Part 1: Letter of Appointment**

Dear Sirs

**Letter of Appointment**

This letter of Appointment dated [TBC], is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Order Number:	CR19081
From:	Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London, SW1H 0ET ("Customer")
To:	Steer Davies & Gleeve Ltd 28-32 Upper Ground, London, SE1 9PD ("Supplier")

Effective Date:	Friday 20th December 2019
Expiry Date:	Tuesday 31 <sup>st</sup> March 2020

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by:  The Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B.
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Key Individuals:	BEIS Project Manager – [REDACTED]
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Contract Charges (including any applicable discount(s), but excluding VAT):	£44,756.00
Insurance Requirements	Additional public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of £5 million for each individual claim  Additional employers' liability insurance with a minimum limit of £5 indemnity  Additional professional indemnity insurance adequate to cover all risks in the performance of the Contract with a minimum limit of indemnity of £2 million for each individual claim.

	Product liability insurance cover all risks in the provision of Deliverables under the Contract, with a minimum limit of £5 million for each individual claim
Liability Requirements	Suppliers limitation of Liability (Clause Error! Reference source not found. of the Contract Terms);
Customer billing address for invoicing:	All invoices should be sent to should be sent to finance@services.uksbs.co.uk or Billingham (UKSBS, Queensway House, West Precinct, Billingham, TS23 2NF) A copy of the invoice should be sent to-

GDPR	Please see Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects).
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#### FORMATION OF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Contract Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.

The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt

For and on behalf of the Supplier:

For and on behalf of the Customer:

Name and Title:

Name and Title:

[Redacted Name and Title]

[Redacted Name and Title]  
Deputy Director - Lead Analyst

Signature:

Signature:

[Redacted Signature]

[Redacted Signature]

Date:

Date:

28 Jan  
2020

14th Feb 2020

## ANNEX A

### Customer Project Specification

#### 1. Background

The Industrial Strategy set out an ambition for the UK to become the world's most innovative economy. To achieve this, we need to ensure that the UK has a regulatory environment that supports innovation.

In June 2019, the Department for Business, Energy and Industrial Strategy published a White Paper which commits the government to establish a Regulatory Horizons Council to identify the implications of technological innovations and advise the government on regulatory reform needed to support its rapid and safe introduction. We define technological innovation as the application of technologies (e.g. AI-enabled smart home devices rather than just AI). The Council will:

- scan the horizon for technological innovation and trends, building on existing work and data across government;
- work with innovators, civil society, regulators and others to identify high-potential products, services and business models and the broad implications for people, business and the environment; and
- advise government on broad priorities for regulatory reform in order to facilitate the rapid and safe introduction of emerging products, services and business models.

As a first step, the Council will need to do a comprehensive horizon scan of technological innovations and then prioritise these so that its recommendations are focussed on technological innovations with the greatest potential economic and social benefit which face significant regulatory hurdles in order to realise this potential or require new regulations to be developed in order to ensure public safety.

To ensure that the prioritisation and recommendations are based on evidence and analysis, a prioritisation framework needs to be developed. This will consist of comparable data, quantitative and qualitative information and other metrics relating to economic / social potential and regulatory implications.

This will allow the Council to prioritise identified technological innovations in a robust, consistent and comparable manner.

The aim of the research project is to use the contractor's expertise and insights into various technologies and innovations and identify data, metrics and proxy measures that can be used by the Council to filter down the comprehensive list of technologies to a smaller list of 'priority' technological innovations.

This work is essential for the Regulatory Horizons Council to deliver its function effectively and efficiently.

#### 2. Aims and Objectives of the Project

The project will support the Regulatory Horizons Council to identify the implications of technological innovations and advise the government on regulatory reform needed to support its rapid and safe introduction.

The outputs of this project will enable the Council to make evidence-based recommendations on technological innovations with the greatest potential economic and social benefit which face significant regulatory hurdles in order to realise this potential or where there is a need for new regulations to be developed in order to ensure public safety.

The contractor will develop a framework which will provide data and metrics for each technological innovation. The metrics will then be weighted by the Secretariat (in collaboration with the contractor) to produce a shortlist of technological innovations.

### **3. Suggested Methodology**

This process is expected to be iterative, where the contractor and BRE would work together and meet on a regular basis, for each of the below steps, in order to ensure that the analytical framework is developed in line with our needs.

The contractor is expected to do the following:

1. Clean the list of technological innovations provided by BEIS and provide a short description (few lines) for each of them.
  - Through our horizon scanning process, we expect to identify hundreds of technological innovations. BEIS will scan for technological innovations based on existing external scans, databases (e.g. patent and investment data), google news alert, scientific and academic journals, and various other subscriptions. The identified technological innovations will be inputted into an excel database with basic information (see Annexe for an example of the contents of the spreadsheet). This long list is likely to include duplications, technological innovations that are very similar that can be grouped together, and non-comparable technologies/innovations.
  - The first stage of this research work would therefore consist of cleaning the list by identifying and removing duplications, as well as clustering the various technological innovations into a smaller list so that the data collection and prioritisation thereafter can be done systematically and consistently across them all.
  - The cleaned data, shortened revised list and proposed clusters should be reviewed by BEIS' project team before proceeding to the next stage.
2. Develop a list of metrics
  - The contractor would then develop a list of metrics that can identify the potential economic benefit (e.g. GDP growth, gross value added, number of patents, productivity, size of the market, etc.), societal benefits (e.g. security, safety, wellbeing etc) and regulatory importance (i.e. are there any regulations? Does it cross regulatory boundaries? Are there regulatory barriers?).
  - This list should be approved by BEIS' project team before proceeding to the next stage.
3. Collect data

- The contractor is expected to collect data on the identified metrics for each technological innovation, creating an evidence base on the innovations. On metrics or technological innovations where there is no data available, the contractor is expected to come up with proxy measures or Innovative ways to provide information for that metric so that the technological innovations can be compared consistently.
- We expect the contractor to use databases or other information through desk research to provide either data to support metrics, or to help inform qualitative judgements. We do not require the contractors to conduct surveys or collect data through primary research.
- The evidence base created must be included in the final output and will support latter prioritisations by the BEIS project team. The framework is expected to include details of all data sources used.
- The contractor and BEIS' project team should meet in order to prepare the workshop.

#### 4. Hold a workshop with the BEIS project team

- Based on the refined list developed by the contractor and the associated metrics and data, the contractor is expected to attend a workshop with the BEIS team. The primary aim of this workshop is to weight the metrics according to their importance for our policy outcomes whilst still taking into account the weaknesses and robustness of the data.
- We would like the contractor to provide a teach-in and facilitate discussion to help us understand the data as well as the characteristics and issues with the metrics.

#### 5. Shortlist of technological innovations selection and documentation

- The final stage would require the contractor to provide a final excel output consisting of the original list, the refined list and descriptions, the weighted metrics and data and a comprehensive description of the methodology and audit trail of the decisions made.

#### 4. Deliverables

They will be expected to develop and present an analytical framework (metrics and data) that can be used to assess which technological innovations have (i) the highest potential economic and societal benefit and (ii) face significant regulatory hurdles in order to realise this potential or require new regulations to be developed in order to ensure public safety.

The contractors will be required to attend an inception meeting with the Client before the 23rd December 2019

The contractors will be expected to have identified and submitted the list of metrics to the BEIS project team for approval by the 13<sup>th</sup> January 2020.

The contractors will be expected to prepare and hold the workshop with the BEIS project team by the 12<sup>th</sup> of February 2020 and to deliver the final output by the 19<sup>th</sup> of February 2020.

The contractors will be expected to provide the analytical framework in the form of an excel spreadsheet that includes metrics and data for each technological innovation identified.

The contractors will be expected to provide a full audit trail of the methodology and steps taken. The framework is expected to include details of all data sources used and a full list of caveats and limitations to their work.



















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## Part 2: Contract Terms



Contract Terms v6.0