

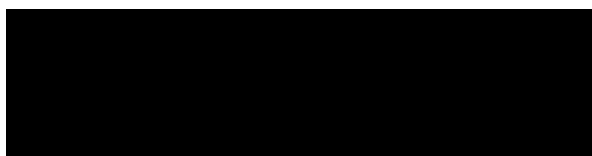
APPENDIX D - CALL OFF AGREEMENT FORM



CALL OFF AGREEMENT FORM		
<p>This Form is to be used by the Client when requesting that work be undertaken within the terms of the Call Off Contract. The Parties agree that each completed and approved Form will form part of and be interpreted in accordance with the terms and conditions of that Call Off Contract.</p>		
Project Title: Work Package 17 – FBO Research: Impact of Changing Landscape	Reference:	FS107010
	Date:	15 th April 2021
Client – Project Representative: <div style="background-color: black; width: 100px; height: 15px;"></div>	Tel:	
	E-mail:	<div style="background-color: black; width: 150px; height: 15px;"></div>
Supplier – Project Representative: <div style="background-color: black; width: 80px; height: 15px;"></div>	Tel:	
	E-mail:	<div style="background-color: black; width: 150px; height: 15px;"></div>
Project Start Date:	12 th April 2021	
Project Completion Date:	2 nd July 2021	
<p>Background – please include</p> <ul style="list-style-type: none"> - details of any previous research commissioned in this area by FSA or other organisations • This research was initially instigated from the LA Delivery Group Control Strategy in response to COVID-19 where the occurrence of the surge of new businesses and those diversifying in order to trade was seen as a priority risk area for various different reasons. 		

- The Food Standards Team have done desk research and engaged with Local Authorities in relation to this issue but there is still an information gap and no tools in place to address it.
- In addition, the FSA's annual quantitative small and micro FBO Tracker was not run in 2020 due to the Covid-19 pandemic.
- This piece of work aims to instead collect qualitative data from a sample of small & micro businesses, initially focused on the impact of the pandemic, including new businesses and those FBOs who have diversified their operation/business model (for example, home delivery, online, new cuisine).
- This research project is for an initial round of qualitative interviews but it is anticipated that additional rounds may be run later in the year on an on-going bi-annual basis with a changing discussion topic as there are several issues on the horizon with the ability to impact business such as EU Exit or possible changed consumer behaviour outlasting COVID-19.
- **This work package is to commission the first round of research only. Future waves will either be commissioned through separate work package requests, or through an open-tender.** Running an initial round through the social science call-off contract allows for assessment of feasibility of this work, and also offers deliverable data in a shorter timescale.

See linked documents below for background on stakeholder groups:



Objectives – please include

- why you wish to commission this work
 - how the outputs from this work will be used
 - what difference / impact you anticipate the research will make
 - how does this align to FSA strategic priorities?
-
- The Controls coordination group (CCG) wishes to commission this initial piece of work specifically to:
 - Understand the impact of COVID-19 on existing and new small-micro businesses and what adjustments have been made to accommodate new regulations
 - Understand the impact of the EU Exit on FBOs, particularly those facing trade issues in Northern Ireland

- Identify any new food safety risks (current and future) due to these adjustments and altered business models
- The outputs will be used by the following internal policy teams, addition to the internal/external CCG: Regulatory and compliance division (RCD), Achieving Business Compliance (ABC), FSA Comms and the National Food Crime Unit (NFCU)(tbc)
- This work will form part of the FSA's emergency response to the pandemic (informing future communications, support packages etc.), provide lessons learnt in readiness for any other similar issues that may arise and well as informing the agency's ongoing strategic assessments of risks to the supply chain.

Key research question/s:

Ipsos Mori should use the following research questions as a basis to design appropriate interview questions for participants in this first round of research:

1. How has the Covid-19 pandemic impacted the way that small and micro FBOs sell to consumers (short-term and long-term).
2. What challenges were presented, to small and micro FBOs, by Covid-19 and how were they overcome?
3. How has EU Exit impacted small and micro FBOs (particularly in Northern Ireland)?
4. What challenges has EU Exit presented and how are these being addressed?
5. Do small and micro FBOs understand their changed obligations under food law?
6. How well has the FSA supported small and micro FBOs and do they require any additional support to deal with the changing landscape?
7. Is unsafe or misdescribed food entering the supply chain from UK markets as the result of changes (Covid-19 and EU Exit) and the challenges they have brought about?

Methodology – please include (if available)

- **sampling considerations**
- **recruiting considerations** (identifying and recruiting your cohort)
- **ethical considerations**

The work will consist of around **30 interviews** with small and micro Food Business Operators across England, Wales and Northern Ireland.

Ipsos Mori should work with the FSA to devise a sample in which FBOs are represented in a way that is broadly reflective of the sector (based on ONS IDBR data):

- The core sample frame will be the Food Hygiene Rating Scheme database, which will be supplied by the FSA. Food businesses from the FHRS will need to be matched against information from Experian to obtain contact details for interviewees.
- In addition, we wish to include manufacturers, wholesalers, and primary producers, these will need to be sampled by Ipsos Mori, for example via Experian.
- It is critical that the sample captures new food businesses – those set up or diversified into food since the Covid-19 pandemic began at the start of 2020. FSA will assist with the sampling frame for new food businesses for example via the RAFB (Register A Food Business) system and local authorities participating in the FSA Food Standards Pilot.

In their response, Ipsos Mori should provide a detailed recruitment and sampling plan to ensure the representation outlined above.

Interviews will be conducted remotely (by phone or video call) and are expected to last up to around **30 minutes each**. Duration may need to be altered to accommodate additional questions for FBOs in Northern Ireland in order to capture information regarding EU Exit and its impact.

As FSA hope to conduct follow-up work with the same participants, the interview must include a re-contact question and agreement that data collected in this first round can be shared with the future FSA contractor. In their response, Ipsos Mori should account for how this data will be managed in line with GDPR.

Ethical considerations and the FSA's reputational risk are critical at this time: this work must minimise any additional burden on FBOs at a time when they are already likely under pressure. The purpose of this work is to help identify risks to businesses, the public and, with follow-ups later in the year, support businesses to manage them. In their response, Ipsos Mori should outline how ethical risks and reputational risks to the FSA will be managed and mitigated against.

It is anticipated financial incentives are required for participating businesses. Ipsos Mori should propose an appropriate financial incentive amount and include this as an itemised cost in the financial breakdown. Businesses should be made aware that the additional financial incentives will be available for those that participate in future engagement, to encourage retention.

The FSA will compile a pack of relevant information which will be made available to any participating businesses that request additional support and be distributed to all participants at the end of their engagement with this work.

Research process

- would it be useful to observe any of the data collection?
- how will the questionnaire or topic guide be developed?

The contractor will work with the FSA social science team to agree on the sample and to devise the final interview questions used.

Due to the sensitive nature of this research (particularly questions around regulation), the FSA will not engage in observation of the interviews.

Analysis and review

- please set out any preferences or requirements on how you want data to be analysed

The contractor should detail their proposed approach to interview analysis.

Outputs – (NB. all outputs must be in line with FSA brand guidelines and meet FSA accessibility requirements)

The outputs should be appropriate for publication as well as internal use.

They should include:

- A full presentation of findings
- A full report of the research and findings (MS word). A 1-3-25 style report is preferred.
- A slide deck of key findings

The FSA will review all outputs, suggesting alterations and amendments, before final versions are approved for sign-off. Project timescales should be appropriate to account for this review process.

All outputs should be anonymised before being shared with the FSA.

How will the outputs of this research be disseminated for effective/maximum impact?

A Communications Plan will be developed and the findings from this research will be shared internally and externally (with CCG members) and published on the FSA website. Ipsos Mori will present findings to stakeholders.

Timescale milestones – please include any hard deadlines

please consider all above stages

Project Phase	Deliverable	Due date
Project initiation	FSA submit work package template to Ipsos Mori	3 rd March 2021
	Response expected from Ipsos Mori to work package template	12 th March 2021
	Final sign-off of work package template	Week commencing 15 th March 2021
	Initial meeting to discuss: Sampling frame, Project timescales	Week commencing 15 th March 2021
Research	Fieldwork	22 nd March – April 2021
	Analysis and reporting	May 2021
Completion	Draft final outputs delivered	28 th May 2021

Note: significant time will be required for recruitment of businesses and will be particularly dependent on lockdowns and restrictions. Ipsos Mori should detail mitigations against these risks including methods for reaching closed businesses and outline possible timetables for data collection to assure that an appropriate sample is obtained.

Special Terms:
To include any terms or conditions not covered in the overarching contract or any terms amended for the purposes of this Call Off Agreement

Sub-Contractors	DBS Data Solutions
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Deliverables:	See Annex A – Suppliers Response
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Foreground IPR – Ownership	See Clause 15 – Intellectual Property Rights in Overarching Contract
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Personal Data (GDPR)	See Annex A – Suppliers Response
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Price	See Annex B – Suppliers Financial Template
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Payments & Invoicing	<p>Please submit invoices to [REDACTED] for work with FSA.</p> <p>Please include the referring FSA purchase order number in the email title and within the invoice to allow Invoice/Purchase Order matching. Note that invoices that do not include reference to FSA Purchase Order number will be returned unpaid with a request for valid purchase order through email.</p> <p>Further details can be found at Schedule 5 'Invoicing Procedure & No PO/ No Pay' in the Call Off Contract.</p>
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We confirm receipt of this Form seeking approval for the above project to proceed. We agree to provide the goods and/or services requested according to the terms and conditions set out in the Call Off Contract between the FSA and Ipsos MORI

Signed on behalf of the FSA:

Name:

Signature

Position:

Date: [REDACTED]

Signed on behalf of Ipsos Mori:

Name: [REDACTED]

Signature: [REDACTED]

Position: [REDACTED]

Date: [REDACTED]

Background and key considerations

FSA is commissioning qualitative research with small and micro FBOs to understand the impact of Covid-19 on these businesses and how they sell to consumers. The study will also cover EU Exit, particularly in Northern Ireland. The research will capture the experiences of businesses over recent months, as well as seeking to explore their understanding of changed obligations under food law, and how well they think the FSA has supported them to deal with the challenges they have faced.

More specifically, the key research questions for this research are:

- What difference has the Covid-19 pandemic made to how small and micro FBOs sell to consumers (in both short and longer term)?
- What challenges did the Covid-19 pandemic bring for small and micro FBOs, and what steps did they take to address these challenges?
- How has EU Exit impacted small and micro FBOs, particularly in Northern Ireland?
- What challenges has EU Exit presented for small and micro FBOs, and what steps are they taking to address these challenges?
- How well do small and micro FBOs understand their changed obligations under food law?
- How well has the FSA supported small and micro FBOs and do they require any additional support to deal with the changing landscape?
- To what extent are small and micro FBOs concerned about unsafe or misdescribed food entering the supply chain from UK markets?

These research questions are well-suited to a qualitative approach with small and micro FBOs, as set out in your brief. In developing the research materials for the project, we would welcome further conversations about the reasons underpinning these questions, and discussion of the extent to which they can be answered at this stage. In particular, we would like to agree the best way to frame the final question and have suggested amending the wording of this slightly in our list above.

Below we outline our proposed approach to conducting the research study - detailing our recommended methodology and sample design, and how we will conduct the research, including recruitment, fieldwork, analysis and outputs.

When developing the design for this study, we considered the need to:

- **Ensure the research provides detail across a wide range of business experiences.** Prioritising breadth has implications for the sampling approach, given that using quotas that seek to broadly represent small and micro businesses would not provide sufficient coverage of some of the businesses of interest to FSA.
- **Provide robust findings in as timely a manner as possible.** We have suggested broad timings for the project, but our recent experience highlights the challenges of recruiting businesses in the ongoing pandemic. This means we would ideally recommend at least 8 weeks for business fieldwork with small and micro businesses, particularly where engaging those that are harder to contact is important (as is the case here). We appreciate that this lengthens the project timetable, and this is discussed further below.
- **Minimise burden on businesses that have been negatively affected by the ongoing impact of Covid-19.** We understand that this audience will have been significantly affected by the pandemic, and all recruitment and interviews will be conducted sensitively, adhering to our ethical standards (these are discussed in a separate section below). A longer fieldwork period also allows for anticipated cancellations and to give participants more choice in when would be more convenient to take part in an interview.
- **Produce findings that address your aims and objectives and contain actionable insight.** Your brief sets out the research questions for the project. As we finalise the sampling approach and research materials, we will seek to ensure that the design of the study addresses these questions in the best ways possible within the time and budget constraints, making any challenges or limitations clear from the outset.

The issues and challenges noted above are reflected in our design and approach to this study. Below we provide a full discussion of our research design.

Methodology

Overview

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Quality management – please set out you will embed quality management

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Delivery timescales – Please provide a detailed plan of when you will deliver the specified outcomes

Please detail any assumptions you have made

Below we have included a draft timetable for the study. Please note that we have allowed up to 8 weeks for fieldwork, based on our recent experience of conducting interviews with businesses during the pandemic. This is slightly longer than in your indicative timings, and something we need to discuss further. In particular, we would like to explore whether this provides the right balance between securing wide participation from a range of businesses facing ongoing challenges on the one hand, and offering timely insights to FSA on the other.

Deliverable	Due date
Set-up meeting	w/c 15 th March
Agree sampling approach and begin sample matching	w/c 22 nd March
Recruitment begins <i>(TBC whether this is before or after Easter)</i>	w/c 29 th March
Fieldwork	w/c 29 th March – w/c 17 th May
Analysis and reporting	Late May 2021
Draft final outputs delivered	11 th June 2021

Project-specific risks and proposed mitigation measures

Every project has associated risks and challenges. The key lies in identifying these at the outset, assessing them, and putting countermeasures and contingencies in place so that the project is not adversely affected. Responsibility for the identification,

communication and management of risk rests with the Project Director. Project risks are considered at two distinct levels:

1. The likelihood of different 'risk events' occurring (disregarding our proposed counter-measures).
2. The impact of a 'risk event' if it does occur.

The table below identifies some of the key risks associated with this project, and the main mitigation measures. We would look to refine and expand this risk register at the set-up meeting. The steps outlined below and throughout this response are designed to mitigate the ethical and reputational risks of the study.

In particular, recruitment and fieldwork will be carried out sensitively, recognising the current challenges for small and micro food businesses.

Risk	Assessment	Mitigation measures
Low engagement from FBOs	Likelihood: Medium Impact: Medium	<p>Our recruiters are experienced at engaging businesses to take part in research. They will flag any concerns around engagement with the Ipsos MORI research team. We will keep engagement under regular review and can follow up with specific types of businesses where required.</p> <p>We will ensure sufficient sample is provided to our recruitment team in each quota category, including having further sample available in reserve should this be required.</p> <p>If recruitment continues to be challenging, we will consider additional steps including increasing the incentive, or reviewing the length of the fieldwork period to ensure the required interviews are</p>

		achieved.
Escalation of COVID-19 in the UK	<p>Likelihood: Medium</p> <p>Impact: High</p>	<p>Although COVID-19 restrictions are beginning to ease, there may be ongoing risks to the health of FBOs, as well as members of the FSA and Ipsos MORI teams. This could result in cancellations and lead to increased scheduling time/ delays to fieldwork.</p> <p>We will keep a close eye on scheduling and monitor the spread of FBOs against the quotas. We will share weekly progress updates including a breakdown of booked and completed interviews so that we can problem solve together if cancellations arise. Where possible, we will look to reschedule interviews within the fieldwork window.</p>
FBOs find interviews distressing	<p>Likelihood: Medium</p> <p>Impact: Medium</p>	<p>We have experience of conducting interviews with businesses during the pandemic and have set out in our response the key steps we will take to ensure this is done in a way that is ethical and protects the FSA's reputation.</p> <p>This includes emphasising the voluntary nature of the research, handling conversations sensitively, and signposting to further personal and business support at the end of each</p>

		interview as appropriate.
Risk of GDPR or data breaches	<p>Likelihood: Low</p> <p>Impact: High</p>	<p>As with all Ipsos MORI projects, careful attention is given to ensure any personal data is handled with respect to GDPR requirements and regulations.</p> <p>All personal information will be securely destroyed using digital shredding software at the end of the project, including any audio recordings, contact details and transcripts containing personal identifiable information.</p> <p>Prior to the commencement of the study, Ipsos MORI will ensure a data flow is created that details when, how and why the data will be collected, used, shared and destroyed.</p> <p>Participants will be given details about the study via over the phone and via confirmation email that includes a privacy notice which will set out the voluntary nature of the research. This will explain the role of Ipsos MORI, the personal data we are collecting (and why), how we plan to use this, who we will share it with, and what their legal rights are in relation to this research. It will also include contact details for the research team and our compliance department if they would like to withdraw</p>

		<p>their consent or make a complaint.</p> <p>All correspondence will further remind participants of the voluntary nature of the research. This includes reminder emails and discussion at the start of the interview explaining they are able to opt out if they no longer want to take part.</p>
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Ethical considerations

Ensuring ethical research is a key concern for our team and core to our professional practice. Ipsos MORI has a long history of research with stakeholders, vulnerable groups and those at risk of harm and we conduct ethical research in line with the GSR ethics code. This means we will make every effort to deliver the study in a way recognises key ethical issues, and much of this is built into our standard ways of working.

As standard, we will secure informed consent for participation in the study, asking participants to opt-in to taking part. We understand the FSA has used the 'public task' legal basis under GDPR for previous studies and we would be open to doing this again for this research. However, we will still ensure that informed consent is obtained as a matter of good practice, with clear information shared about what is involved in the study at recruitment stage (via a warm-up email and privacy notice) and at the beginning of each interview. We will share a link to a privacy policy in the initial invitation email which will provide detailed information about the study and how their data will be used by Ipsos MORI and the FSA. We will also brief participants further on the study during the first five minutes of the interview.

When designing the discussion guide and briefing moderators, we will keep in mind that the research is taking place at a time of disruption as a result of the COVID-19 pandemic. This is likely to have a personal impact on our research participants. As with all research, we will consider the range of likely impacts and take these into

account in designing a research process that is ethical, and that reduces the burden on participants.

Research participants may be struggling with range of issues including disrupted income, work-related stress, and poor mental health. The research team will be aware that we may encounter these issues more frequently than usual. We will take care to identify signs of distress and will take an empathetic and sensitive approach to asking certain questions (for example around business viability, loss of revenue, and staff redundancies).

If anyone becomes upset, we will check if they are happy to continue, or offer them the choice to take a break and complete the interview at another time. We will emphasise that participants are not obliged to answer all questions and may withdraw at any time, and that their decision will have no impact on their incentive.

We will also signpost participants to sources of further sources of practical and emotional support where needed, including advice for individuals concerned about COVID-19, and drawing on the materials provided by FSA. We have developed these measures across several recent studies with businesses during the pandemic.

Subcontractors please specify on the need for, and selection/appointment of sub-contractors. Please confirm any Subcontractors used have been engaged in accordance with Ipsos MORI Approved Supplier processes and provided the necessary safeguards around the data in accordance with GDPR/UK GDPR.

As detailed above, we would work with approved supplier DBS Data Solutions for sample matching and purchasing contact details. They are an approved Ipsos MORI supplier.

Sustainability – pls set out measures to maximise sustainability

The research will be taking place remotely and will not involve any travel or consumables. As such, the recommended design is the most sustainable way to achieve the objectives.

<p>GDPR – Please complete the below table detailing personal data that will be processed as part of this work package. Additional questions are also provided beneath the table to provide additional assurances.</p>	
Description	Details
Subject matter of the processing	The processing is needed in order to ensure that Ipsos MORI can contact small and micro FBOs to invite them to participate in the research.
Duration of the processing	March – June 2021
Nature and purposes of the processing	<p>Business names and addresses will be provided by FSA and matched to commercially available contact databases used for business research. Some businesses may be approached directly, sourced from commercially available databases.</p> <p>Details will be stored by Ipsos MORI on secure servers, in password protected WinZip files and used to invite stakeholders to participate in research.</p> <p>Data collected during interviews will be stored securely on Ipsos MORI servers. This includes audio recordings of interviews which will be stored by Ipsos MORI on secure servers, in password protected WinZip files. Consent will be gained at the beginning of the interview including explaining what data will be used for and how long it</p>

	will be stored for. This will inform analysis and reporting.
Type of Personal Data	<p>Contact details incl. name, business name and address, email address, telephone number.</p> <p>Audio voice recordings.</p>
Categories of Data Subject	Food Business Operators from small and micro businesses.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	<p>Data will be stored securely for three months after project completion in June 2021. As such, it will be securely destroyed by September 2021. All personal data is destroyed using Blanco shredding software.</p>
<p>Please respond to remaining questions in this table to provide further assurances of data protection. Completion of this section is only required for primary data collection, or desk-based research that uses personal or sensitive data.</p>	
Will Ipsos Mori complete a PIA for this project?	<p>No</p> <p><i>A DPIA is required when processing is likely to result in a high risk to the rights and freedoms of individuals. This is not generally relevant for standard market and social research projects such as this. The research will not involve any vulnerable participants and all participants will receive a privacy notice setting out the nature of the processing and their rights.</i></p>
<p>Please read each statement below. If the answer to any statement is 'no' please provide further details.</p>	

<ul style="list-style-type: none"> • Is the research being carried out solely to fulfil the objectives set out by the FSA? This means that Ipsos Mori, or any sub-contractors, will not use the research data for any other purposes. • Does Ipsos Mori accept that it is the data processor (not data controller) for the research data collected? • Is the data that is collected in the Project the MINIMUM required to achieve the required research outcomes? 	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>Please read each statement below. If the answer to any statement is 'yes' please provide further details.</p> <ul style="list-style-type: none"> • Will the FSA receive any personally identifiable participant data throughout the research project? • Is the research study about FSA staff? • Is the study about any other party where we may not have consent (e.g. FSA stakeholders/local authority contacts)? • Will the work package involve collecting children's data? The Data Protection Act states that under 18s class as children, but those 13 or over have a right to consent. • Will any of the data be used to make a decision about the individual? • Will the study involve combining information from other sources and linking it directly to individual responses in a way that the individual may not expect or may object to? • Will we be re-using/re-purposing any old research personally identifiable research data that the data subject may not have consented to? 	<p><i>Yes – the FSA may receive recontact details</i> Contact details may be stored and passes on to future contractors for follow-up work if this work is re-commissioned.</p> <p>Participating FBOs will be asked to consent to this.</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>

<ul style="list-style-type: none"> Is this research likely to cause damage, distress or harm to someone? 	<p>No</p> <p><i>Medium risk – details of mitigation included above in the Work Package</i></p>
Will we be seeking to recontact the participant?	Yes – details to be discussed based on FSA's requirements
Please provide a date by which the participant information notice will be provided to the FSA. If participant notice is not required, please state why.	31 st March 2021
<p>Total Cost – Please provide the total cost for this work package. Please provide a detailed breakdown of costs in the financial template which is to be submitted alongside this Project Proposal Document. This should include payment milestones (where applicable)</p>	
<p>The total cost for the project is £34,300 +VAT, based on the assumptions set out above.</p> <p>Have you attached the financial template?: Yes</p>	
Completed by: [REDACTED]	
Date: 16 th March 2021	

For completion by Helen or Ely

I confirm that the assurances provided under the GDPR section of this form have been reviewed and that:

- *research can commence on the assurances provided*

Completed by: [REDACTED]

Date: 15/04/2021

Annex B – Financial Template

Application form for a project with the Food Standards Agency Commercial Template

Applicants should complete each part of this application as fully and as clearly as possible

Brief instructions are given in the boxes at the start of each section.

Some boxes have **blue** text and this indicates that the value is calculated automatically

Some boxes are shaded **red** and these boxes **must** be completed

Guidance notes on completion of fields can be removed from view by pressing the ESC key

Please submit the application through the Agency's eSourcing portal by the deadline detailed within the specification.

This form should be completed by the project lead applicant and must include the collated costs for all participating organisations applying for the project work

Tender Reference	FS107010
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Tender Title	FS430728 - WP17 FBO Research: Impact of Changing Landscape
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Full legal organisation name	Ipsos MORI
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Main contact title	
Main contact forname	
Main contact surname	

Main contact position	Research Director
Main contact email	
Main contact phone	

Will you charge the Agency VAT on this proposal?
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Yes

***Please provide your VAT Registration number below**

Please state your VAT registration number:

443 932
121

Project Costs Summary Breakdown by Participating Organisations

Please include only the cost to the FSA.

Organisation	VAT Code *	Total (£)
<i>Ipsos MORI</i>	STD	£ 34,300.00
<i>Insert name of Organisation 2</i>	Please select	£ -
<i>Insert name of Organisation 3</i>	Please select	£ -
<i>Insert name of Organisation 4</i>	Please select	£ -
<i>Insert name of Organisation 5</i>	Please select	£ -
		£ -
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Total Project Costs (excluding VAT) **	£ 34,300.00
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* Please indicate zero, exempt or standard rate. VAT charges not identified above will not be paid by the FSA

** The total cost figure should be the same as the total cost shown in table 4

** The total cost figure should be the same as the total cost shown below and in the Schedule of payments tab.

Project Costs Summary (Automatically calculated)

Staff Costs	
Overhead Costs	
Consumables and Other Costs	
Travel and Subsistence Costs	
Other Costs - Part 1	
Other Costs - Part 2	
Other Costs - Part 3	
Other Costs - Part 4	
Other Costs - Part 5	

Total Project Costs	£ 34,300.00
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COST OR VOLUME DISCOUNTS - INNOVATION

The Food Standards Agency collaborates with our suppliers to improve efficiency and performance to save the taxpayer money.
A tenderer should include in his tender the extent of any discounts or rebates offered against their normal day rates or other costs during each year of the contract. Please provide full details below:

<div>SIGNATURE</div> <div>NAME</div> <div>DATE</div> <div>REVISION DATE</div>			
		16-Mar-2021	
			Enter the effective date if this version of the template replaces an earlier version

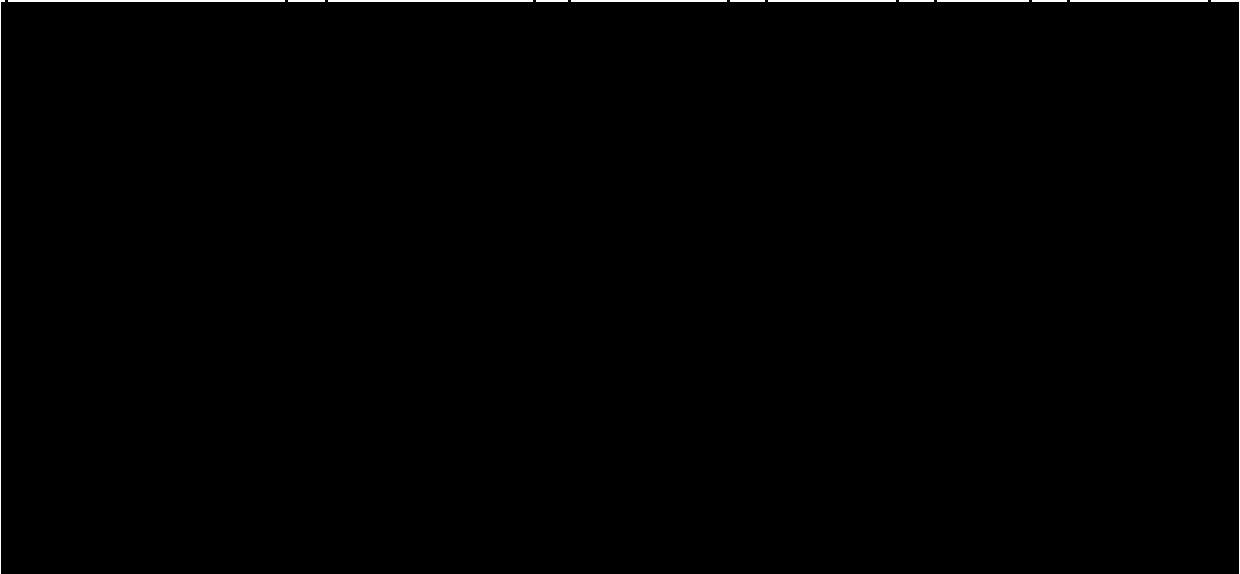
Staff Costs Table

*This should reflect details entered in your technical application section 4C.

Please insert as many lines as necessary for the individuals in the project team.

Please note that FSA is willing to accept pay rates based upon average pay costs. You will need to indicate where these have been used.

* Role or Position within the project	Participating Organisation	Daily Rate (£/Day)	* Daily Overhead Rate (£/Day)	Days to be spent on the project by all staff at this grade	Total Cost (incl. overheads)
					£ -



Total Labour Costs

£

Consumable/Equipment Costs

Please provide a breakdown of the consumables/equipment items you expect to consume during the project

Item	Quantity	Cost/Item(£)	Total
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Total Material Costs

£

The Pricing Schedule

Please complete a proposed schedule of payments below, **excluding VAT** to be charged by any subcontractors to the project lead applicant. This must add up to the same value as detailed in the Summary of project costs to FSA including participating organisations costs.

Where differing rates of VAT apply against the deliverables please provide details on separate lines.

Please link all deliverables (singly or grouped) to each payment. Please ensure that deliverable numbers are given as well as a brief description e.g. Deliverable 01/02: interim report submitted to the FSA, monthly report, interim report, final report

Payment will be made to the Contractor, as per the schedule of payments upon satisfactory completion of the deliverables.

Proposed Project Start Date	22-Mar-2021	Amount				
Invoice Due Date	Description as to which deliverables this invoice will refer to (<i>Please include the deliverable ref no(s) as appropriate</i>)	*Net	** VAT Code	§ Duration from start of project (Weeks)	§ Duration from start of project (Date)	Financial Year
	██████████ ██████████ ██████████	█ ██████████	████	█	█ ████ ████	████
	██████████ ██████████	█ ██████████ █	████	█	█ ████ ████	████
	██████████ ██████████ ██████████	█ ██████████	████	█	█ ████ ████	████

██████████ ██████████ █ ██████████ ██████████	█	█ ██████████				
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Total	£ 34,300.00
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Totals Agree

* Please insert the amount to be invoiced net of any VAT for each deliverable
 ** Please insert the applicable rate of VAT for each deliverable
 *** 20% of the total project budget is withheld and will be paid upon acceptance of a satisfactory final report by the agency.
 §The number of weeks after project commencement for the deliverable to be completed

Summary of Payments

Financial Year
(Update as
applicable in
YYYY-YY format)

Total Amount

Year 1		
2021-22	Retention	Total
£ [REDACTED]	£ [REDACTED]	£ 34,300.0 0