

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Dear [REDACTED]

Letter of Appointment

This letter of Appointment dated Wednesday, 19th October 2021, 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:	PS21156 - Business Perception Survey 2022
From:	The Department for Business, Energy & Industrial Strategy (BEIS) (" Customer ")
To:	IFF Research Ltd, 5th Floor St Magnus House, 3 Lower Thames Street, London, United Kingdom, EC3R 6HD (" Supplier ")

Effective Date:	Monday, 25 th October 2021
Expiry Date:	Friday, 22 nd April 2022

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:	
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Contract Charges (including any applicable discount(s), but excluding VAT):	The Customer shall pay the Supplier the sum of £119,617.96 excluding VAT for delivery of these Services. [REDACTED].
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 million indemnity Additional professional indemnity insurance adequate to cover all risks in the performance of the Contract with a minimum limit of indemnity of £1 million for each individual claim.
Liability Requirements	Suppliers' limitation of Liability (Clause 18.2 of the Contract Terms);
Customer billing address for invoicing:	All invoices should be sent to should be sent to finance@services.ukpbs.co.uk or Billingham (UKPBS, Queensway House, West Precinct, Billingham, TS23 2NF)

GDPR	As per 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:

Name and Title:



Signature:



Date: 20 October 2021

For and on behalf of the Customer:

Name and Title:



Signature:



Date: 20 October 2021

ANNEX A

Customer Project Specification

Background

The objective of the Business Perceptions Survey (BPS) is to determine businesses' views on the extent of the burden of regulation, and whether their perception of the burden has changed since the previous survey was undertaken in 2020. It is a biennial survey with 9 previous surveys.

Data collected includes businesses' views on:

- their greatest challenges and how regulation ranks within these;
- aspects of regulation considered most burdensome;
- compliance costs;
- Impact of regulation on innovative activity.

The survey provides indicative measures of how we are achieving our wider commitments to create a positive regulatory environment for businesses. The 2022 survey will give us unique insights into the impacts of EU Exit and the coronavirus pandemic on burdens of regulation.

Aims and Objectives of the Project

The objective of the BPS is to determine businesses' views on the extent of the burden of regulation, and whether their perception of the burden has changed, since the previous survey was undertaken (and as part of a longer time series going back to 2007 when the survey first began). This includes assessing business perceptions on how regulation is enforced and delivered in practice. Where possible we are keen to determine whether any improvement in the perception of the burden is potentially down to changes in Government policy and/or whether regulation is also perceived to be impacting on innovation and growth.

It is a priority for BEIS to reduce regulatory burdens and improve the way regulation is delivered, in order to provide a regulatory environment that supports growth whilst maintaining protections. Governments have announced their commitment through the introduction of a statutory Business Impact Target to help reduce the stock and flow of regulation. They have also undertaken initiatives to improve the business environment – through the Regulators' Code, the Growth Duty on regulators and previous cutting red tape reviews. BEIS is currently undertaking a review of the Better Regulation Framework¹ to ensure it remains proportional, supports innovation and is tailored to benefit the British people. It is important that the impact of these actions is tracked, and the BPS gives BEIS an opportunity to assess how far these measures have been felt by businesses and where there is a need to focus more effort.

2022 is an important year to run the survey because it provides our first opportunity to measure both the impact of our exit from the EU and the impact of the coronavirus pandemic.

There is an opportunity to make more use of the BPS in measuring the differential impacts of government policy on groups with protected characteristics (e.g. businesses led by women) and on equality more broadly

¹ <https://www.gov.uk/government/consultations/reforming-the-framework-for-better-regulation>

Suggested Methodology

Quantitative Data Collection and Analysis

This is a cross sectional survey and contractors need to draw a fresh sample of businesses to interview. We compare survey results over time but not respondents. A similar sampling and survey method to previous surveys should be used to ensure comparability. However, different methods are acceptable provided contractors can illustrate comparability will be maintained and if improvements can be made on previous surveys. Key stages in the project:

Stage 1: Questionnaire design, sample frame and sample specification

Stage 2: A survey of c2,000 businesses taking an average of 25 minutes using Computer Assisted Telephone Interviews (CATI). (Or alternative method suggested by contractor if it could be shown to be comparable with previous years and provide better value for money or improvements over previous survey methodology.)

The survey asks:

- A small set of questions covering business demographics e.g. size, turnover, recent growth
And collects businesses' views on:
- the greatest challenges facing them generally and the extent to which regulation in particular is considered an obstacle to business success
- government's approach to regulation
- aspects of regulation and areas of law considered most burdensome
- their experience with regulators
- the overall time spent on complying with regulations
- sources of support – including reliance and expenditure on external business agents to ensure compliance
- the impact of regulation and regulators on innovation

It then collects their expectations of future regulatory burdens – and the reasons behind these.

Stage 3: Analysis and Reporting

As with previous waves of the survey, the analysis and reporting will focus on:

- Results of this wave of the survey
- How results have changed from the previous survey (i.e. 2020)
- How results have changed longitudinally in the years the BPS has been running (only undertaken for a handful of key metrics)

As with last year's survey, analysis should be undertaken to show results where 'innovative' and 'high growth' businesses were significantly different from the rest of the business population.

The contractor could also undertake a Key Driver Analysis. For example this can help understand which factors (sector etc) and which statements around burden drive how businesses respond to other aspects of the survey. This will help us understand what attitudes/questions are key to businesses. Contractor to suggest what key driver analysis could be undertaken. Such an analysis was undertaken in the 2020 survey.

Proposed Modification for 2022:

Many of the questions will remain unchanged (from the 2020 wave of survey) as we wish to continue the existing time series on key questions. However, contractors should build in time to work with BEIS to design new questions, modify existing questions and pilot/ cognitively test them. As a minimum, it is envisaged we would add additional options to existing questions to allow us to identify where EU exit or the coronavirus pandemic was the cause of impacts. BEIS is also interested in collecting further demographic information from businesses in order to better understand how government policy impacts on individuals with protected characteristics (gender, race) and supports wider strategies around equality (i.e., 'levelling up). We would take advice from contractors on the specifics during the development of the questionnaire.

Further Detail on Methodology:

BPS 2020 achieved 2,014 interviews, lasting an average of 25 mins. The sampling method must be designed to achieve full responses for a representative sample of businesses, selected at random.

As with previous waves of the BPS, contractors should bear in mind our need to make statistically representative statements according to broad industry (9 broad industrial sectors as per previous surveys) and firm size. The tender should outline recommendations for:

- Sample stratification that ensures: 1) robust analysis at an industry, firm-size and country level, and 2) a representative sample, with sufficient numbers in each size band and SIC group for analytical purposes.
- Obtaining a suitable sample frame²; indicating 1) the advantages and any limitations of your proposed approach (including coverage, particularly of micro businesses), and 2) how it can provide a robust and representative sample.

To ensure consistency with previous waves of the BPS survey, we expect that contractors use a CATI telephone survey to interview businesses. Interviews should be conducted with a senior member of staff with responsibility for legal or compliance issues. Contractors should explain their approach to the fieldwork by outlining the following:

- How the fieldwork would be conducted and how progress would be monitored. Contractors should also demonstrate that their interviewers have the necessary training, skills and

² The sample in 2020 was drawn from the Market Location commercial business database.

experience to conduct interviews of this type, and also provide a description of standard briefing procedures for a project of this type.

- The problems and challenges of collecting the data and how you will overcome these. How weighting is undertaken and its effect on significance of results.
- The response rate anticipated from the survey. BEIS places considerable importance on achieving high response rates. This should be supported with evidence from the previous similar surveys conducted by the organisation, an account of the methods that will be used to maximise response rates, and the protocols they intend to use to minimise non-response bias, and therefore minimise the number of contacts needed to achieve the required sample size.

Project Management Arrangements:

The Project Steering Group will be formed of analysts and officials from the Better Regulation Executive and wider BEIS community. It will meet up to 3 times during the project and the cost of attending these meetings should be included in the tender. At least one of these meetings will be a presentation of the results. Tenders should expect to prepare a PowerPoint or similar for this meeting of the survey results for discussion before report writing. This meeting is likely to include a slightly wider audience of BEIS officials than the steering group. All meetings are expected to be conducted remotely in light of Coronavirus restrictions.

To ensure consistency and comparability we would suggest the fieldwork for the 2022 BPS be undertaken during approximately the same months as previous surveys. Ideally, fieldwork should commence in early January 2022 and be completed by end of February 2022.

Deliverables

The contractor will be required to produce the key deliverables described below:

- I. A detailed work programme (Oct 2021)
- II. An agreed questionnaire (Dec 2021)
- III. Cleaned datasets (with unique identifiers to enable linking of data) (End Feb 2022)
- IV. A draft research report (end Mar 2022)
- V. A draft technical report (end Mar 2022)
- VI. Final reports (as above) of publishable quality. (Contractors should refer to the Business Perceptions Survey 2018 and 2020 for an idea of the quality of analysis and reporting. However, additional suggestions on analysis that could be undertaken would be looked at favourably.) (mid April 2022)
- VII. Associated 'transparency tables' for publication alongside the research report (mid April 2022)
- VIII. A presentation of findings – details to be arranged with BEIS (mid Mar 2022) IX. A slide pack summary and infographic (mid April 2022)

- X. Project management: Weekly progress updates + attendance at BEIS project steering group meetings (ongoing)

[Note: Anticipated dates for receiving deliverables are indicative. The contractor is welcome to suggest alternative timings.]

Publication

The final report for this research / evaluation project must be formatted according to BEIS publication guidelines, therefore within the Research paper series template and adhering to BEIS accessibility requirements for all publications on GOV.UK. The publication template will be provided by the project manager. Please ensure you note the following in terms of accessibility:

Checklist for Word Accessibility

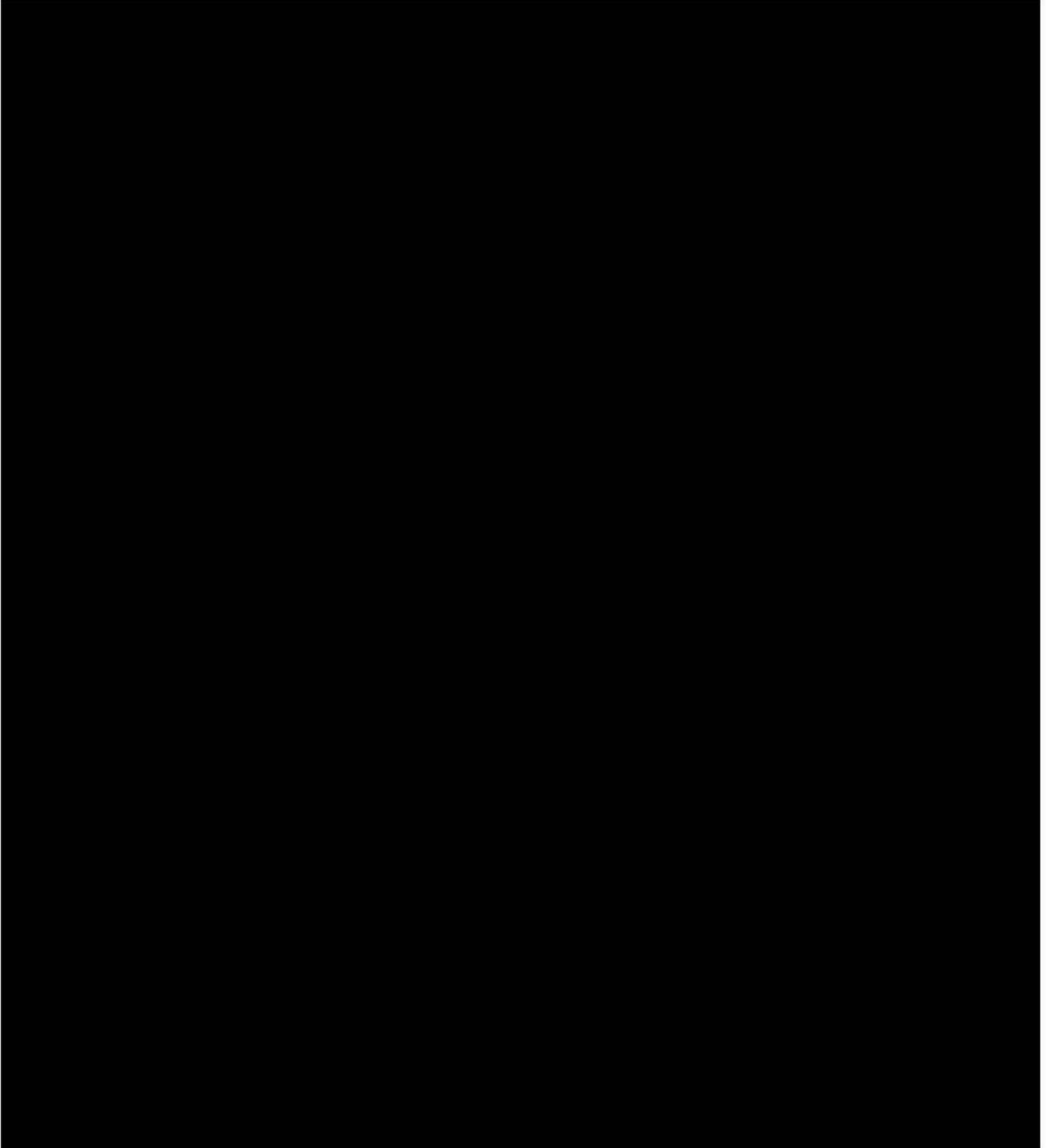
Word documents supplied to BEIS will be assessed for accessibility upon receipt. Documents which do not meet one or more of the following checkpoints will be returned to you for re-working at your own cost.

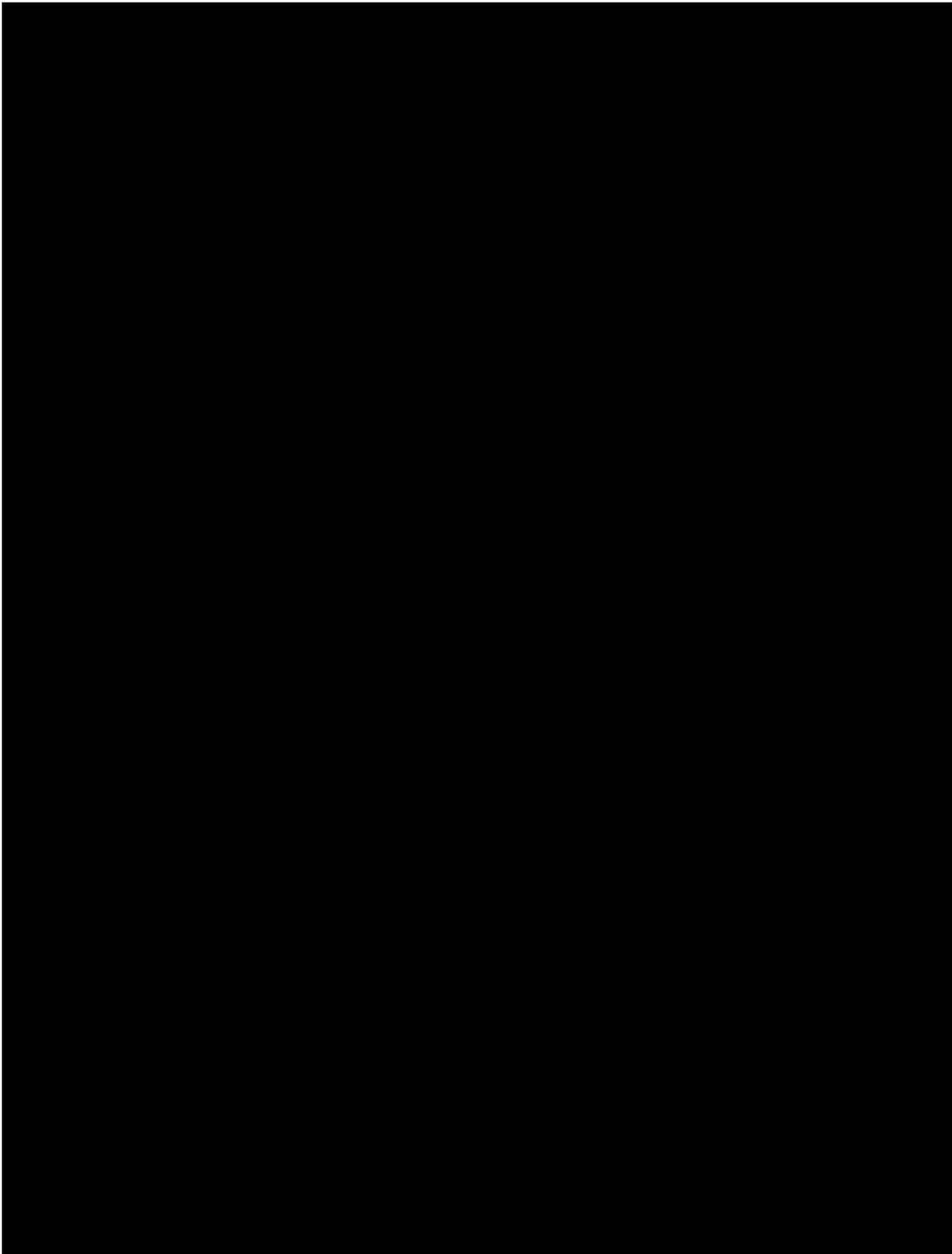
- document reads logically when reflowed or rendered by text-to-speech software
- language is set to English (in File > Properties > Advanced)
- structural elements of document are properly tagged (headings, titles, lists etc)
- all images/figures have either alternative text or an appropriate caption
- tables are correctly tagged to represent the table structure
- text is left aligned, not justified
- document avoids excessive use of capitalised, underlined or italicised text
- hyperlinks are spelt out (e.g. in a footnote or endnote)

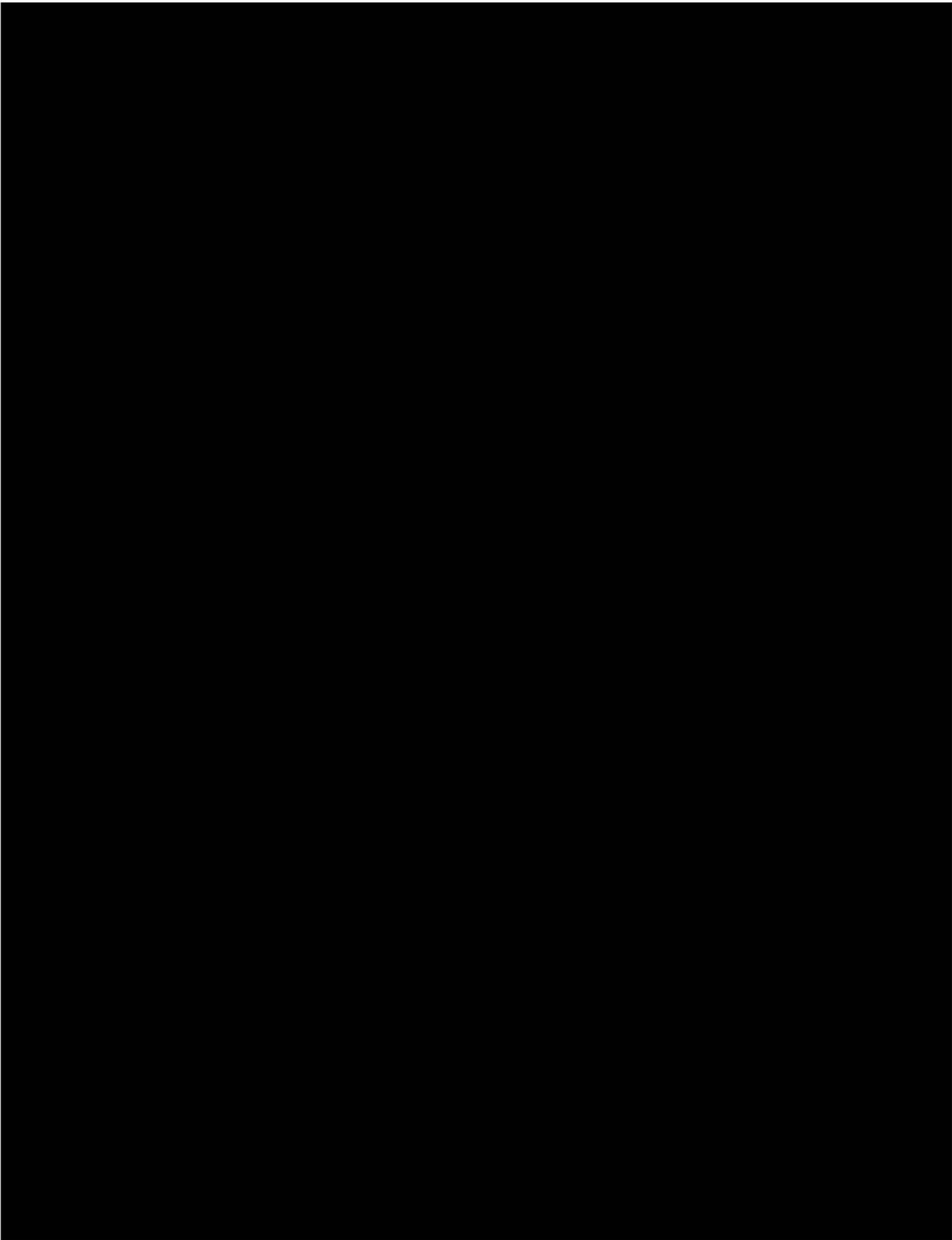
Datasets to support those to be published in the final report must be provided in an accessible format (CVS, Excel) on submission of the report.

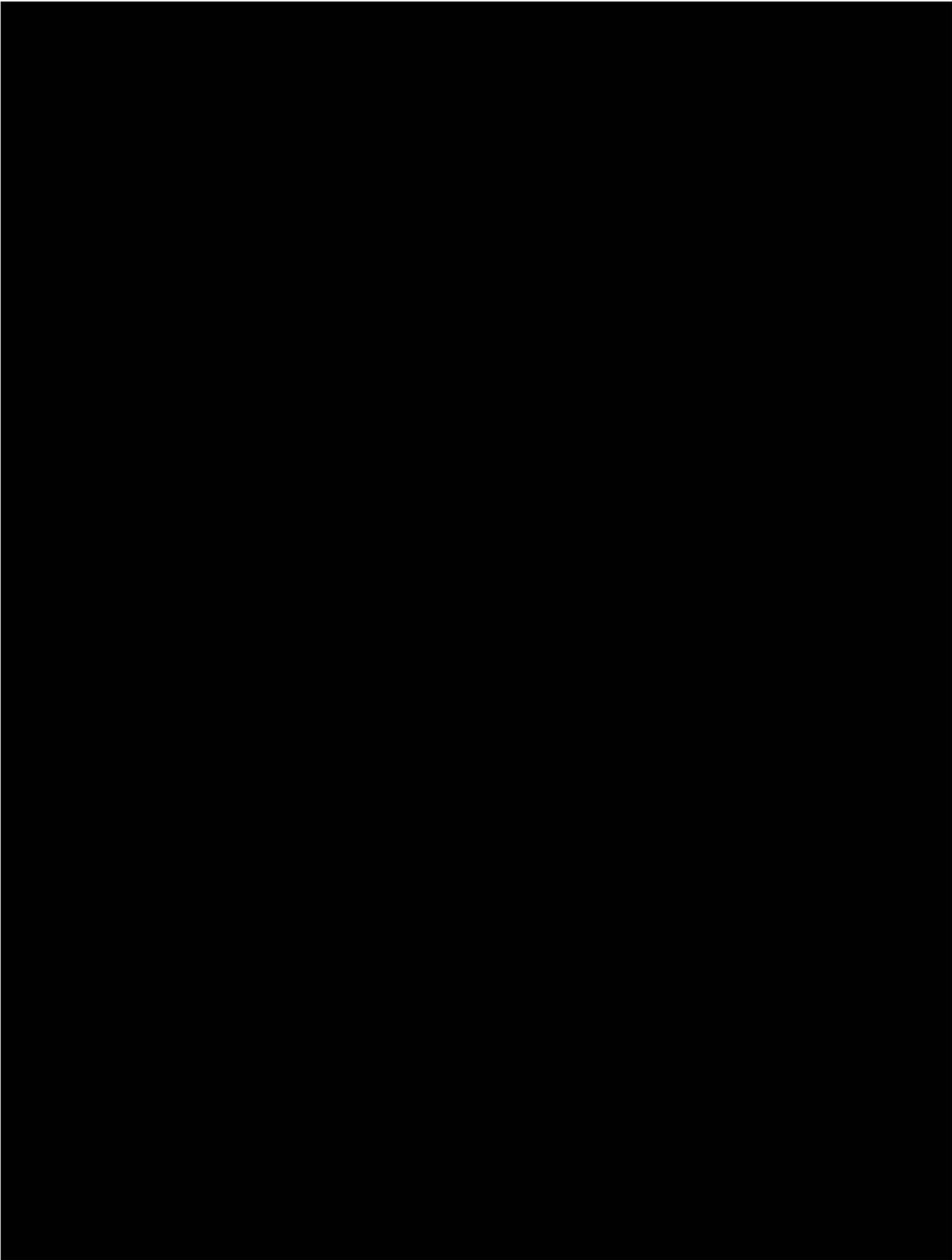
ANNEX B

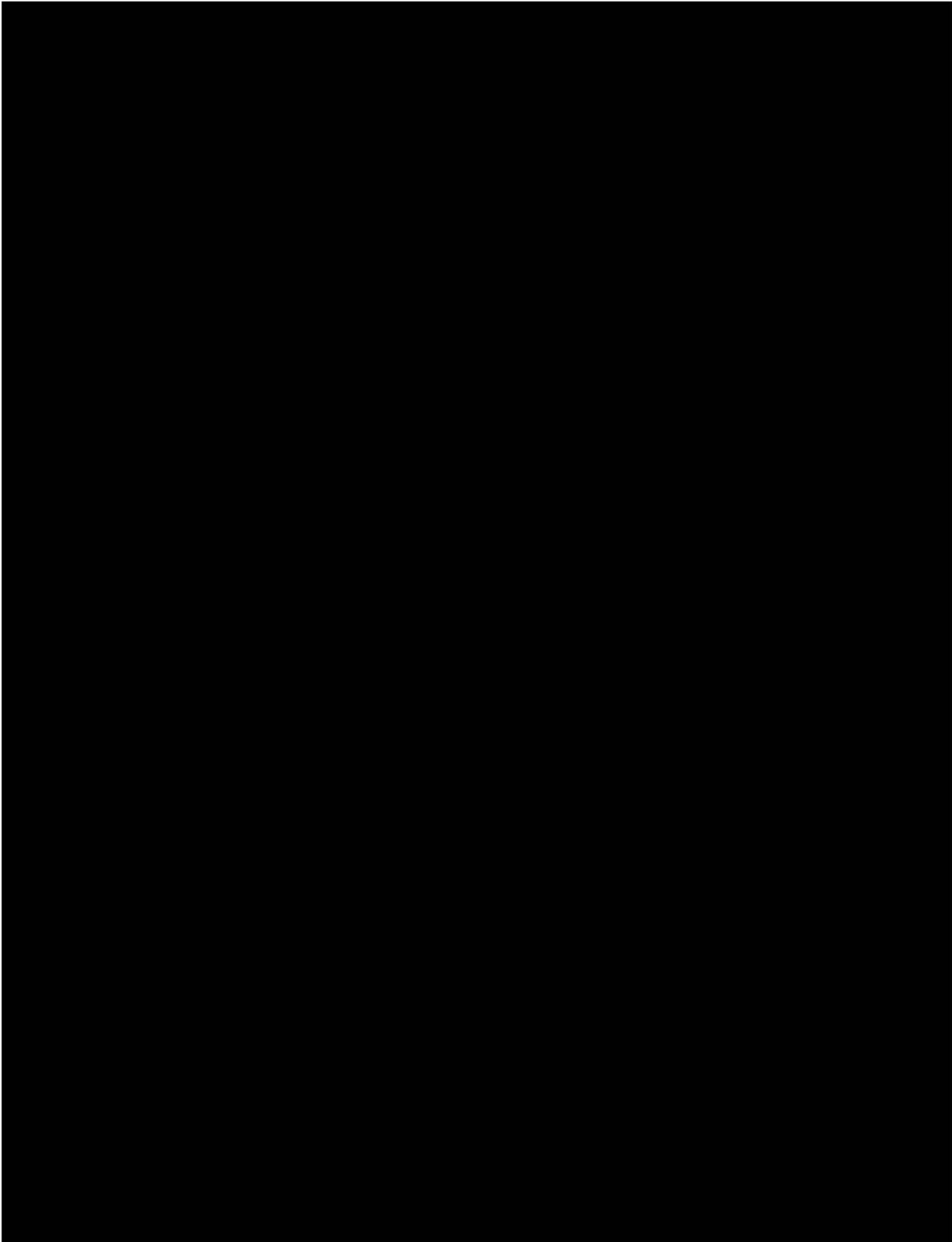
Supplier Proposal

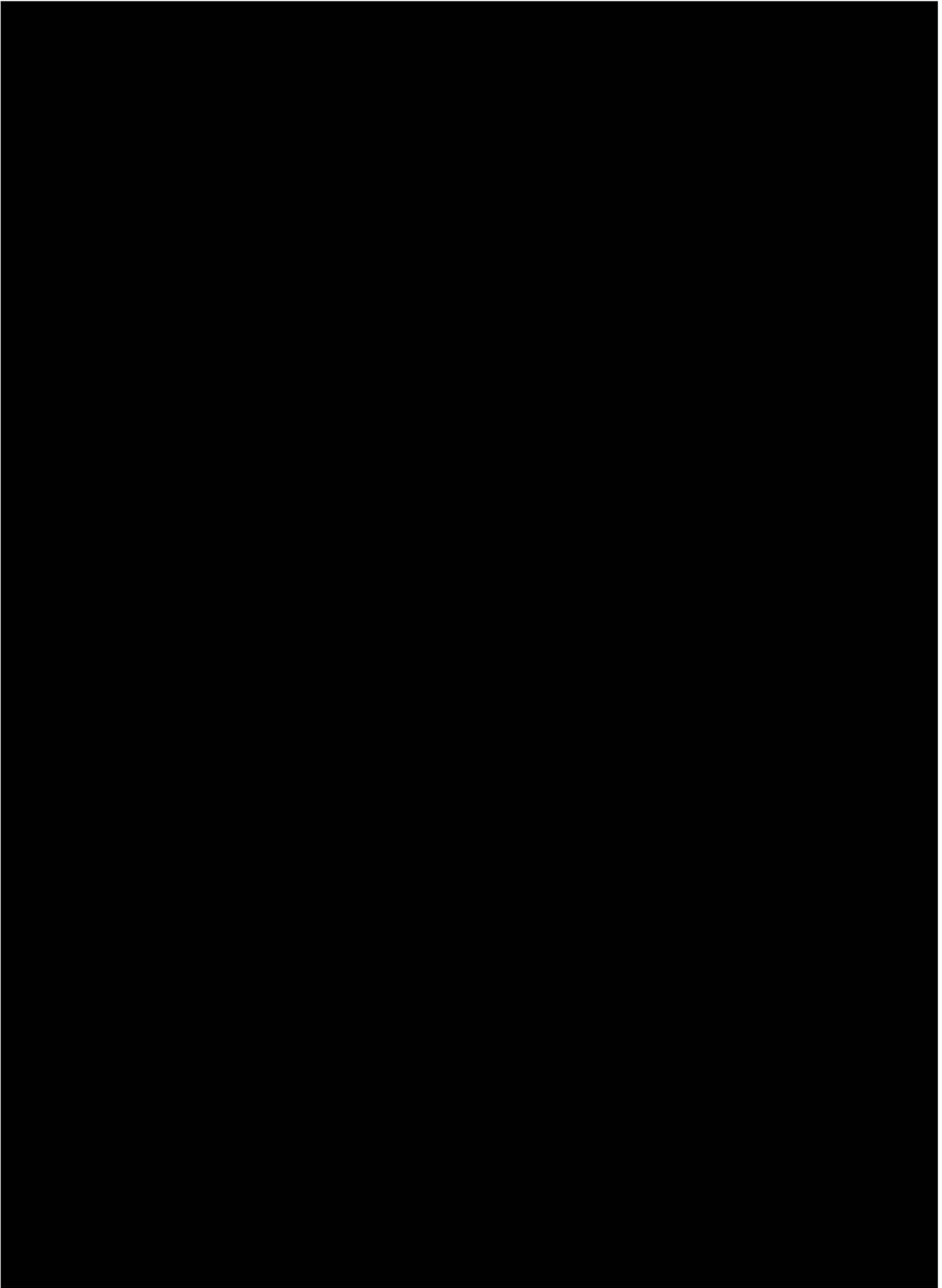


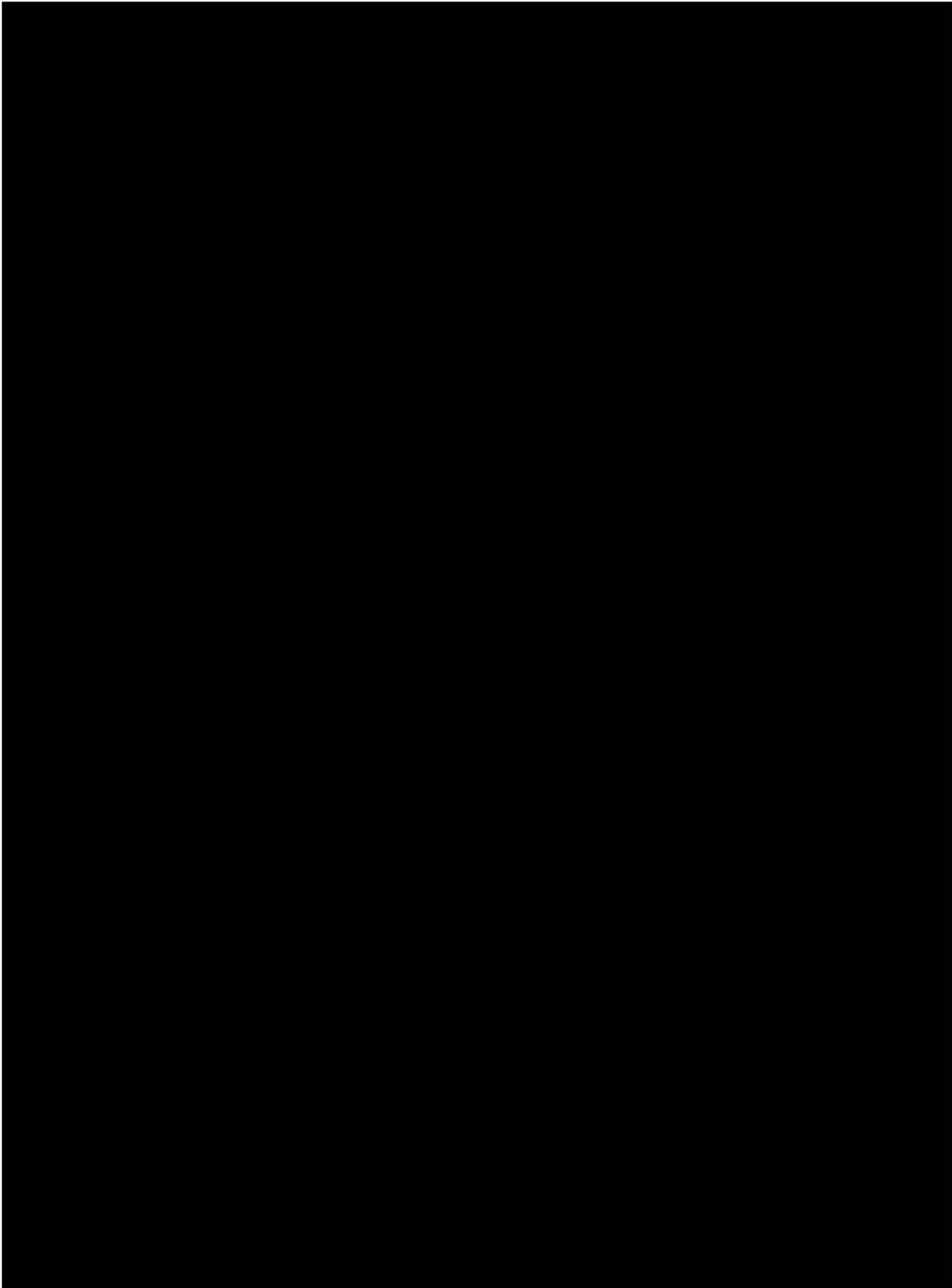


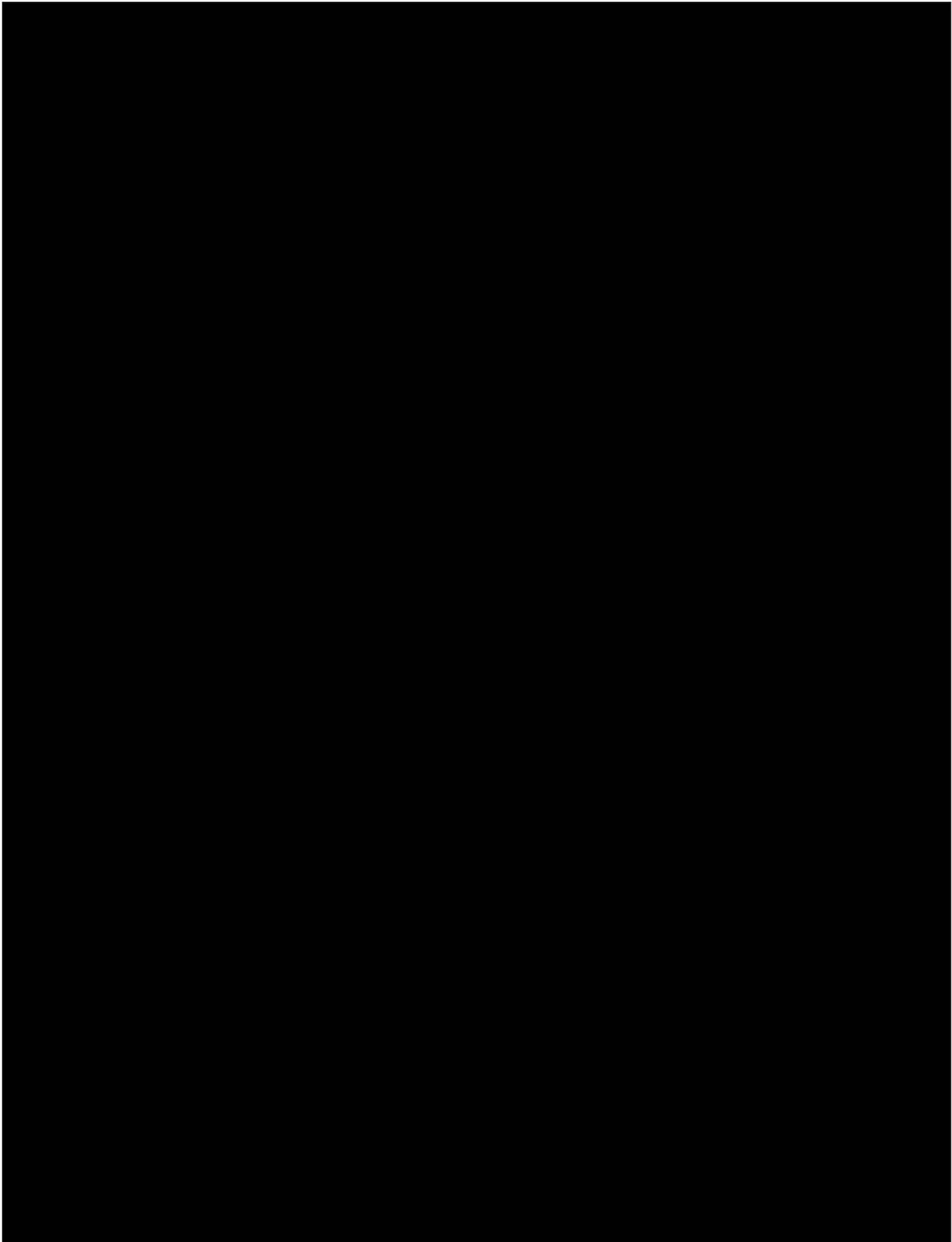


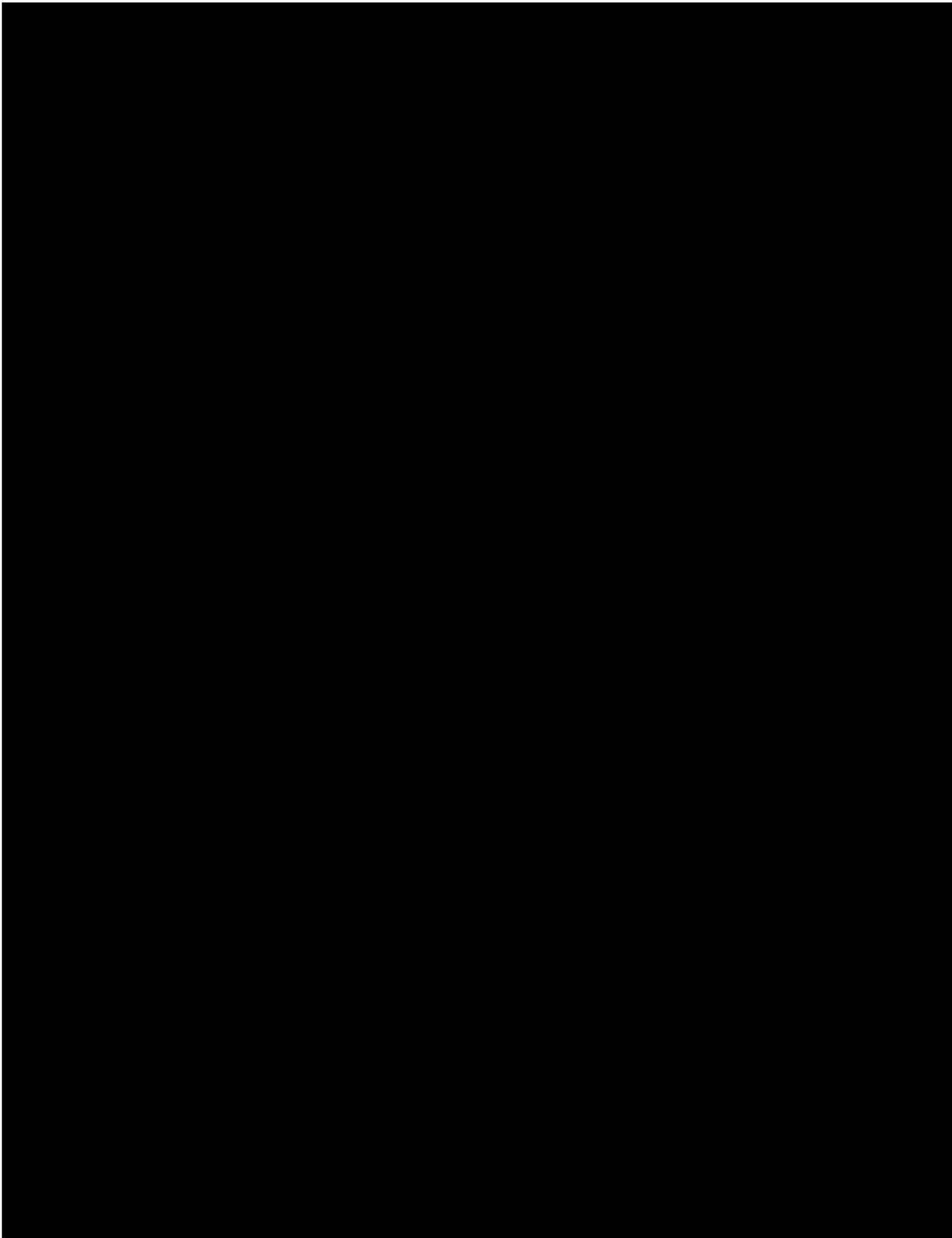


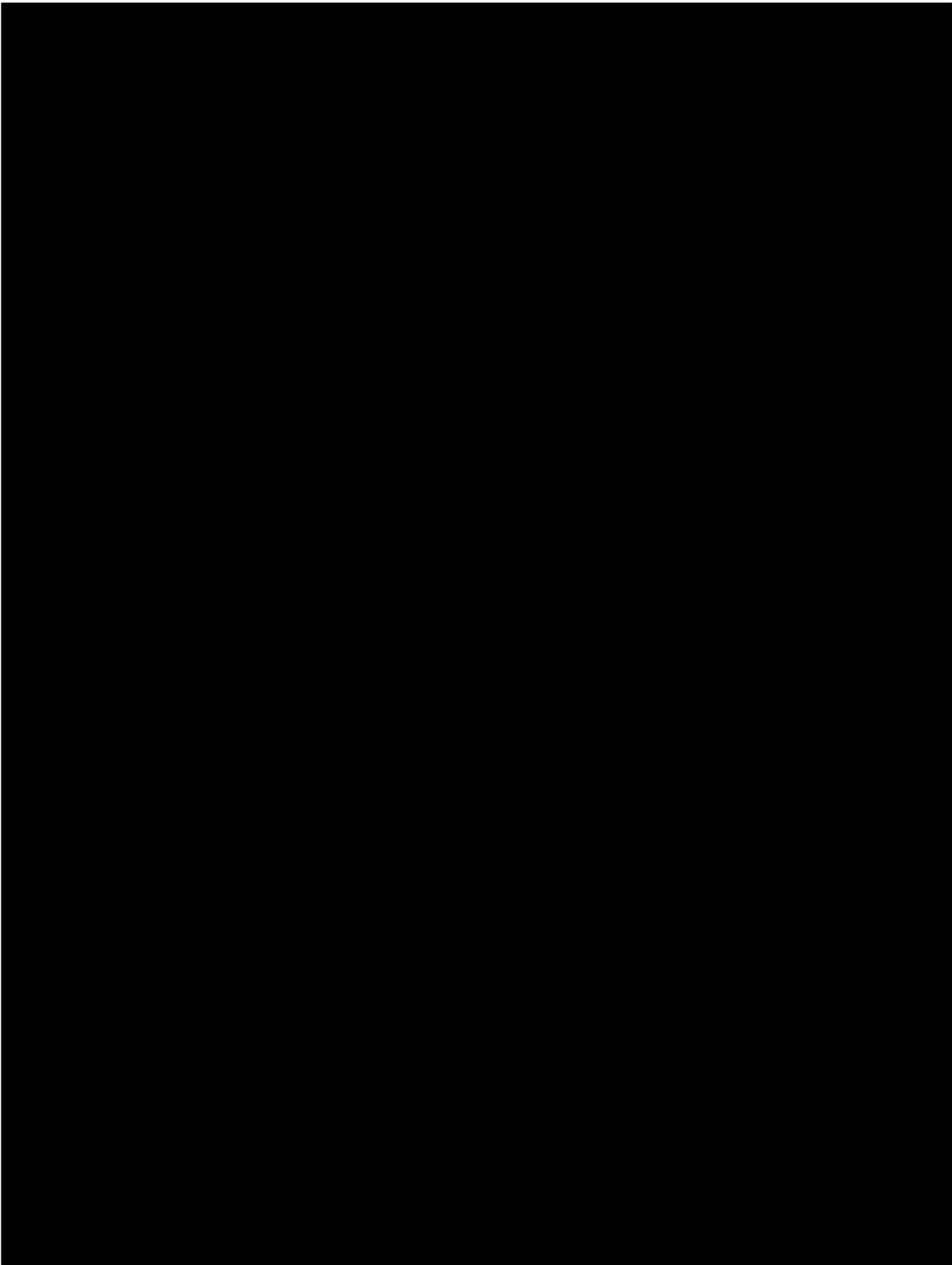


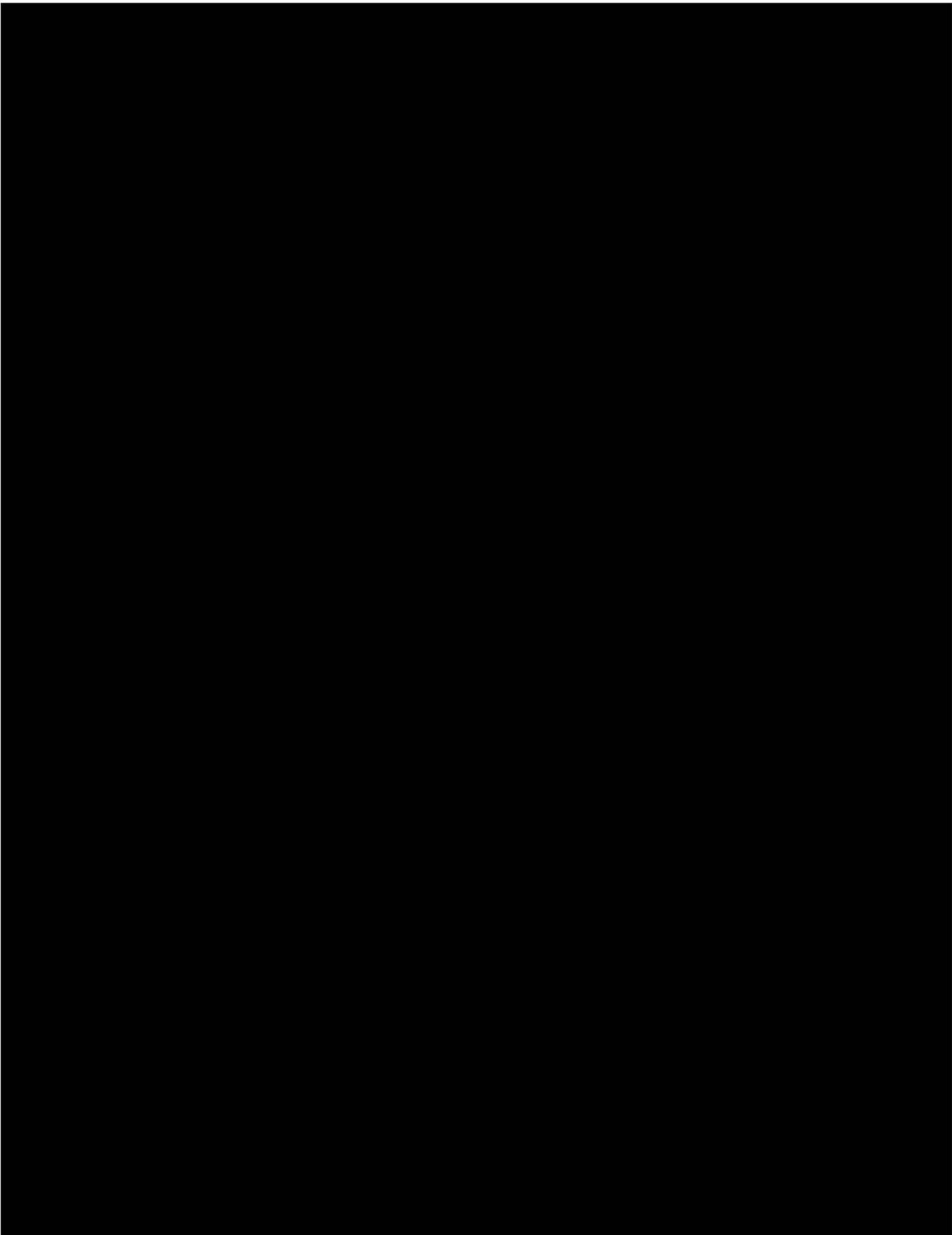


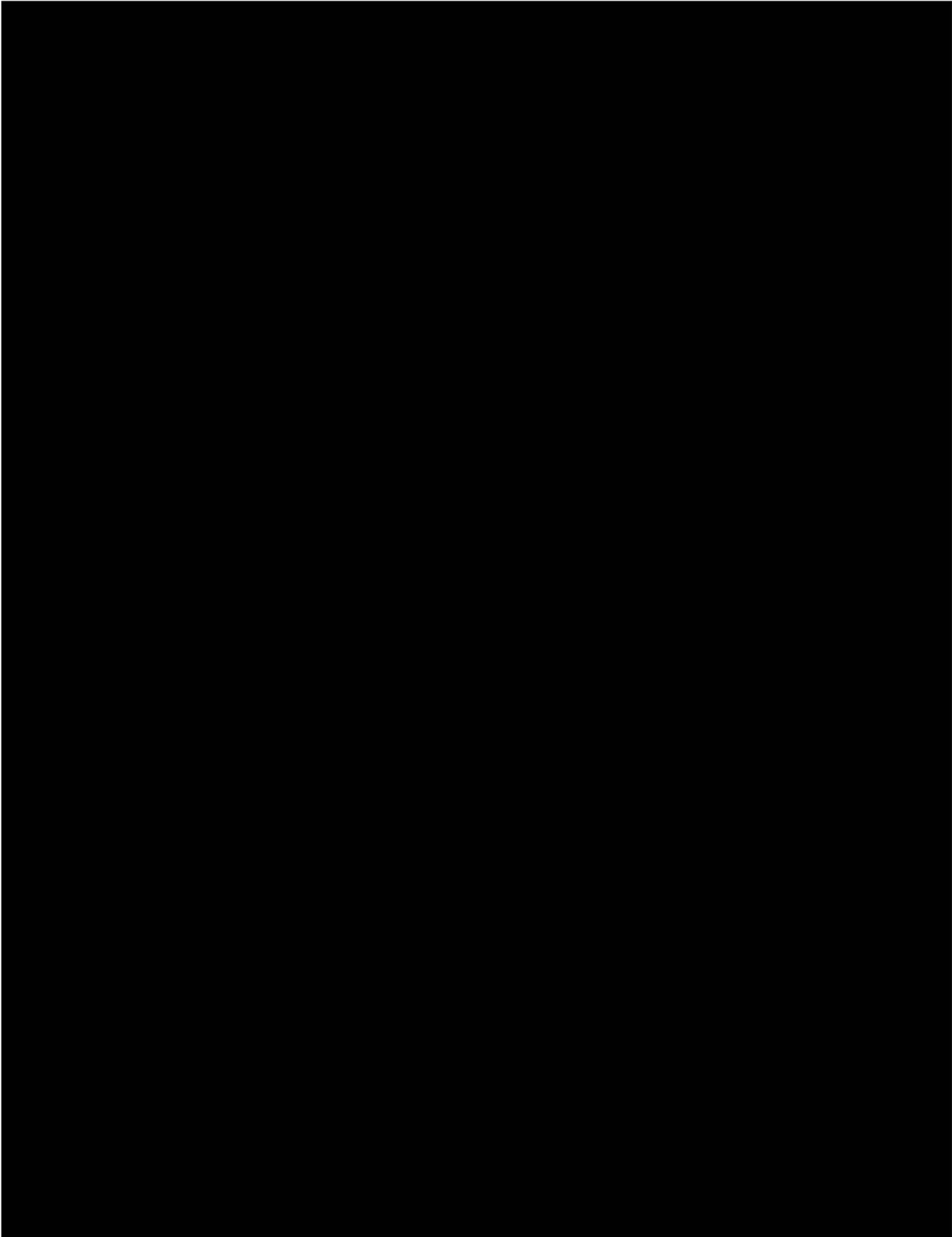


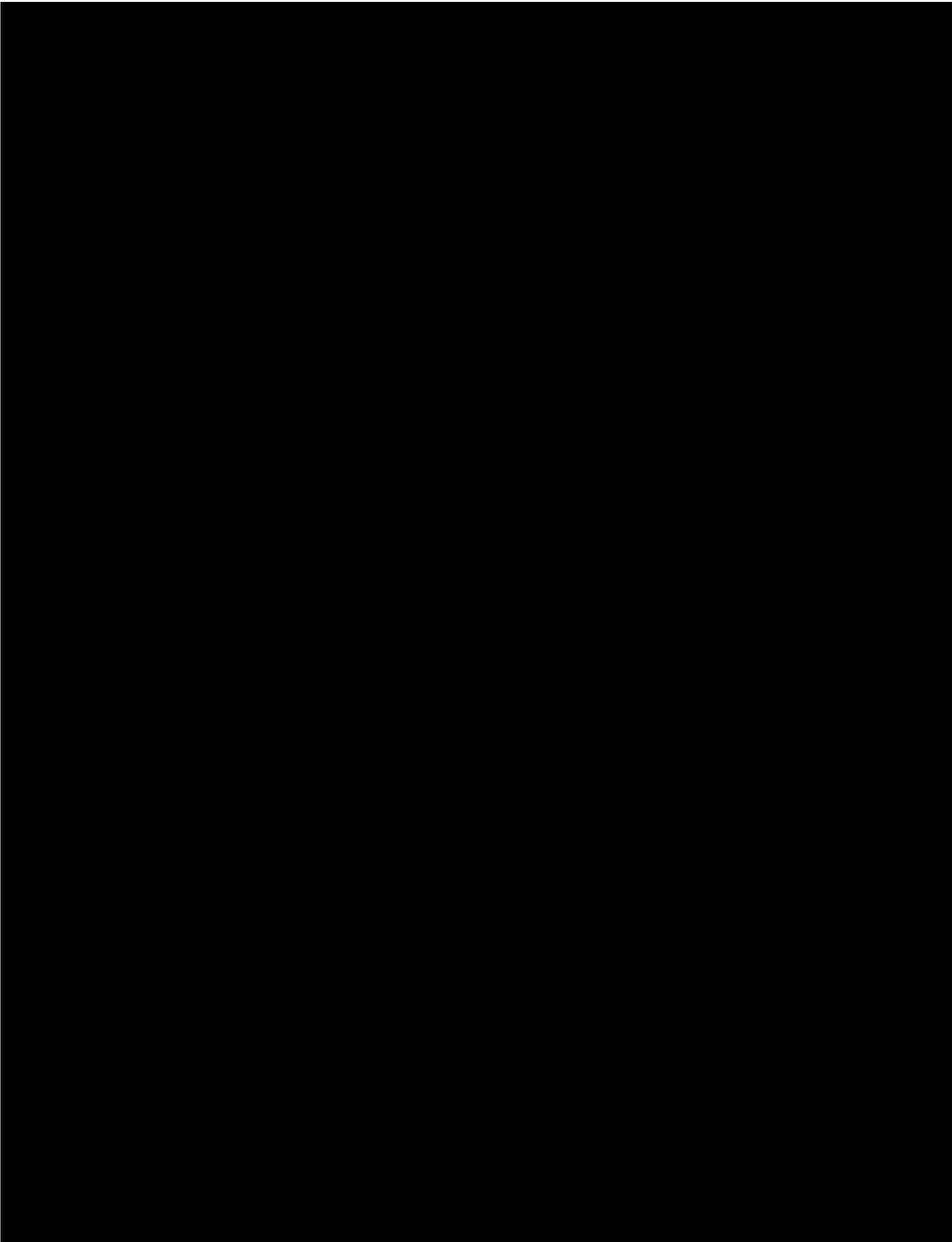


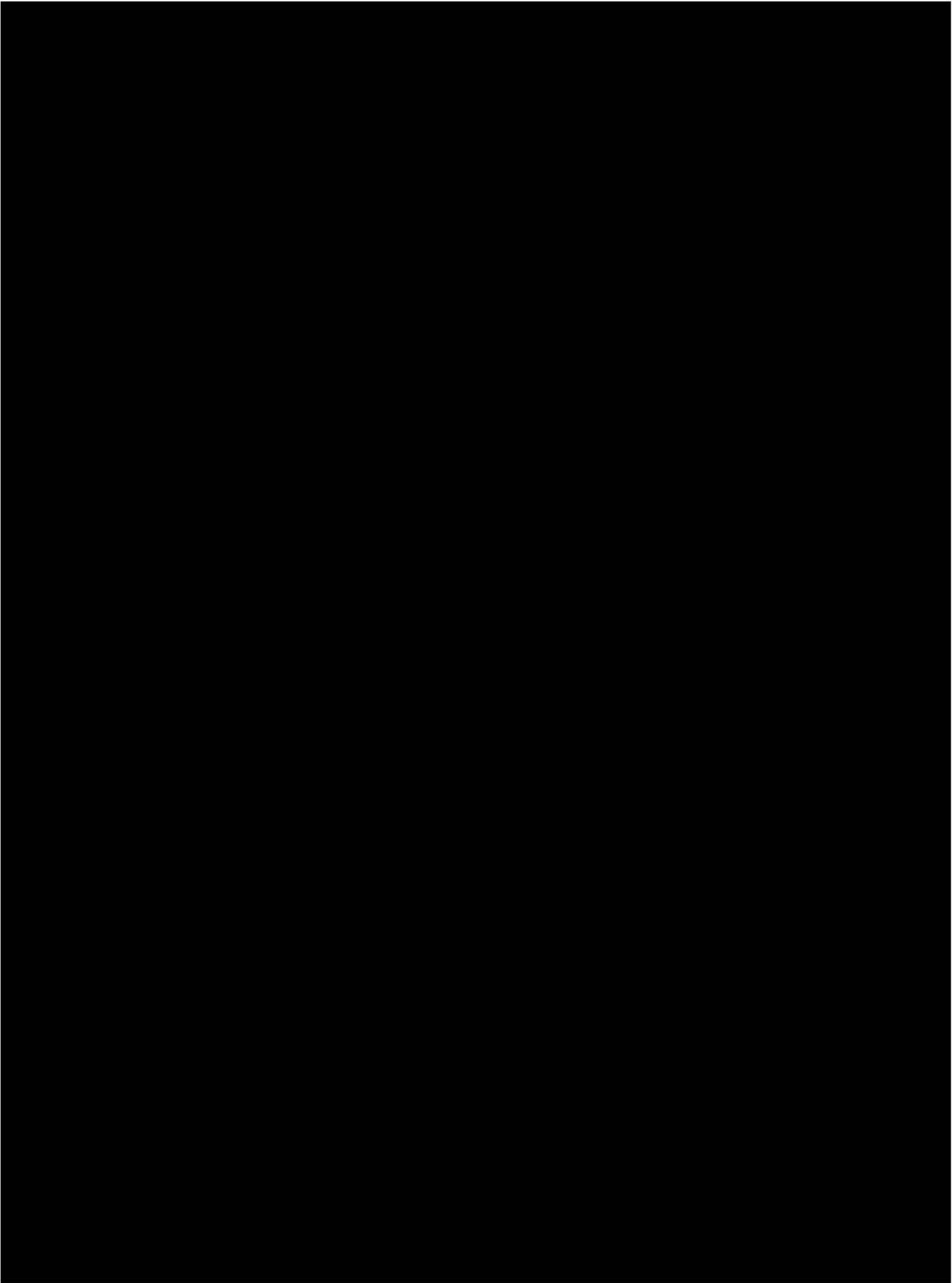


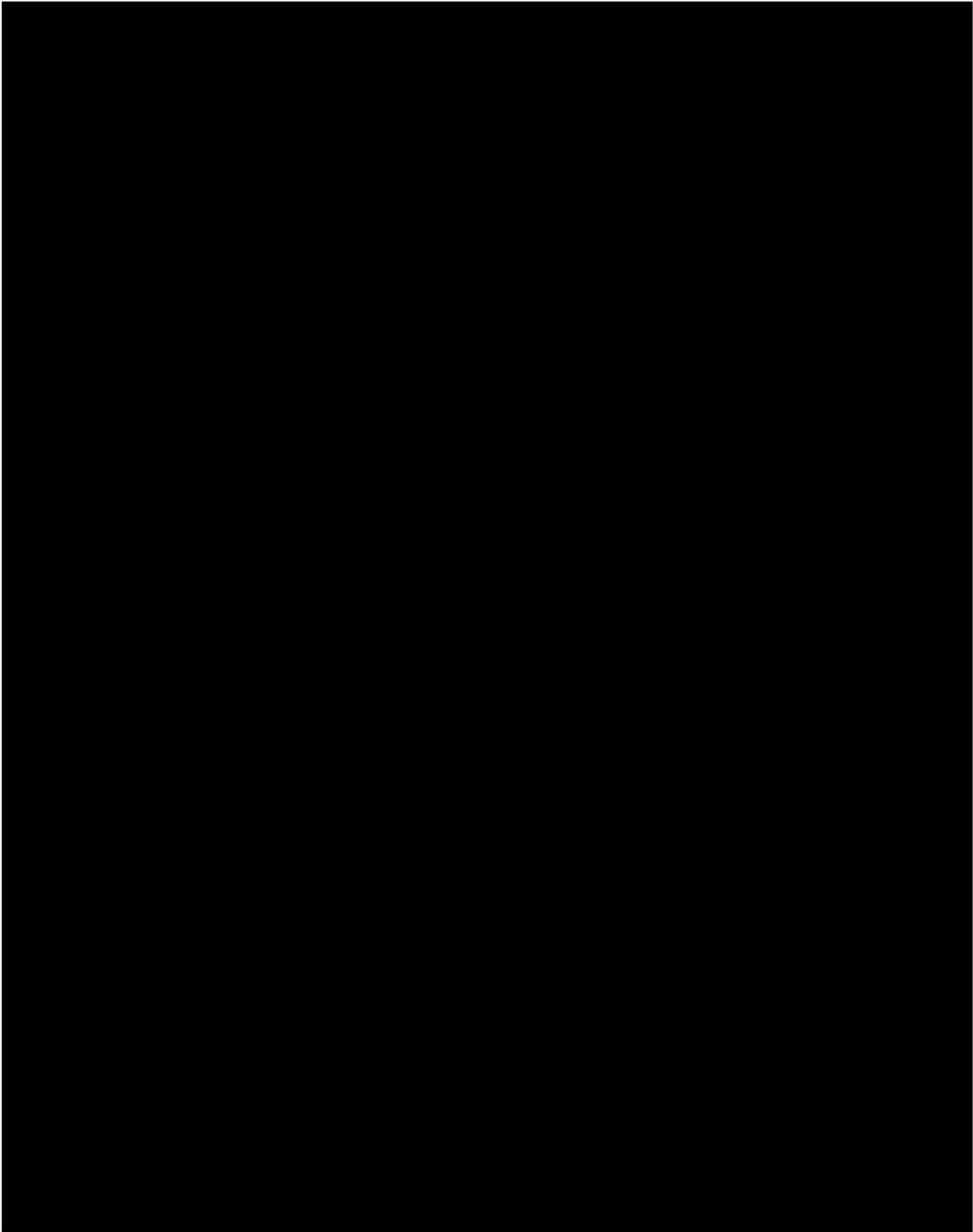


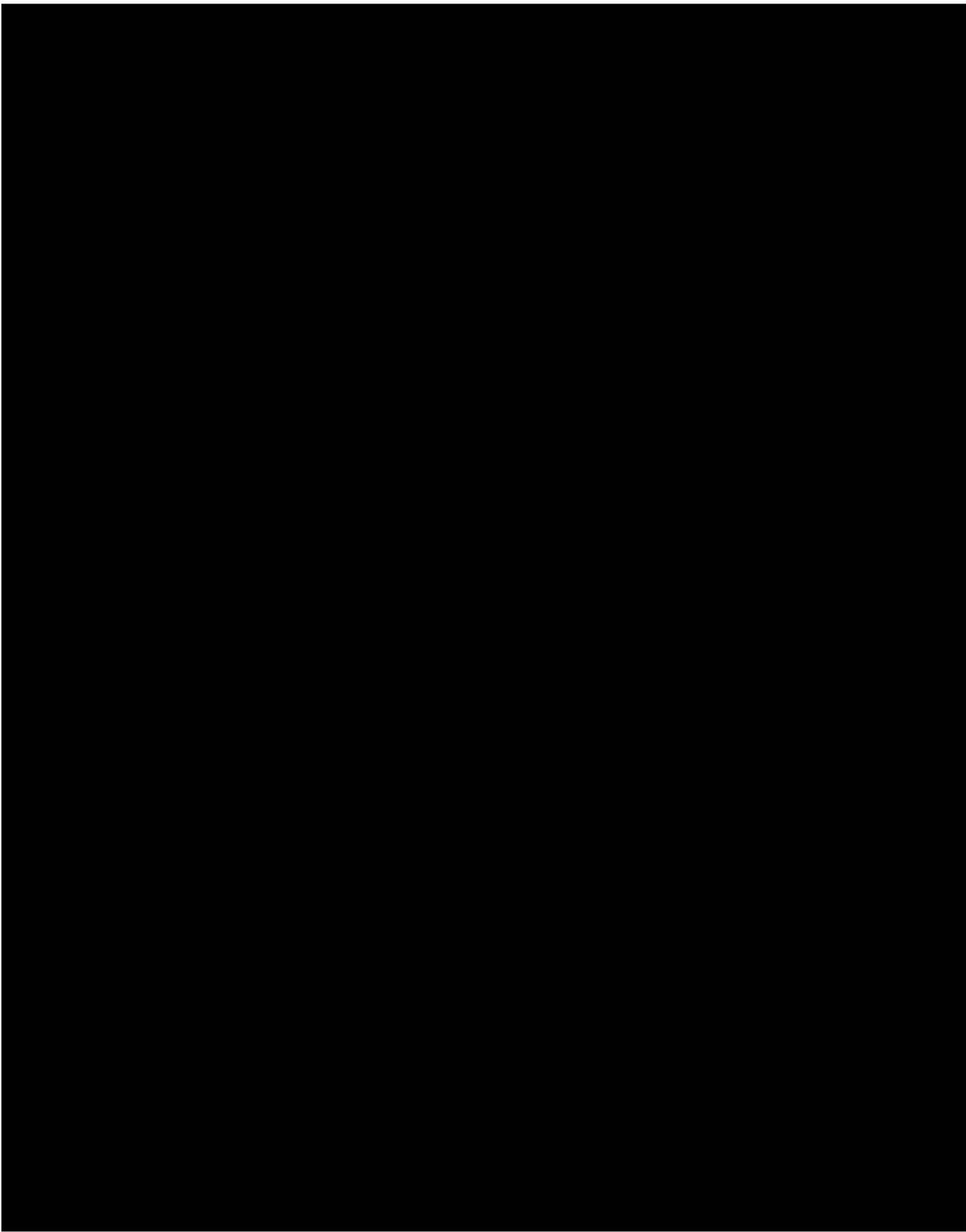


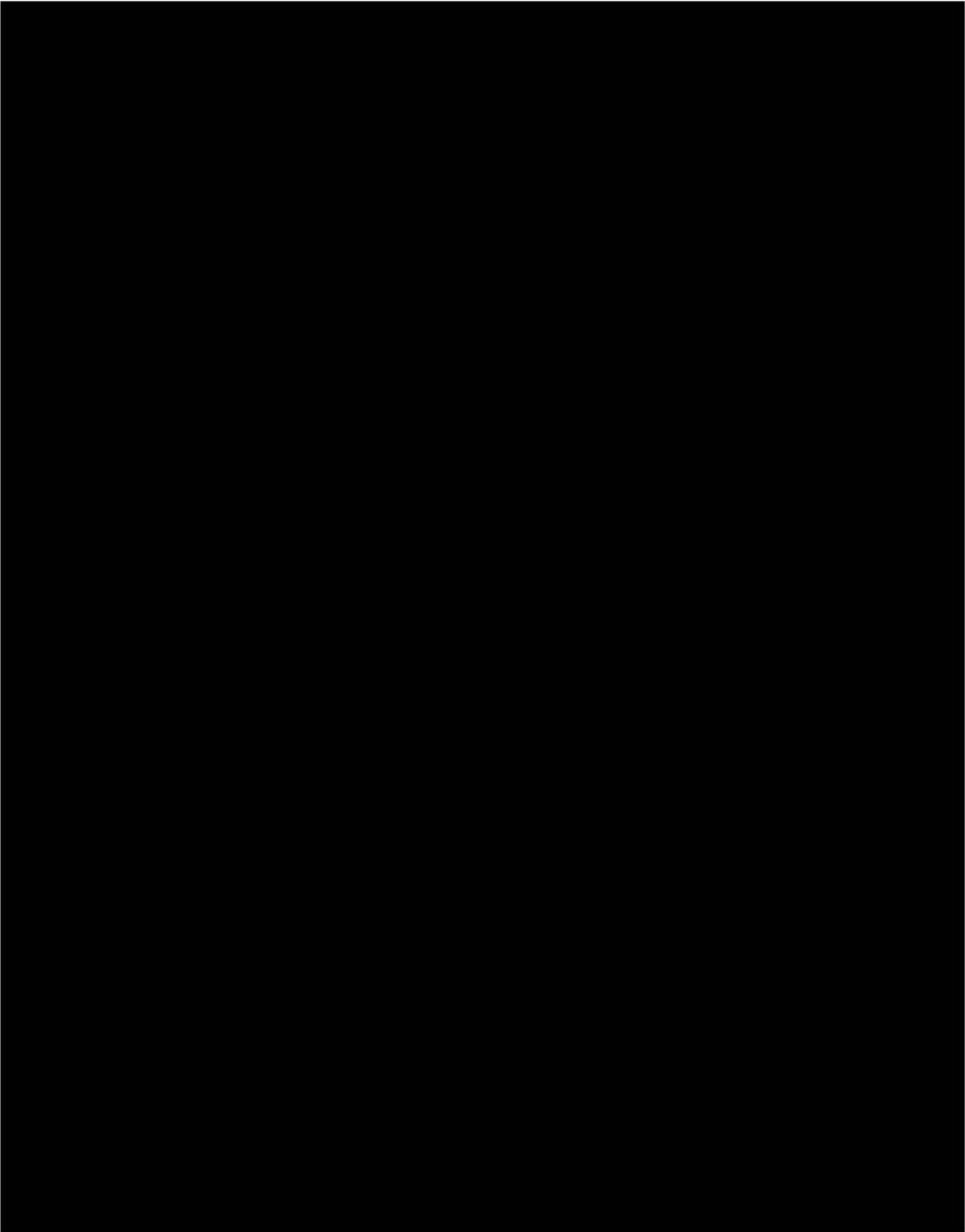


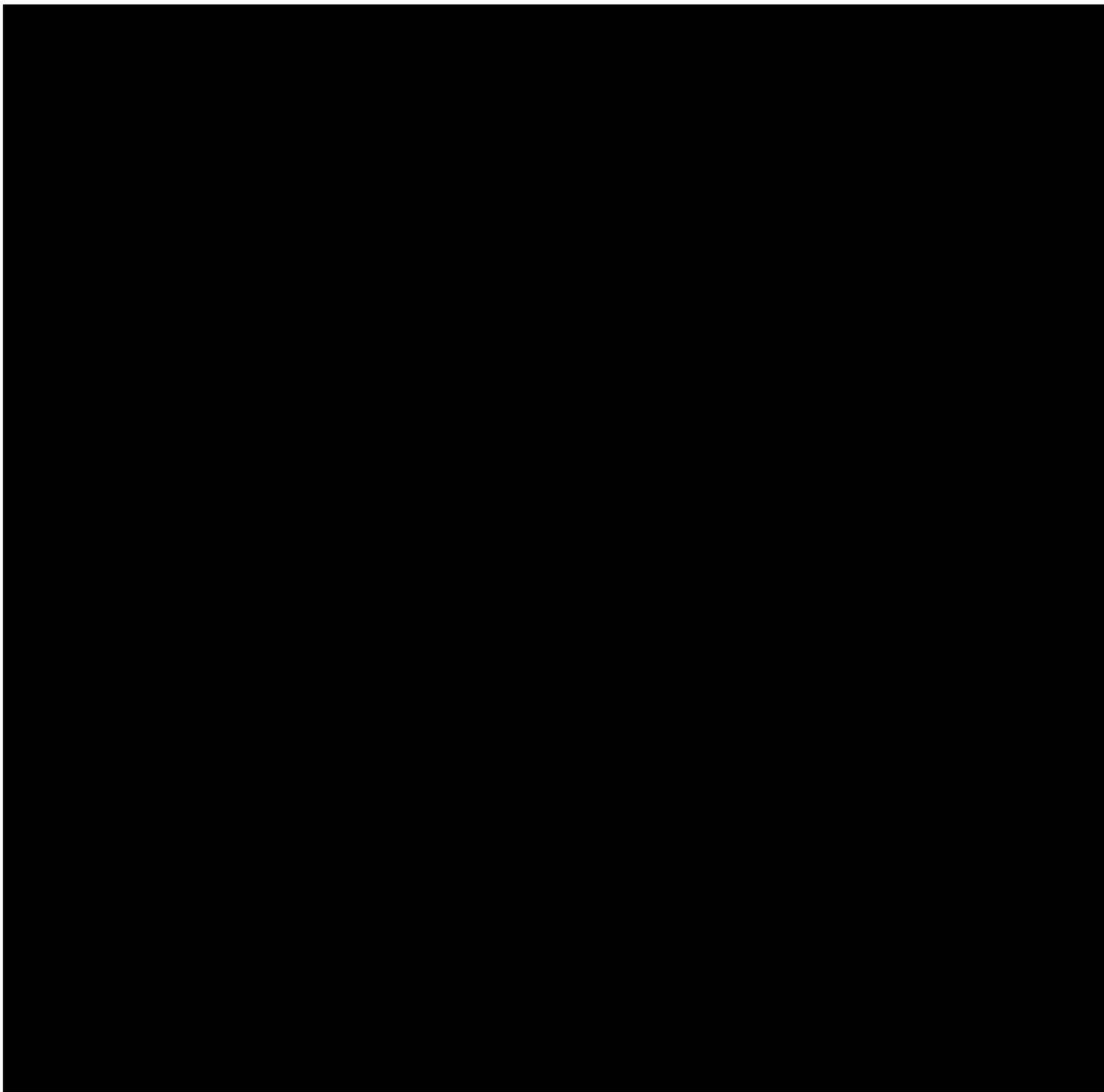


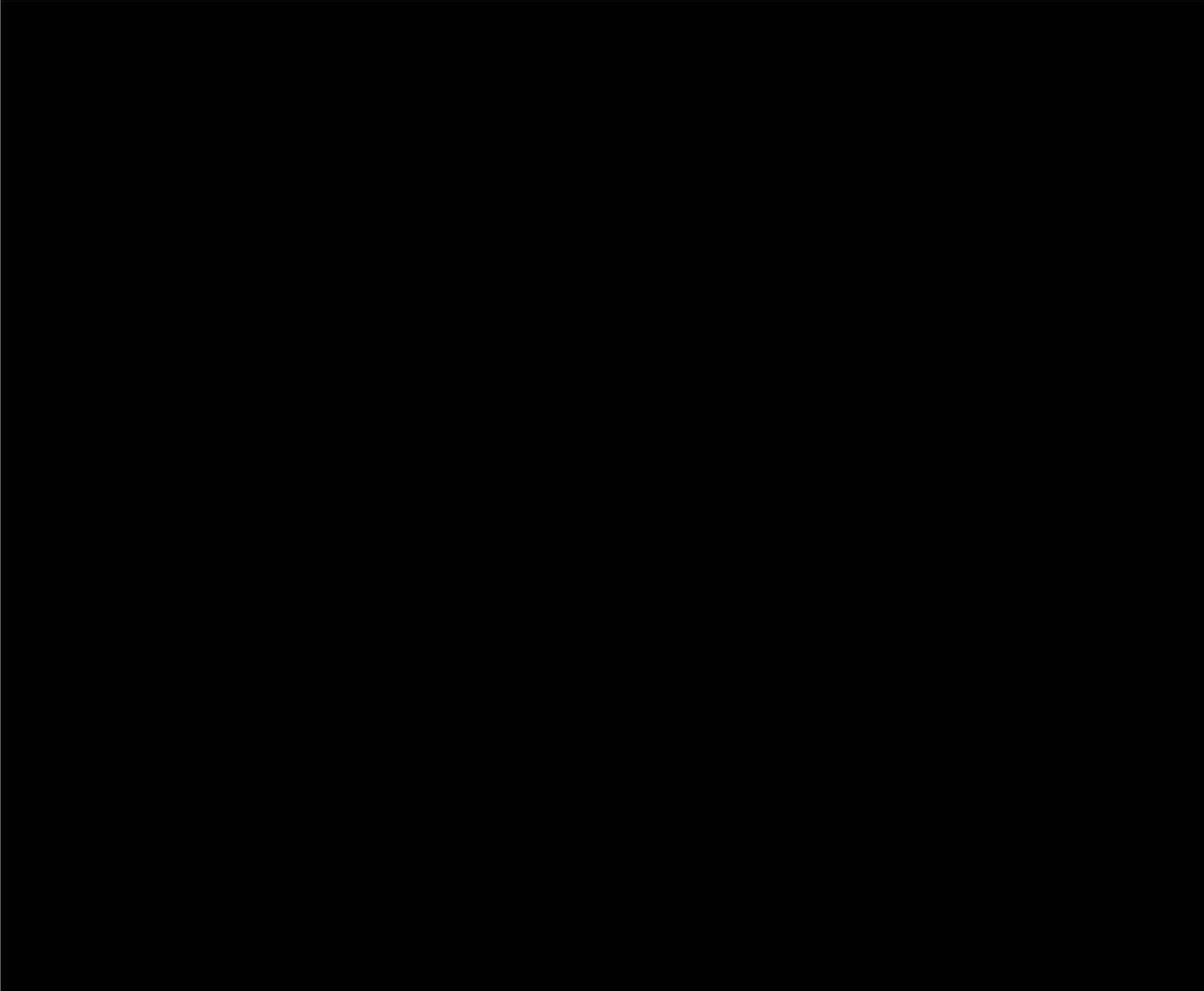












Part 2:

Contract Terms

