**Order Schedule 20 (Order Specification)**

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| The Department for Business and Trade (DBT) the Buyer is the department for economic growth. We support businesses to invest, grown and export, creating jobs and opportunities across the country. |
| **Background** |
| At the end of last year, the Buyer published the UK’s first [battery strategy](https://www.gov.uk/government/publications/uk-battery-strategy), alongside the [Advanced Manufacturing Plan](https://www.gov.uk/government/publications/advanced-manufacturing-plan). The UK battery strategy sets out a vision for the UK to achieve a globally competitive battery supply chain by 2030.  Building on the UK’s existing strengths (including R&D expertise and the automotive manufacturing sector) the battery strategy is based around a DESIGN-BUILD-SUSTAIN approach: * DESIGN: Design and develop the batteries of the future that are smaller, lighter, and offer better capacity and value, building on UK world-leading research and innovation.
* BUILD: Working closely with our domestic industry and international partners to secure a resilient UK battery manufacturing supply chain that supports our strong domestic growth and thriving export markets.
* SUSTAIN: Enable the development of a thriving and sustainable sector, supported by proportionate regulations that drive investment across the supply chain, from raw materials through to end of life and recycling.

A Battery Strategy Taskforce, made up of industry and academic experts, was set up to support the development of the strategy, and continues to be convened to advise on the delivery of the strategy.  |
| **Summary Research Aims**  |
| To build on the Battery Strategy and support the work of the Taskforce, the Buyer requires information on companies in the UK battery sector to: * Develop and evaluate the UK battery strategy and related policies,
* Identify sector strengths and address weaknesses/barriers to help create the conditions for UK business success in the battery sector,
* Establish a baseline against which to monitor and map changes in the sector.
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| **Detailed Research Aims**  |
| The Buyer envisage that this work will be conducted in three phases: * Phase 1: Development of a comprehensive classification and segmentation methodology for the battery sector.
* Phase 2: Development of the battery sector database.
* Phase 3: Quality assurance of the database.

Phase 1: Development of classification / segmentation methodologyThe Supplier shall design a comprehensive classification and segmentation methodology in Phase 1 of this project, in partnership with the Buyer, data partners and industry experts. This classification / segmentation should enable battery companies to be classified by the sectors they operate in along with what activities they carry out. This could include segmentation by technology type. The Buyer will support this phase by helping to convene a suitable group of experts to advise on the classification and segmentation methodology. This group is likely to include internal government experts (e.g. automotive policy professionals and statistical experts) as well as experts from external organisations (e.g. representatives from the Automotive Propulsion Centre, the Faraday Institution, trade associations and catapults). As this phase underpins the success of the project, the Buyer suggest at least two rounds of iteration in the development of the segmentation methodology. Phase 2: Development of the battery sector databasePhase 2 will involve the development of the battery sector database. The Supplier shall collect and validate data from a range of sources, including: * Working with data partners: It is expected the supplier will work with a series of experts who have in-depth knowledge and intelligence on companies operating in the UK battery sector to identify companies for inclusion in the dataset. The Buyer will support the process of developing a list of suitable experts, during Phase 1 of the project.
* Desk research: The Supplier shall also conduct further research to identify companies operating in the sector, which could be through processes such as web scraping. A detailed plan on how this will be done will be provided by the Supplier.
* Primary research: While the Buyer do not necessarily expect the Supplier to undertake primary research (e.g. interviews with battery sector companies), they make wish to undertake some primary research for data validation purposes, for example, to clarify company details to inform the database (e.g. on a company’s sector / size / location etc.).

Phase 3: Quality assuranceOnce the database has been produced and the matching undertaken, the product must undergo rigorous quality assurance and validation.  |
| **Scope** |
| High-level scopeThe scope of the database is outlined as follows: * The database shall cover the geographical area of England and the Devolved Administrations of Northern Ireland, Scotland and Wales.
* Only companies that are a legal entity, conducting economic activity and have employees in the UK shall be included. Companies that are wholly or partially owned by non-UK entities shall be included.
* Only the economic activity of companies attributable to the battery sector shall be included. Where companies also carry out economic activity in other UK sectors, an estimate of the proportion of total turnover due to batteries shall be calculated.

List of expected fields in databaseThe Buyer also require company information to be supplemented with data on areas such as employment and their financial information. A full list of envisaged data fields is provided below: • Company name;• Company website; • Identifiers: unique database identifier, Company Registration Number (CRN) used in Companies House Returns;• Trading history: age of company, incorporation year;• Geographic information: Address, postcode, county, region, Local Enterprise Partnership (LEP) area;• Segmentation information: codes and descriptors for database methodology (to be agreed in Phase 1); Standard Industry Classifications (SIC codes);• Import and/or export flag; • SME status and description; • Ownership: country of ownership and parent company; • Employment numbers: actual and banded; • Turnover: actual and banded from battery sector activity only; • R&D spending;• Measure of GVA based on income statement data;• Values of imports and exports.The Supplier will need to outline all data sources that will be used to obtain this data and a comprehensive outline on how these sources will be used and their associated quality. The Supplier shall detail how they will manage any missing data within sources, particularly for companies under the mandatory reporting thresholds for supplying information to Companies House, such as Small and Medium Enterprises (SMEs). The supplier’s approach for sourcing/estimating data in these situations and the full process to do so must be outlined in the tender submission.Non-eligible companiesCompanies must fall within the high-level scope as outlined above. Companies are *excluded* if the company is: * not a legal entity i.e. Not registered at Companies House or otherwise verifiable;
* registered at Companies House but there is no website, no address or signs of activity and so segmentation cannot be done;
* a charity;
* part of a university – some appear to be companies but are actually departments;
* a science park, networking organisations or similar.

*Business activity* – companies must have at least 20% of their activity or turnover in the battery sector. This is a judgement that depends on a number of sources including financial accounts, where available, website analysis and existing knowledge of the sector. These companies are often small, and exclusion has limited impact on economic activity measures although obviously impact on the company numbers count. |
| **Deliverables** |
| * Development of classification / segmentation methodology.
* The specification for the dataset, including a full list of data fields.
* Production and delivery of a final, matched, site-level master dataset and a public disclosable dataset for battery sector companies in a csv format. The format for this will need to be clearly outlined in any proposal and have final approval from the Buyer. The Supplier is expected to create and advise on a final format for the master database to be shared with the Buyer. The final public disclosable database to be provided in csv format.
* (Note that the Buyer do not intend for the resulting database to be used as official statistics.)
* Provide the Buyer with documentation on quality assurance and validation processes and make amendments to the dataset based on Buyer assurance and validation checks.

The Buyer require the Supplier to produce guidance on how best to keep this database up to date. The Buyer are particularly interested in how we should keep the database updated, and how often updates should take place,  |
| **Key Dates and Milestones** |
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| When is it needed by?  | The Buyer needs the dataset to be produced and quality assured before the end March 2025. |
| Are there any milestones or interim dates? |

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| **Deliverable** | **Date** |
| Classification and segmentation methodology developedDataset specification complete | By September 2024 |
| Production and delivery of a final matched dataset | By January 2025 |
| Quality assurance complete | By March 2025 |

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| **Internal Dependencies and Inputs** |
| The Buyer will comment on, and quality assure, all outputs relating to this Contract.During Phase 1, the Buyer will support the convening a group of experts to advise on the classification and segmentation methodology. These experts will also support with work in Phase 2 to identify companies for inclusion in the dataset. The Buyer will also need to sign off all outputs of this project. |
| **Intellectual Property** |
| All data and products derived remain the property of the Buyer and must be provided at Contract closure in a usable and agreed format. All deliverables and associated data should not be shared with anyone other than the agreed contacts within the Buyer and with the Buyers permission in writing. Results of analysis will not be discussed outside of the production team prior to publication. Data must be shared on a secure platform. The Buyer shall determine on where data outside of the department is shared and will draw up the necessary sharing agreements where it is deemed suitable to share with anyone external to the departments. |
| **Standards** |
| The Supplier shall set out their organization’s arrangements and security procedures for receiving, storing, and handling data, including securely destroying data when appropriate.The Supplier must provide evidence of a current valid:* Cyber Essentials certificate
* SOC type audits
* ISO27001 (or equivalent)

If the Supplier cannot provide one of the above, they must provide evidence demonstrating how they will achieve such certification prior to Contract commencement.The Supplier must confirm they accept that the Contract will be not signed until the Buyer has successfully completed conducting assurance using ISO 27005 and NIST 800-53 risk management frameworks. Regarding accessibility requirements, the Supplier must comply with Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018.Research and analysis to meet standards set out in [the Magenta Book](https://www.gov.uk/government/publications/the-magenta-book) the [Government Social Research code](https://www.gov.uk/government/publications/the-goverment-social-research-code-people-and-products), the [Market Research Society Code of Conduct](https://www.mrs.org.uk/standards/code-of-conduct) and the [HM Treasury Green book](https://www.gov.uk/government/publications/the-green-book-appraisal-and-evaluation-in-central-governent).**Digital Accessibility.** It is the law that all content on government websites is accessible. The Buyer aims to publish all content including PDF files as a web page in HTML.  |
| **Key Personnel and Roles** |
| The Supplier shall provide the following roles: | We expect the supplier to provide the following roles: |

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| Project manager | Will be responsible for all components of the study and the day-to-day management of the Contract.  |
| Project director | Will provide senior oversight and act as a point of escalation. Any change of personnel must be agreed with the Authority and must be of the same grade/experience.  |
| Project delivery team | Will work with the project manager to delivering the project.  |
| Quality assurance director | Provide senior oversight.  |
| **Contract Performance** |
| The segmentation / classification methodology for the battery sector to be produced by September 2024, however if this is not possible the Supplier shall work with the Authority to agree the earliest possible date the work can be completed by.The database to be produced by January 2025. Quality assurance (including the production of related documentation) shall be undertaken by March 2025. The supplier shall provide the Buyer with weekly progress reports via email to the Buyer’s contract manager. The reports shall as a minimum provide an updated risk register, detailing any delays with mitigations and details of other issues arising and how the Supplier is minimising these.  Weekly and quarterly contract meetings shall be organised and attended by the Supplier’s contract manager and key personnel. The Supplier will be responsible for setting the agenda in advance and distributing minutes from the contract meetings. A Gantt chart mapping progress and submission of deliverables, as well as the invoicing schedule. Invoices and deliverables shall be submitted in line with the timetable agreed between the Buyer and Supplier, on contract award. This will then be updated by the Supplier until the contract expires, any changes to the agreed timings of deliverables shall be notified to the Authority as soon as the risk / change is known, the supplier shall agree new timings with the Authority.

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| Meeting/report | Content | Frequency | Format |

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| Progress meetings | Contract performance ideas discussion.  | Fortnightly/monthly as required at different project stages. More frequent at start and as project concludes.  | Virtual/hybrid |
| Wider steering group meeting  | Projects inceptionMid way progress report Interim draft of final report(s) | Max 3 over the course of the project. | Virtual/hybrid |
| Reporting should be in DBT’s standard branded template. The latest DBT reporting template will be provided to the successful tenderer ahead of the reporting period. |

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