

	Question	Response
1	Is there are any requirements around the length of the submission or specific questions to respond to, beyond the details listed in the Invitation to Tender PDF?	There are no length requirements around the submission. The ITT explains what we want your submission to include.
2	Appendix 1 – evaluation structure outlines mandatory requirements. Is there a supplier questionnaire related to these requirements, or do you require us to share relevant certification	Please share relevant certification in your proposal. We expect this to be incorporated in your submission to the ITT Under point 1. Technical Capability and point 3 Legal details.
3	Does IUKBC have a contact database which can be used to support recruitment for the survey? If yes, what is the size and what information is available? For example, name, role, email address, phone number?	Yes we have a contact database which will be the source of contact information for the survey. We have more than 47,000 organisations in our CRM. All of which have contact & location details. Inc. Point of Contact.
4	Do you have any expectations around sample size for this research? Related to this, what samples were achieved for the previous evaluation work?	We would like to see a sample size of no less than 500. Previous year sample sizes were 400 in 2022, 390 in 2021 & 500 in 2018
5	Are you seeking one response per organisation or would multiple contacts at a single organisation be appropriate to take part in the survey?	We are looking for one response per organisation.
6	Can you confirm the sampling and data collection approach for the evaluation work in 2018 and 2022? Can you confirm the survey approach that is most suitable for your audience? i.e online and/or telephone	The previous surveys have conducted telephone interviews as a method to gather responses. However we are open to explore different approaches and we would expect applicants to suggest an approach.
7	What is the expected length of the survey, with consideration to questions you wish to retain from prior research?	We would like to understand your proposed methodology.
8	We are working to achieve Cyber Essentials Plus but this will not be achieved by time of submission. Does this mean that we would fail Evaluation Criteria Quality part 1, or would our bid be	We will not consider submissions that do not have cyber essentials plus certification at the time of submission.
9	We note that similar evaluation studies were completed in 2018 and 2022. Please could you let us know where we can review the reports of these studies?	No, as these were internal studies these will not be shared publicly.
10	We note that the proposed invoicing schedule is 80% based on draft and final reporting. Are you willing to consider different invoicing schedules with a greater proportion invoiced earlier in the contract (that more closely aligns with when costs are incurred)?	Our terms are set in line with Managing Public Money guidance. We committed to pay all undisputed invoices within 30 days.
11	Could you provide an indicative project timeline, including key milestones for survey co-design, data collection, analysis, reporting and the final presentation?	We are looking for the submissions to explain and suggest a schedule and approach for delivering this work.
12	Are there any specific evidence metrics or additional positive change indicators that Innovate UK Business Connect would like to prioritise or explore further?	We are looking for suggestions on metrics to be covered by the supplier.
13	What level of access, will the successful supplier have to historical survey data or internal evaluations from the 2018 and 2022 studies to inform our approach?	We are happy to share last survey result on receipt of successful proposal.
14	Can you clarify the expected frequency and format of interactions with Innovate UK Business Connect employees during the survey development and rollout phases?	The survey will be focused on external stakeholders so this is who the successful supplier will be contacting.
15	Could you provide additional details regarding data protection and privacy requirements, particularly in relation to managing and analysing data from over 47,000 organisations in the CRM?	We would provide details of organisations we do not expect the supplier to have direct access to our entire CRM or analysing data from this.
16	Would you be open to discussing any opportunities for collaboration or integration with existing Innovate UK Business Connect systems or platforms to enhance the survey's effectiveness?	We are open to supplier suggestions on how to approach the survey and ensure it's effectiveness
17	Have the previous surveys been run by different research suppliers or the same one?	The previous surveys have been run by the same supplier, awarded under competitive tender.
18	If the previous surveys have been run by the same research supplier, is there a particular reason you are looking for a different research supplier this year?	We are following the standard recruitment process and in doing this we ensure we align with the Managing Public Money guidance
19	In previous years, did you warm up the sample before hand (i.e. did you send a pre-warming email to let your database know that you are looking to run a study and that they would be contacted by the previous research agency soon before the agency contacted people, or were the organisations cold contacted?)	Yes people were warmed up ahead of being contacted
20	Related to the above, were people provided an incentive previously to take part, such as a prize draw?	No prize draws or incentives were offered



Innovate  
UK

Business  
Connect