

## Call-Off Schedule 20 (Call-Off Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

<b>Introduction</b>
<p>The Department for Business and Trade (DBT) is the department for economic growth. We support businesses to invest, grow and export, creating jobs and opportunities across the country.</p> <p>The purpose of this specification is to set out the scope of the Services that the Supplier will be required to deliver under the Contract.</p>
<b>Background and Requirement</b>
<p>DBT is looking for a digital report that can provide summary detail on a business and that business's stated property address.</p> <p>The service must be capable of handling all types of business – from sole traders through to large companies (possibly with an international presence, however, this will be less than 1% of the checks).</p> <p>Data will be provided by DBT in 6 batches of circa 2000 businesses at a time, with an expected maximum of 12,000 checks over a 6-month period.</p> <p>The digital report must be auditable if required. DBT are not requiring copies of all supporting data that led to the report output but do need to understand how it was generated and therefore how reliable the output is.</p> <p>There will be a minimum set of data fields that will be provided to generate the output. The fields are as follows:</p> <ul style="list-style-type: none"><li>Business name</li><li>Business registered address, including town and postcode</li><li>Business property address, including town and postcode</li><li>Business website where available</li><li>Business owners name</li></ul> <p>The successful bidder will be provided with an excel or similar VOA file (Valuation Office Agency) that contains a business rates valuation for all England properties on 11<sup>th</sup> March 2020 to support generating the output. This file will be a summary of the information that is available publicly at <a href="http://www.gov.uk/find-business-rates">www.gov.uk/find-business-rates</a>.</p> <p>To minimise the risk of data breach, all files will be transferred through DBT SharePoint, which is a secure file management system. The successful bidder will be provided a link to allow the download of batches once ready, and upload of the report. No other means of transfer will be used.</p> <p>The business details required through the tool are set out below:</p>

Item	Requirement / Deliverables	
1	Whether the business was active / trading on the 11 March 2020	
2	Whether the business is active / trading at the time that the check is completed	
3	What the business rateable value of the specified property was on the 11 March 2020 (ignoring any change to that rateable value made after the date, even if retrospective to cover the date) – DBT will provide a dataset to the successful contractor that details all rateable values as of the 11 March 2020 which will have to be incorporated into the digital tool	
4	An indication of who the liable party for business rates of the specified property was on the 11 March 2020	
5	The report must be clear in confirming where the underpinning data comes from and the date of the source data.	
6	Report is a MS Word / Excel / file (or similar, not PDF) that is generated by the service detailing the generated outputs 1-4 as stated above	

### Performance Indicators

Metric	KPI	What information is required to measure this KPI?	How will the KPI be measured?	Red	Amber	Green
Delivery						
Quality						

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## Governance

Meeting/report	Content	Frequency	Format
Meeting	Contract Performance and Monitoring	Quarterly	Teams

## Intellectual Property

DBT retains ownership and control of all business data entered into the digital tool – the data cannot be used by any other organisation for any purpose (including evaluation) or shared with any organisation other than DBT.

## Social Value

Social Value Theme 5: Wellbeing - MAC 7.1 Support health and wellbeing in the workforce will be assessed at evaluation stage. The Authority will monitor the Tenderer's commitment to Social Value throughout the contract via the quarterly Contract Performance and Monitoring meetings.

## Contract Management

Attendance at Contract Review meetings shall be at the Supplier's own expense. The supplier must attend Quarterly Contract Performance and Monitoring Meetings.

## Security and Assurance

The supplier must hold and provide a valid Cyber Security Plus certification.

The supplier will be required to be subjected to assurance by DBT's Information and Risk Assurance Process prior to contract award, this is subject to IRAP timelines that may be up to 10 weeks.

## **Payments and Invoicing**

Payment for checks will be made monthly in arrears for the number of checks used within the payment period.

Please send invoices [REDACTED] and [REDACTED]

All invoices must include the purchase order number, a breakdown of costs being charged, invoice value and whether it is inclusive or exclusive of VAT.

All undisputed invoices will be paid within 30 days.

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