**Joint Schedule 2 (Variation Form)**

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

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| **Contract Details**  |
| This variation is between: | **National Infrastructure Commission** (**“the Buyer"**)And **Survation** (**"the Supplier"**) |
| Contract name: | **NIC Provision of Reputational Research** **(“the Contract”)** |
| Contract reference number: | **CCZZ22A25 -1** |
| **Details of Proposed Variation** |
| Variation initiated by: | Buyer |
| Variation number: | 1 |
| Date variation is raised: | 01/06/2023 |
| Proposed variation | Additional survey of 50 NIC stakeholders |
| Reason for the variation: | Additional survey is required as part of this project, but was not included in original statement of requirements |
| An Impact Assessment shall be provided within: | 5 days |
| **Impact of Variation** |
| Likely impact of the proposed variation: | Survation does not anticipate any significant impacts beyondwhat is mentioned in the Impact Assessment for ContractVariation. |
| **Outcome of Variation** |
| Contract variation: | This Contract detailed above is varied as follows:* Additional bullet point inserted into DPS Order Schedule 20 Specification under heading ‘scope of requirement’ under ‘qualitative surveys’ to say: “survey of the Contracting Authority’s key stakeholders (in year one)”
* Additional paragraph to be inserted into DPS Order Schedule 20 Specification underneath sub-heading ‘Quantitative Surveys (year one and two)’. Bullet point to be inserted under “the supplier must reasonably survey’ as follows: “A sample of at least 50 of the Contracting Authority’s stakeholders. A list will be provided by the Commission to the supplier (year one only).”
* Under sub-heading ‘Outputs’, the paragraph “The Contracting Authority expects to see a breakdown by region for business leaders and the public, and for the public survey the Contracting Authority expects industry standard demographic breakdowns to be provided” should be amended to instead say: “The Contracting Authority expects to see a breakdown by region for stakeholders, business leaders and the public, and for the public survey the Contracting Authority expects industry standard demographic breakdowns to be provided”
* Under heading Key Milestones, the third row of the table, Milestone/Deliverable to be amended from “Supplier and Contracting Authority to agree survey questions for the Westminster, business and public polls;” to “Supplier and Contracting Authority to agree survey questions for the Westminster, business and public polls; Contracting Authority to provide a list of stakeholders for the stakeholder survey in year one.”
* Under heading ‘Volumes’ a paragraph to be inserted after the paragraph that reads “The Supplier will insert questions agreed by the Contracting Authority and Supplier into three different surveys (Westminster, business and public) once in the autumn/winter of each year of the contract.” The new inserted paragraph should read “The Supplier will deliver a survey of the Contracting Authority’s specified stakeholders in the first year of the contract”
* Under heading ‘Quality’ “Contract Authority’s stakeholder = 50” should be inserted into the end of the sentence: “The Contracting Authority expects the quantitative research to meet the following sample thresholds: UK public = 2,000, Business/industry leaders = 100, Westminster MPs and Peers = 100”
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| Financial variation: | Original Contract Value: |  **REDACTED TEXT under FOIA Section 43 Commercial Interests** |
| Additional cost due to variation: |  **REDACTED TEXT under FOIA Section 43 Commercial Interests** |
| New Contract value: | £39,182.50 (ex VAT) |

1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by Buyer.
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Annex 1

Revised Call off Schedule 20

*Revisions in italics*

**Order Schedule 20 (Order Specification)**

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

1. **PURPOSE**

The National Infrastructure Commission, hereafter referred to as ‘the Contracting Authority’ is looking to appoint a research Supplier registered with RM6126 Research & Insights DPS to undertake quantitative and qualitative research into stakeholders’ perception of the Authority’s role and remit. The research would take place annually and the contract would be awarded initially for two years.

The research is fundamental to the Contracting Authority’s understanding of how well it is known and how influential its policy recommendations are in Parliament, government departments, and industry. The first year of research will build on previous quantitative benchmarks of stakeholder perceptions before the publication of the second National Infrastructure Assessment. The second year of research will form part of the evaluation of the Assessment’s impact and success and may include additional qualitative elements.

**BACKGROUND TO THE CONTRACTING aUTHORITY**

The Contracting Authority for this work is the National Infrastructure Commission. The Authority is an independent executive agency of HM Treasury. It provides expert impartial advice on major long-term infrastructure challenges primarily by:

Producing an assessment of the country’s infrastructure requirements once a parliament, which make recommendations to government on the actions they will need to take. The second National Infrastructure Assessment will be published in autumn 2023

Delivering studies of specific infrastructure challenges, commissioned by government

Monitoring and scrutinising government progress on government infrastructure policy in an annual progress review.

**Background to requirement/OVERVIEW of requirement**

The Contracting Authority is finalising work towards its second National Infrastructure Assessment (NIA2), its flagship report, published once every parliament. The Assessment aims to shape government policy and thinking on about the country’s most pressing infrastructure requirements.

For NIA2 to have maximum impact and influence, the Contracting Authority wishes to gain insight into how it is perceived as an organisation by key stakeholder groups and the public.

The Contracting Authority wants to better understand how its profile, quality, expertise, independence, and effectiveness are perceived by government including MPs and Peers, public agencies and regulators, private sector in relevant infrastructure industries, and the public. This research will help it refine how it engages with key groups, and by extension better fulfil its public duties to advise government on the UK’s future infrastructure needs.

The research would include quantitative polling for scaled questions that can be tracked over time in years one and two, and qualitative insights drawn from telephone interviews with identified stakeholders in year two. Polling has been carried out in the past, and for the purpose of evaluating the Authority’s reputation over time, some questions will be repeated from earlier research.

**definitions**

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| --- | --- |
| **Expression or Acronym** | **Definition** |
| NIA2 | means the second National Infrastructure Assessment, the Contracting Authority’s flagship publication which will be published in autumn 2023. |
| NIC | means The National Infrastructure Commission – the Contracting Authority. |

**scope of requirement**

The scope of the deliverables for this contract extend to:

**Quantitative surveys:**

Survey of Westminster MPs and Peers;

Survey of business leaders (focused on relevant sectors, see 6.3.2 below);

*Survey of the Contracting Authority’s key stakeholders (in year one)*

Survey of the public.

**Qualitative research:**

A telephone survey of a selection of around 30 stakeholders supplied by the Contracting Authority (in year two only).

**Outputs:**

A report of the quantitative surveys with demographic and regional breakdowns once per each year of the contract;

A report of the qualitative analysis with trends and anonymised verbatim quotations in year two of the contract;

A presentation of the results once per year in each year of the contract may be required.

This will be discussed with the Supplier.

The Contracting Authority is not seeking to investigate the extent to which respondents agree with its official remit, core objectives or organisational status. Questions of this nature are therefore not in scope.

**The requirement**

The scope of the research is to provide the Contracting Authority with a better understanding of how stakeholders perceive its:

Role and profile;

Quality and expertise;

Independence of government and other interests;

Engagement with stakeholders;

Strength of evidence and analysis;

Quality of its reports;

Impact and influence on government policy

Response to and addressing of future needs related to:

Supporting sustainable economic growth across all regions of the UK

Improving competitiveness;

Improving quality of life; and

Supporting climate resilience and the transition to net zero carbon emissions by 2050.

**Quantitative surveys (year one and two):**

The Contracting Authority requires the Supplier to demonstrate evidence of its ability to deliver surveys of Westminster MPs and Peers, businesses, and the public. The survey should meet minimum response thresholds. The Supplier must be able to demonstrate that it can deliver the three surveys in each year of the contract.

The Supplier must demonstrate that it can reliably survey:

A cross-party sample of at least 100 MPs and Peers, with some emphasis on members of relevant select Committees

A sample of at least 100 business or industry leaders, weighted towards the manufacturing, construction, and utilities sectors

A representative sample of at least 2,000 members of the public

*“A sample of at least 50 of the Contracting Authority’s stakeholders. A list will be provided by the Commission to the supplier (year one only).”*

The Contracting Authority has carried out similar research in the past, so there will be a requirement to reuse existing questions for the purpose of long-term evaluation. Some survey questions will be agreed mutually by the Supplier and the Contracting Authority.

The Contracting Authority will expect updates at regular intervals on the status of the survey responses. Where the survey is not reaching the agreed minimum number of responses, the Supplier will be asked to provide a plan for how the minimum expected number of respondents will be reached.

**Qualitative analysis (year two only):**

The Contracting Authority will require qualitative analysis in year two of this contract which will include telephone interviews with a selection of stakeholders that the Contracting Authority will work with the Supplier to identify. The stakeholders the Contracting Authority may wish to target include:

Non-Government Organisations: charities, think tanks, industry associations and similar representative bodies. We would appreciate views from senior policy figures; ideally CEO, Head of Policy/Advocacy or similar;

Senior civil servants: senior-level (Grade 6 and above, rather than officially ‘Senior Civil Service’) officials in His Majesty’s Treasury, Department for Transport, Department for Business, Energy & Industrial Strategy, Department for Culture, Media & Sport, and the Department for Environment, Food & Rural Affairs;

Government arms-length bodies: senior-level (Grade 6 and above, rather than officially ‘Senior Civil Service’) staff and board members of bodies such as the Environment Agency, Network Rail, Highways England, Committee on Climate Change;

Regulators: senior-level policy and public affairs professionals regulating the sectors within the Contracting Authority’s remit;

Local politicians: metro mayors (or senior members of their policy support teams), other council leaders and executive directors of relevant departments linked to NIC’s remit and the relevant professional bodies;

Academics: professoriate and other senior UK academics working in the field of economics and infrastructure;

The Contracting Authority will expect the Supplier to demonstrate a plan for how the specified group of stakeholders can be reached. The Contracting Authority will require a minimum number of stakeholders to be interviewed for this portion of the research and will expect regular updates on the progress of the surveys.

**Outputs:**

The quantitative survey results should be provided in full in Excel data tables or similar, with some narrative commentary as required.

*“The Contracting Authority expects to see a breakdown by region for stakeholders, business leaders and the public, and for the public survey the Contracting Authority expects industry standard demographic breakdowns to be provided”*

For the Westminster MPs and Peers survey, the Contracting Authority would ideally like to receive breakdowns by political party and region represented

The qualitative field work should be summarised in an eight to 12-page report reflecting key trends from each category and including verbatim anonymised comments where relevant.

The Contracting Authority may ask the Supplier to present the research findings at one meeting each year for the duration of the contract. This would be for up to 30 minutes and the Supplier can attend in person in central London or virtually.

**key milestones and Deliverables**

The following Contract milestones/deliverables shall apply.

Where a milestone cannot be reached, or where risks to the quality of the research due to timings are identified, these will be adjusted:

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| --- | --- | --- |
| **Milestone/Deliverable** | **Description** | **Timeframe or Delivery Date** |
|  | Initial meeting between Supplier and Contracting Authority to discuss the requirements and agree process for developing survey questions and finalise delivery timelines; | Within one week of Contract Award (year one) and in autumn/winter 2023 (year two) |
|  | Supplier to provide a plan for the research with delivery timelines, risks and mitigations; | Within two weeks of Contract Award and following initial meeting (year one) and in autumn/winter 2023 (year two) |
|  | “*Supplier and Contracting Authority to agree survey questions for the Westminster, business and public polls; Contracting Authority to provide a list of stakeholders for the stakeholder survey in year one.”* | Within one month of Contract Award (year one) and in autumn/winter 2023 (year two) |
|  | The Supplier conducts the research;  | Within two months of Contract Award (year one) and in winter 2023 (year two) |
|  | The Supplier provides a report of the research results; | Within two weeks of completion of survey (both year one and two) |
|  | Supplier presentation if required; | Within two to three months of completion of survey (both year one and two)  |
|  | Agree list of stakeholders and interview questions for qualitative portion of research and finalise delivery timelinesPlanning, research and reporting would be expected to take place alongside the quantitative survey, so these deliverables are not repeated. | Autumn/winter 2023 (year two only) |

**MANAGEMENT INFORMATION/reporting**

The Contracting Authority will expect a plan for how the research will be carried out and how risks will be mitigated. It will expect to understand how the minimum number of respondents will be reached across both the quantitative research and the qualitative interviews in year two.

The Supplier will provide regular updates on the status of the research.

The Supplier will provide a full report of the quantitative survey within two weeks of the completion of the survey.

All questions from the Contracting Authority to the Supplier must be acknowledged within two working days.

The Contracting Authority and the Supplier may wish to discuss arrangements for how regular updates will be carried out. These may be via email, or in regular catch-up meetings as appropriate.

**volumes**

The Supplier will insert questions agreed by the Contracting Authority and Supplier into three different surveys (Westminster, business and public) once in the autumn/winter of each year of the contract.

*“The Supplier will deliver a survey of the Contracting Authority’s specified stakeholders in the first year of the contract”*

The Supplier will deliver qualitative interviews to around 30 stakeholders in autumn/winter of year two of the contract. The exact list of stakeholders and number of interviews will be agreed during initial meetings in year two.

Should a contract extension be agreed by the Contracting Authority with the Supplier, the requirement for further qualitative and quantitative research will be agreed with the Supplier.

**continuous improvement**

The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

The Supplier should present new ways of working to the Contracting Authority during annual Contract review meetings.

Changes to the way in which the Services are to be delivered must be brought to the Contracting Authority’s attention and agreed prior to any changes being implemented.

**Sustainability**

The Supplier should submit reports, invoices, and correspondence electronically wherever possible.

**quality**

The Contracting Authority expects the quantitative research to meet the following sample thresholds: UK public = 2,000, Business/industry leaders = 100, Westminster MPs and Peers = 100, *Contracting Authority’s stakeholder = 50*.

The Contracting Authority expects public polling to be representative of the UK population and meet any industry standards

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The Supplier must be able to demonstrate that it can meet sample thresholds and industry standards reliably for the duration of the contract. Proposals should detail the Supplier’s existing mechanisms for carrying out surveys of this kind (for example omnibus surveys).

**PRICE**

The Contracting Authority’s budget for this procurement is **£70,000.00** inclusive of VAT for two years (£35,000 inclusive of VAT for each year of the contract).

The Contracting Authority reserves the option to extend the contract for a further one or two years. A contract extension is subject to budget agreements by the Contracting Authority.

Prices are to be submitted via the e-Sourcing Suite Attachment 4 – Price Schedule excluding VAT and including all other expenses relating to Contract delivery.

**STAFF AND CUSTOMER SERVICE**

The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.

The Supplier’s staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.

The Supplier shall ensure that staff understand the Contracting Authority’s vision and objectives and will provide excellent customer service to the Contracting Authority throughout the duration of the Contract.

**service levels and performance**

The Contracting Authority will measure the quality of the Supplier’s delivery by:

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| --- | --- | --- | --- |
| **KPI/SLA** | **Service Area** | **KPI/SLA description** | **Target** |
| 1 | Delivery timescale: research | All questions for surveys and interviews to be agreed and completed within agreed timeframes for all types of research in each year of the project; | 95% |
| 2 | Delivery timescale: reporting | All reports and presentations to be delivered within agreed timeframes for all types of research in each year of the project; | 95% |
| 3 | Data quality: minimum response | Quantitative and qualitative surveys should meet minimum required number of respondents;  | 100% |
| 4 | Data quality: representation | Quantitative and qualitative research should adequately represent a balanced cross section of stakeholders (for example, the Westminster survey should be balanced across political parties); | 98% |
| 5 | Data quality: industry standards | Public survey should meet minimum industry standards for demographic representation; | 100% |

The Contracting Authority will maintain a record of Supplier adherence to the agreed service level and performance timelines. Any non-adherence will result in performance review meetings between the Contracting Authority and the Supplier, to provide explanation as to why the service level agreement was not met. Improvement plans will also be established here.

Where the Successful Provider fails to provide a Service Improvement Plan or fails to deliver the agreed Service Improvement Plan to the required standard.

The Contracting Authority reserves the right to seek early termination of the contract in accordance with the procedures set out in the Terms and Conditions.

**Security and CONFIDENTIALITY requirements**

All activity undertaken by the Supplier to deliver this work package must comply with the Data Protection Act, in particular with regard to the collection and storage of personal data.

All data will remain the property of The Contracting Authority.

**payment AND INVOICING**

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

Invoices should be submitted to: TBC at contract stage

**CONTRACT MANAGEMENT**

Contract management will be carried out by the Contracting Authority in accordance with the Key Milestones and Deliverables (section 7) and Management of Information/Reporting (section 8).

Any travel and Subsistence incurred in the operation of the Contract shall be at the Suppliers own expense.

**Location**

The location of the Services will be carried out at the offices or working location of the Supplier.

Any meetings required by the Authority or the Supplier to carry out the service will take place either online via MS Teams or in person at the Authority’s office at Finlaison House, 15-17 Furnival Street, London, EC4A 1AB. If the Supplier is London based, there may be an option to hold meetings in their office.

The presentation to the Contracting Authority’s board can be carried out either on MS Teams or in person at the Contracting Authority’s London office.

Signed by an authorised signatory for and on behalf of the Buyer

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| --- | --- |
| Signature | **REDACTED TEXT under FOIA Section 40, Personal Information**. |
| Date | 26/06/23 |
| Name (in Capitals) | **REDACTED TEXT under FOIA Section 40, Personal Information**. |
| Address | **REDACTED TEXT under FOIA Section 40, Personal Information**. |
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Signed by an authorised signatory to sign for and on behalf of the Supplier

|  |  |
| --- | --- |
| Signature | **REDACTED TEXT under FOIA Section 40, Personal Information**. |
| Date | 07/06/2023 |
| Name (in Capitals) | **REDACTED TEXT under FOIA Section 40, Personal Information**. |
| Address | **REDACTED TEXT under FOIA Section 40, Personal Information**. |