



Department  
for Environment  
Food & Rural Affairs

[www.gov.uk/Defra](http://www.gov.uk/Defra)

## **Appendix 2 – Call-Off Procedure:**

**for The Research, Development and Evidence Framework 1**

**Tender Reference: C21925**

**Mixed methods research to explore public attitudes and behaviours towards air quality and air quality policy**

**Date: 20.02.24**

## 1.0 Request for Proposal

- 1.1 The following document is to be used as a Call-Off template to be sent to all Contractors on a sub-lot by the Project Manager of the Contracting Authority for completion and return in accordance with the Call-Off procedures detailed in the Form of Agreement.

Research, Development and Evidence Framework				
REQUEST FOR PROPOSAL				
Project title:		Mixed methods research to explore public attitudes and behaviours towards air quality and air quality policy		
Call off Reference:		RDE538		
Atamis project ref (if applicable):		C21925		
Cost Centre Code (for admin purposes only)		10021400		
Date:		20.02.24		
Contracting Authority (Defra and its arms-length bodies etc)	Defra			
Project Manager:		Email:		
Authorized by:		Email:		
Commercial Contact (if applicable):				
Project Start Date		20 <sup>th</sup> February 2024		
Project Completion Date		31 <sup>st</sup> March 2026		
For any projects over the direct award threshold, full competition is required (i.e. all contractors on the		Direct Award		Mini-comp Yes

<b>Sub-Lot are invited to quote).</b>				
<b>Call off from Sub-Lot number</b>	RDE 3.4 Air Quality Socioeconomic			
<b>Proposal return date:</b>	8 <sup>th</sup> January 2024			

<b>Evaluation criteria:</b>		
<b>Contractors:</b> Failure to meet any minimum score threshold stated will result in the bid being removed from the process with no further evaluation regardless of other quality or price scores.		
<b>Quality</b>	<b>Weighting</b>	<b>70%</b>
<b>Price</b>	<b>Weighting</b>	<b>30%</b>
<b>Quality Sub-Criteria Weightings: (Indicative only)</b>		
<b>Approach &amp; Methodology</b>	Prospective suppliers are asked to provide a comprehensive project proposal, which should include details of how each element of the project – including research design, testing, fieldwork, analysis and reporting – will be carried out and by whom.	<b>50%</b>
<b>Proposed Staff (inc Pen Portraits) and Contractor's experience/acc reditations.</b>	Prospective suppliers should describe their organisation's capacity and experience in delivering comparable research projects - bidders may wish to reference up to three relevant projects that your organisation has successfully delivered within the last 5 years.  Bidders are asked to provide details of the proposed project team and team structure (i.e. organogram) that will be used to deliver this project, with reference to any sub-contractors and/or associates that will be used to support project delivery.	<b>18%</b>
<b>Project Management (including project plan)</b>	Please outline your approach to managing the project, including any consortium, or subcontracting arrangements, to ensure full collaboration amongst the project team, which will ensure the outputs are delivered on time and to the quality expected.  Please detail the proposed project management arrangements including day to day working for the project, the proposed timetable for the project, risk log and mitigation actions and a Gantt chart presenting milestones, deliverables, timelines, and inter-dependencies.	<b>18%</b>
<b>Risk:</b>	N/A	<b>N/A</b>
<b>Health &amp; Safety</b>	N/A	<b>N/A</b>

<b>Sustainability – Mandatory</b>	<p>The Authority has set itself challenging commitments and targets to improve the environmental economic and social impacts of its estate management, operation, and procurement. These support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at: <a href="https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement">https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement</a></p> <p>Within this context, please briefly explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organization's approach for this requirement.</p>	<p>14%</p>
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Specification	
1. Description of work required – overall purpose & scope (including reporting requirements)	
1.	<b>Summary of Requirement</b>
1.1.	The Air Quality and Industrial Emissions (AQIE) team within the Department for Environment, Food and Rural Affairs (Defra) is seeking to award a contract to investigate public attitudes towards air quality and air quality policy. This commission is for the design and delivery of a mixed methods research project which will include a cross-sectional public attitudes survey delivered bi-annually (e.g., data collection in summer and winter), and follow up qualitative research with a sub-set of survey participants (conducted on an annual basis). The project will run for two years, after which Defra may choose to extend for an additional period.
2.	<b>Policy Context</b>
2.1.	The UK has legally binding emission reduction targets for five air pollutants: fine particulate matter (PM2.5), sulphur oxides (SOx), nitrogen oxides (NOx), ammonia (NH3) and non-methane volatile organic compounds ('NMVOCs') under the National Emission Ceilings Regulations 2018 (NECR). Concentrations of key pollutants in outdoor air are regulated by the Air Quality Standards Regulations 2010. Additionally, in December 2022, Defra published two new PM2.5 targets for England developed under the Environment Act 2021.
2.2.	In the UK, responsibility for meeting air quality limit values is devolved to the national administrations. Defra has responsibility for meeting the limit values in England as well as coordinating air quality plans for the UK as a whole. In order to meet our legal requirements, UK emissions projections indicate the need for further actions beyond policy measures already in place.
2.3.	Emissions from industry, agriculture and other sectors, as well as individual choices and behaviours, significantly impact air quality. This survey and associated qualitative research will provide robust and reliable data on air quality related public behaviours; perceptions of air

quality, and its causes; and attitudes towards air quality related measures, as well as providing the opportunity to gather insights from specific audiences of interest.

- 2.4. Understanding public attitudes and awareness, including the drivers of opinions and the role air quality plays in decision making (for example in influencing travel arrangements, living locations, choice of school etc), is important for helping to shape impactful air quality policy. Defra also has a strategic interest in understanding how and why public perceptions on air quality, and air quality policy, differ between populations and how they may change over time.
- 2.5. There are currently 5 questions directly relating to air quality in Defra's annual Survey on Attitudes to the Environment,<sup>1</sup> which provide decision makers in AQIE with high level insights on trends in public perceptions. However, this does not probe awareness and understanding of air quality and provides limited information on the motivations or barriers for behaviour change. Furthermore, the survey provides no insight into the public view of current or future air quality measures, national or otherwise. Previous public attitudes work commissioned by Defra includes a one-off mixed method research project carried out in 2019, which included a survey of ~ 3000 participants (UK adults) and 7 focus groups, outputs of which can be accessed on Defra Science Search.<sup>2</sup> The proposed project will add to and improve Defra's understand of public attitudes and behaviours in relation to air quality.

### 3. **Project Aims and Objectives**

- 3.1. This project aims to gather robust and reliable data on public understanding and awareness of; attitudes toward; and behaviours related to air quality and related measures, including understanding any trends in this over time. To meet these aims Defra proposed a mixed method study involving delivery of a multi-wave, nationally representative public tracker survey and qualitative work to probe deeper into survey insights.
- 3.2. The key objectives of this project are:
- Conduct a rapid review of literature to investigate previous work exploring attitudes and behaviours in relation to air quality, findings of which should feed into the development of research tools.
  - To develop, test and implement a multi-year air quality public attitude and behaviour survey, which provides reliable data and evidence to deepen our understanding of attitudes towards, and behaviours related to, air quality.
  - To develop and deliver qualitative research that provides an in depth understanding of the public views and attitudes to air quality and related measures.
  - To utilise data from the survey and qualitative research to investigate factors associated with air polluting behaviours and attitudes.
  - To provide high quality interim (annual) and final reports (for publication) and other outputs to communicate findings to policy partners and wider audiences.

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<sup>1</sup> [Science Search \(defra.gov.uk\)](https://science.search.defra.gov.uk/)

<sup>2</sup> [Science Search \(defra.gov.uk\)](https://science.search.defra.gov.uk/)

The findings from this project will be used to:

- Inform evidence-based policy development and/or behavioural interventions that can be delivered at a local or national level.
- Gauge and track public perceptions over time and understand public opinion on Defra air quality policy areas, including understanding any regional or demographic disparities in attitudes, behaviours, or engagement.
- Identify possible barriers and enablers to greater public or sectoral engagement with air quality policy, communications and emission reducing measures.

#### **4. Research Design and Methodology**

- 4.1. To understand attitudes and behaviours Defra propose using a research design incorporating a biannual (twice per year) survey, along with additional qualitative research, ideally with a subset of survey participants, which will provide a more detailed understanding of factors driving views and behaviours.

Air quality policy covers a range of different sectors (i.e. industry, farming, health etc) and choices made at the individual level can impact on air quality as well as exposure to air pollution. To ensure Defra is provided with the flexibility to explore additional topics or question specific audiences, we would like prospective suppliers to include costings for an ad-hoc budget. This may be utilised during the project to boost samples/questions within waves of the surveys, more details can be found in section 4.3.4.

- 4.2. Suppliers should evidence experience of delivering high quality quantitative and qualitative research projects in their bid. Bids should outline how suppliers will deliver value for money and ensure best practice in terms of project delivery and reporting.

#### **4.3. Multi wave tracker survey**

4.3.1. The successful bidder will be responsible for the development and delivery of an ongoing public tracker survey to address the research objectives, outlined in section 3.2. Defra propose that the survey be implemented twice a year, ideally in summer and winter seasons, when potential seasonal variations in air quality related behaviours are most apparent (e.g., increase domestic burning in winter). A core set of questions should be repeated in each wave, with a shorter set of questions (e.g., on indoor domestic burning) differing depending on a) time of year and/or b) Defra's immediate interests.

4.3.2. Survey waves should achieve a nationally representative sample (min 2000) of adults in England based on a random probability sampling approach. We anticipated survey completion time to be approximately 20 minutes – assuming an online delivery mode, using a push to web, or similar is utilised.

4.3.3. Research priorities may change or develop based on emerging evidence requirements. Additional research questions/themes will be discussed during the project, however the survey should, as a minimum, cover the themes below. Further details of evidence requirements are detailed in appendix 1. Suppliers are welcome to suggest additional themes that would help achieve the overall project requirements.

- Theme 1: Perceptions of air quality
- Theme 2: Knowledge and awareness relating local and national sources of air pollution and associated environmental and health impacts.
- Theme 3: Knowledge and awareness relating to air quality measures and communications.
- Theme 4: Attitudes relevant to existing and prospective air quality policy measures
- Theme 5: Existing air quality related behaviours and propensity for behaviour change

4.3.4. As outlined previously, we would like to use the survey to explore public views on future air quality policy measures and/or investigate the impact of implemented air quality measures/policies. To do this, it may be necessary to target key groups/add additional survey questions within some waves. Therefore, suppliers should set out an 'ad hoc' element within their proposals. Costs for the ad hoc components should be equivalent to no more than 15% of the overall budget. Defra are not committing to utilising the ad hoc budget in the duration of the contract. Examples of ad hoc components that may be required include but are not limited to:

- Attaining sample boosts (min 250) for different waves of the survey to explore the opinions of particular groups. For example, domestic burners, residents of Clean Air Zones (CAZs), urban or rural residents, those with health vulnerabilities etc.
- Inclusion of additional thematic questions (equivalent to up to 5 minutes of completion time) per survey wave to be asked alongside the core and seasonal questions to address additional evidence needs.

As part of their bid tenderers should outline their approach to each of the below steps and describe how these will meet the project objectives:

4.3.5. **Questionnaire Development:** The supplier may be provided with an up-to-date list of research priorities and topics of interest by the Defra project manager during the survey development stage, which should inform survey development. However, the supplier will be expected to carry out a rapid review of relevant literature during the initial phase of the project to ensure any potential evidence gaps are identified. A draft table detailing key research priorities is included in appendix 1 for costing purposes.

The survey should comprise a series of core subject matter questions fixed for biannual tracking plus a shorter set of seasonally specific questions fixed for annual tracking (equivalent to ~ 20 minutes total interview completion time).

Additional thematic questions (equivalent to up to 5 minutes of completion time) incorporated up to once per year as part of the ad hoc budget may be asked alongside the series of core and seasonal questions in order to target additional evidence needs. These questions may be required to include images. If additional questions are required, the supplier will develop additions to the questionnaire based on requirements outlined by Defra.

4.3.6. **Cognitive testing:** Bidders should outline their approach to testing survey questions. Testing and subsequent adjustments should be carried out prior to any pilot tests or survey implementation. Any ad hoc and new seasonal questions may also require testing, depending on the nature and complexity of the questions.

4.3.7. **Sample:** Our suggested approach to data collection is a random sampling push to web approach, however tenderers are welcome to recommend alternative approaches that meet the evidence requirements and objectives. However, a random sampling method is preferred so any new method proposed should be well justified. As outlined above, a sample boost (min 250) from key audiences may be requested on an ad-hoc basis for individual survey waves. Suppliers should indicate if and how they are able to meet the ad hoc elements of this project.

4.3.8. Bidders should provide costs for a minimum sample of 2000 per survey wave. A sample size that allows for robust statistical analysis of the following sub-groups would be preferred:

- socio-demographic characteristics (e.g. age, gender, ethnicity, socio-economic classification, parental status, relevant health conditions)
- geographic region allowing for breakdown of data by Government region and/or Local Authority area
- urban, sub-urban, rural classification
- smoke control area status

4.3.9. **Survey delivery:** Tenderers must demonstrate how their approach to survey administration and delivery will meet the objectives of the project, provide reliable statistical data, and achieve value for money. Bidders should set out proposed timelines for survey development, testing and implementation, as well as any delivery or other associated risks.

#### 4.4. Qualitative Research:

Bidders should cost for a series of qualitative interviews and/or focus groups with members of the public (e.g., a sub-set of participants) to probe factors influencing attitudes and explore drivers/barriers to behaviour change, views on air quality related measures, and/or explore findings from survey data in more detail. Specific research topics / questions for the qualitative work will be dependent on emerging evidence needs and topics/themes should be developed collaboratively with Defra.



As a guide we would expect facilitation of a maximum of four 90 minute focus groups per contract year or equivalent. While we are suggesting the use of focus groups, bidders are welcome to outline an alternative preferred approach for collecting more detailed in-depth data. Defra may wish to show participants visuals as part of the qualitative research.

- 4.4.1. The supplier will then be responsible for all elements of qualitative research delivery including research design, securing participation from a relevant sub-section of the survey sample, development of any research materials, transcription of data, analysis and reporting.

## **5. Analysis**

- 5.1. To meet the project objectives the contractors will need to conduct qualitative and quantitative data analysis. The successful supplier will be expected to conduct descriptive and statistical data analysis for each wave of data as well as across survey waves, along with robust quality assurance. Data analysis should explore variations between different sub-groups of participants and areas of interest to be agreed with Defra. Tenderers must demonstrate they have the capability and expertise to undertake robust analysis of the data gathered and report findings in a clear and relevant way.
- 5.2. All analysis should be quality assured, and data should be analysed using appropriate statistical/qualitative analysis techniques. Data analysis and subsequent findings should be presented in a clear and accessible way using appropriate data visualisation; and findings should be situated within the broader context. Tenderers should set out how data will be used to address the research objective and set out approaches to ensure maximum data utility, including the use of longitudinal data and qualitative data.

## **6. Data:**

- 6.1. All personal data must be stored and processed in line with GDPR and the Data Protection Act. Defra should be provided with anonymised data sets, not identifiable at the individual level. Personal data is defined as information relating to living individuals who can be directly identified or indirectly identified in combination with other information. Supplier should set out, as part of their bid, how data will be managed, stored and shared with Defra; the successful supplier will be expected to share all data collected or analysed as part of the project with Defra, including transcripts where relevant. Data should be clearly labelled and shared in appropriate file types (e.g. .xls files (Excel) and SPSS files).

## **7. Reporting:**

- 7.1. All report(s) should be suitable for both technical and non-technical audiences and should be produced in line with government accessibility standards. Suppliers should provide costs for reporting within their bid, including:

- Monthly progress updates.
- Interim reports in the form of a slide deck following each wave of the survey and qualitative research.
- Presentations summarising findings from year one of project (wave 1 and 2) year two (waves 3 and 4). The supplier will be expected to integrate details on methods and analysis with findings in the presentation.
- An annual report including a short executive summary, background, details of the methods and analysis details of findings and insights addressing the research objectives. Including, if required, technical annexes regarding methodologies, sampling, weighting, quality assurance and analysis. The successful contractor will be expected to update any additional technical elements annually.
- A final presentation of all findings, details of which will be agreed in collaboration with Defra.
- A final report (for publication), detailing project processes and key findings from across the study period along with any recommendations stemming from the project.

7.2. The contractor will be responsible for ensuring that the project reports and technical report are quality assured. These must be of sufficient quality for publication on gov.uk and / or Defra science search. All reports and deliverables are to be submitted in draft to Defra for review and comment, prior to approval. All reports must be produced in accordance with Defra templates for publications and accessibility. Reports should be submitted in electronic form in MS Word format (in draft), PDF documents (once finalised), MS Excel spreadsheets and MS PowerPoint presentations.

## 8. **Project Management**

- 8.1. Defra will nominate a project manager; they will be responsible for the day-to-day management of this contract and will coordinate any input from other Defra colleagues.
- 8.2. During the course of the project, Defra expect fortnightly progress meetings to be held between the contractor and the Defra project manager. These will be conducted via video-conferencing on MS Teams. The contractor is responsible for organising progress meetings, including distributing any agendas and minuting meetings.
- 8.3. Meetings at key milestones, including presentation of findings will be held online. The contractor will provide meetings notes and agree any actions with the Defra project manager.
- 8.4. The contractor should provide the Defra project lead with a brief written monthly progress update detailing:
- a summary of completed work to date
  - confirmation of work running to schedule; timely notification of any work not running to schedule; any actions to be completed to bring the project back on track
  - work to be completed in the upcoming month

- a log of any risks / issues and mitigating actions as required

8.5 All elements of the research and associated reporting should meet the Key Performance Indicators (KPIs) set out in Appendix 2.

## 9. Peer Review and Publication

9.1. Defra may arrange for the final report to be independently peer reviewed. Following peer review, the tenderer may be asked to make revisions prior to publication. Any additional costs arising from changes made to the final output, because of peer review comments, should be included as part of the total costings when submitting bids.

9.2. It is Defra's policy to publish project reports. Defra reserves the right to determine if, when and how findings should be published. All data and reporting from the survey should be treated as confidential until it has been published by Defra.

## 10. Deliverables and Payment Milestones

10.1. A suggested timetable of deliverables for the two years of the contract is set out in the table below. These should be considered as guidance only: deliverables and milestone will be finalised in collaboration with the successful tenderer.

### 10.2. Contract structure:

This is a two year contract with the potential for a one year extension.

SEE APPENDIX 1 AND 2 AT END OF DOCUMENT

## 2. Required skills / experience from the contractor and staff. Include any essential qualifications or accreditations required to undertake the work.

- Knowledge and experience of social research methods – including significant experience designing and delivering surveys, and proven expertise in qualitative research, design, facilitation, weighting, and analysis.
- Knowledge of air quality and air quality policy would be beneficial.

## 3. Proposed program of work and payment table (Detailing specific tasks, key milestones, deliverables & completion date where appropriate).

Completion Date	Task	Output(s)	Payment Tranche
	<b>Project Inception</b>		
[w.c. 27 <sup>th</sup> January 2024]	Milestone 1: <b>Agreed year one project plan, including research methods, timelines and risk register.</b>	<b>Outputs</b> <ul style="list-style-type: none"> <li>• Written project plan, including details on methodological</li> </ul>	Payment made on receipt of deliverable

	Project plan to be developed following project inception meeting. To be signed off by Defra.	approach, timelines, and risks/issues logs	
<b>[April 2024]</b>	<p><b>Milestone 2: Finalised and agreed survey.</b></p> <p>Supplier to develop survey questionnaire based on research requirements and initial literature review. Any cognitive testing or piloting will take place before finalised survey is signed off.</p>	<p><b>Outputs</b></p> <ul style="list-style-type: none"> <li>• Write up of any recommendations arising from question testing</li> <li>• Finalised questionnaire, with completed routing</li> </ul>	Payment made on receipt of deliverable
<b>[July/August 2024]</b>	<p><b>Milestone 3: Wave 1 fieldwork</b></p> <p>Supplier to deliver agreed research activities.</p>	<p><b>Outputs</b></p> <ul style="list-style-type: none"> <li>• Confirmation of achieved sample and research activities completed</li> </ul>	Payment made on receipt of deliverable
<b>[Sept/Oct 2024]</b>	<p><b>Milestone 4: Wave 1 interim report</b></p> <p>Supplier to conduct analysis and provide write up of research. Appropriate analysis will be discussed with Defra based on evidence needs. The supplier should provide a draft report for comment – Defra will be responsible for collating comments. Final report to be signed off by Defra.</p>	<p><b>Outputs</b></p> <p>Draft and final written report documenting key findings from research activities</p>	Payment made on receipt of deliverable
<b>[Nov/Dec - Jan/Feb 2025]</b>	<p><b>Milestone 5: Wave 2 fieldwork</b></p> <p>Supplier to deliver agreed research activities.</p>	<p><b>Outputs</b></p> <ul style="list-style-type: none"> <li>• Confirmation of achieved sample and research activities completed</li> </ul>	Payment made on receipt of deliverable
<b>[March/April 2025]</b>	<p><b>Milestone 6: Year one report and technical report</b></p> <p>Supplier to conduct analysis and provide write up of research. Appropriate analysis will be discussed with Defra based on evidence needs. Project report should include a short executive summary, background, details of the methods and analysis, details of findings and insights addressing the research objectives for waves one and two. Technical report should detail the technical information regarding methodology, sampling and weighting used</p>	<p><b>Outputs</b></p> <ul style="list-style-type: none"> <li>• Draft and final written project report</li> <li>• Draft and final technical report</li> </ul>	Payment made on receipt of deliverable

	in the project. Both reports must be completed to government accessibility standards and be publishable. The supplier should provide reports in draft format for comment – Defra will be responsible for collating comments. Final reports to be signed off by Defra.		
<b>[May 2025]</b>	<b>Milestone 7: Presentation of year one findings</b>  Supplier to present research findings to Defra and relevant stakeholders.	<b>Outputs</b> <ul style="list-style-type: none"> <li>Power-point slide pack and presentation given in person or via videoconference</li> </ul>	Payment made on receipt of deliverable
<b>[July/August 2025]</b>	<b>Milestone 8: Wave 3 fieldwork</b>  Supplier to deliver agreed research activities.	<b>Outputs</b> <ul style="list-style-type: none"> <li>Confirmation of achieved sample and research activities completed</li> </ul>	Payment made on receipt of deliverable
<b>[Sept/Oct 2025]</b>	<b>Milestone 9: Wave 3 interim report</b>  Supplier to conduct analysis and provide write up of research. Appropriate analysis will be discussed with Defra based on evidence needs. The supplier should provide a draft report for comment – Defra will be responsible for collating comments. Final report to be signed off by Defra.	<b>Outputs</b> <ul style="list-style-type: none"> <li>Draft and final written report documenting key findings from research activities</li> </ul>	Payment made on receipt of deliverable
<b>[ Nov/Dec 2025 - Jan/Feb 2026]</b>	<b>Milestone 10: Wave 4 fieldwork</b>  Supplier to deliver agreed research activities.	<b>Outputs</b> <ul style="list-style-type: none"> <li>Confirmation of achieved sample and research activities completed</li> </ul>	Payment made on receipt of deliverable
<b>[March/April 2026]</b>	<b>Milestone 11: Presentation of final findings</b>  Supplier to present research findings from across all research waves to Defra and relevant stakeholders.	<b>Outputs</b> <ul style="list-style-type: none"> <li>Power-point slide pack and presentation give in person or via videoconference</li> </ul>	Payment made on receipt of deliverable
<b>[May 2026]</b>	<b>Milestone 12: Final report</b>  Supplier to conduct analysis and provide write up of research. Appropriate analysis will be discussed with Defra based on	<b>Outputs</b> <ul style="list-style-type: none"> <li>Draft and final written project report</li> </ul>	Payment made on receipt of deliverable

	evidence needs. Year two report should include a short executive summary, background, details of the methods and analysis, details of findings and insights addressing the research objectives from all research waves. The report must be completed to government accessibility standards and be publishable. The supplier should provide the report in draft format for comment – Defra will be responsible for collating comments. Final reports to be signed off by Defra.		
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## 5. Health and Safety Requirements

**Note:** Only include if high risk activities being undertaken e.g. working at height, near or over water). Do not request RAMS or similar risk assessments are returned with submissions. These should only be requested at contract award.

N/A

## 6. Further Sustainability Considerations

N/A

## 2.0 Proposal

- 2.1 The following document is to be used as a Call-Off template to be sent to all Contractors on a sub-lot for completion and return in accordance with the Call-Off procedures detailed in the Form of Agreement.

# Research, Development and Evidence Framework 2

## PROPOSAL

To be completed by the Contractor		
Contractor's Name: WSP UK Limited		
Call off Reference: RDE538		
Sub-Lot Number: RDE 3.4 Air Quality Socioeconomic		
Date: 12th January 2024		
1. Approach & Methodology		
<div></div>		
2. Expertise & Experience		
<div></div>		
3. Project Management & Plan		
<div></div>		
4. Sustainability		
<div></div>		

7. Cost Proposal		
<div></div>		
<div>:</div>		
<div></div>		
By signing this form <b>WSP UK Limited</b> agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Research, Development & Evidence Framework 1Conditions of Contract.		
Contractor Project Manager:	<div></div>	
Signature:	<div></div>	
Date:	<div></div>	

### 3.0 Order Form

- 3.1 The following document is to be completed by the Contracting Authority and sent to the Contractor for counter signature to form a Call-Off contract.

<b>Research, Development and Evidence Framework 2</b> <b>ORDER FORM</b>
<b>To be completed by Contracting Authority Project Manager and sent to Contractor for countersignature. PLEASE INCLUDE ENTIRE DOCUMENT</b>
<b>Project title:</b> Mixed methods research to explore public attitudes and behaviours towards air quality and air quality policy <b>Call off Reference:</b> RDE538 <b>Atamis project ref (if applicable):</b> C21925 <b>Date:</b> 20 <sup>th</sup> February 2024

THE Contracting Authority: **Defra**  
**1st Floor Seacole Building**  
**2 Marsham Street**  
**London**  
**SW1P 4DF**

THE CONTRACTOR: **WSP UK Limited**  
**WSP House**  
**70 Chancery Lane**  
**London**  
**WC2A 1AF**

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **20<sup>th</sup> February 2024**. It's issued under the Research Development & Evidence Framework Agreement reference 30210 for the provision of **Mixed methods research to explore public attitudes and behaviours towards air quality and air quality policy project**.

**CALL-OFF SUB-LOT: RDE 3.4 Air Quality Socioeconomic**

**CALL-OFF INCORPORATED TERMS** The following documents are incorporated into this Call-Off Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. Defra Framework Terms and Conditions;
2. Request for Proposal;
3. Proposal;

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.



CALL-OFF CONTRACT START DATE: **20<sup>th</sup> February 2024**

CALL-OFF CONTRACT EXPIRY DATE: **31<sup>st</sup> March 2026**

CALL-OFF PERIOD: **2 Years and 1 Month**

EXTENSION OPTION: **12 Months**

For and on behalf of the Supplier:  
Signature:

For and on behalf of the Buyer:  
Signature:

