



# Mini Competition

**Mini Competition against an existing Framework Agreement (MC) on behalf of  
Department for Business, Energy and Industrial Strategy / Department for  
Transport**

**Subject UK SBS CAV Public Acceptability (Dialogue)**

**Sourcing reference number CR18064**

**UK Shared Business Services Ltd (UK SBS)**

[www.uksbs.co.uk](http://www.uksbs.co.uk)

Registered in England and Wales as a limited company. Company Number 6330639.  
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VAT registration GB618 3673 25  
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# Section 1 – About UK Shared Business Services

## Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by its customers, UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

## Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BEIS) transition their procurement to UK SBS and Crown Commercial Service (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Customers.

Our Customers who have access to our services and Contracts are detailed [here](#).

## Section 2 – About Our Customer

### Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- ensuring that the country has secure energy supplies that are reliable, affordable and clean;
- ensuring the UK remains at the leading edge of science, research and innovation; and
- tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.uk>

BEIS is commissioning this project on behalf of Department for Transport who are the leading body. The dialogue delivery contractor's legal relationship will be with BEIS.

## Section 3 - Working with UK Shared Business Services Ltd.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Customer Name and address	Department for Business, Energy and Industrial Strategy 1 Victoria Street London SW1H 0ET
3.2	Buyer name	Victoria Clewer
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£264,000.00 excluding VAT
3.5	Process for the submission of clarifications and Bids	<p><b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>.</b></p> <p><b>Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</b></p>

Section 3 - Timescales		
3.6	Date of Issue of Mini Competition to all Bidders	Wednesday 25 <sup>th</sup> April 2018
3.7	Latest date/time Mini Competition clarification questions should be received through Emptoris messaging system	Tuesday 8 <sup>th</sup> May 2018 14:00
3.8	Latest date/time Mini Competition clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	Friday 11 <sup>th</sup> May 2018
3.9	Latest date/time Mini Competition Bid shall be submitted through Emptoris	Tuesday 29 <sup>th</sup> May 2018 14:00
3.10	Date/time Bidders should be available if face to face or telephone clarifications are required	Tuesday 5 <sup>th</sup> June 2018

3.11	Anticipated rejection of unsuccessful Bids date	Monday 11 <sup>th</sup> June 2018
3.12	Anticipated Award Date	Monday 11 <sup>th</sup> June 2018
3.13	Anticipated Call Off Contract Start Date	Thursday 21st June 2018
3.14	Anticipated Call Off Contract End Date	Friday 26 <sup>th</sup> April 2019
3.15	Bid Validity Period	60 Working Days
3.16	Framework and Lot the procurement should be based on	CR16026 Sciencewise Framework Lot Number 2

## Section 4 – Specification

### 1. OVERVIEW

- 1.1 The Sciencewise programme, led by BEIS, aims to improve UK public sector policy-making around areas of science, technology and innovation through the use of public dialogue. BEIS works with departments and bodies across the public sector to engage the public on new and emerging technology. The programme provides financial support (through a co-funding model) and specialist advice in all aspects of best practice in dialogue with the public to help Government departments and public sector bodies develop and commission public dialogue. For this project, BEIS will be working with the Department for Transport (DfT).
- 1.2 The Department for Transport (DfT) works with agencies and partners to support the transport network that helps the UK's businesses and gets people and goods travelling around the country. It plans and invests in transport infrastructure to keep the UK on the move.
- 1.3 The DfT's priorities are:
- boosting economic growth and opportunity
  - building a One Nation Britain
  - improving journeys
  - safe, secure and sustainable transport
  - promoting a culture of efficiency in everything we do
- 1.4 Connected and Autonomous Vehicles (CAVs) have the potential to deliver significant social benefits to the UK which could include fewer crashes on our roads; freedom to travel for those who currently find that difficult; and more efficient transport networks that are safer, smoother, and swifter.
- 1.5 The DfT recognises that the attitudes, behaviour and wider acceptance of the public will be critical to achieving the aforementioned benefits. That is why we commissioned a scoping study on the key social and behavioural questions associated with connected and autonomous vehicles. The report available [here](#) provides a number of research recommendations for future social and behavioural research not just for Government but the entire CAV sector to engage with.
- 1.6 Following the publication of the scoping study, the Department wishes to commission a public dialogue that is underpinned by deliberative research methods and a rigorous approach to qualitative data analysis, to develop our understanding of public acceptability towards CAVs. Public acceptability will be a key factor in affecting the uptake and use of connected and autonomous vehicles and will play into the development of a robust legislative and regulatory framework. This dialogue will explore how, why and in what circumstances

acceptability increases or decreases, particularly in relation to information and greater exposure to the issues. It will also develop understanding of the factors that influence public attitudes (e.g. the role of the media, car manufacturers, family and friends).

- 1.7 Most of the public are unlikely to have any experience of CAV technology, therefore DfT considers public dialogue using deliberative research methods as the most useful way for exploring the public acceptability of CAVs. This approach is particularly useful for understanding public acceptability towards new and complex technologies with the public where a large amount of information is required before respondents are able to engage with the issues in an informed and considered way. Furthermore, this approach has been used to gauge public views on and attitudes towards a number of new technologies e.g. drones, genetically modified foods, fracking and wind farms.
- 1.8 The [literature review](#) conducted as part of the scoping study identified that research into public acceptability of the technology is significantly under-developed. Only 3% of the evidence gathered was from social science disciplines. As a result, there is currently a significant evidence gap around public attitudes to, and the public acceptability of, CAVs. There is a strong case for high-priority work of a good standard on attitudes to fill this gap.
- 1.9 On 30 July 2014, the Department for Transport and the Department for Business, Innovation and Skills, working in partnership with Innovate UK (formerly known as the Technology Strategy Board), launched a “driverless cars” competition inviting UK cities to join together with businesses and research organisations to host vehicle trials locally. The results were announced in December 2014 with Greenwich (Gateway), Milton Keynes and Coventry (UK Autodrive) and Bristol (Venturer) being selected as the testing beds for automated vehicle technology via the trials.
- 1.10 The Government established a joint policy unit – the Centre for Connected and Autonomous Vehicles (CCAV) – to help ensure that the UK remains a world leader in developing and testing connected and autonomous vehicles. This unit is involved in leading policy development in this sector and providing co-ordination across DfT, BEIS and the rest of government.
- 1.11 It is important to be clear about terminology as the phrases “autonomous vehicle” and “driverless car” can be interpreted in different ways. Truly driverless, or “fully autonomous”, vehicles would mean that a driver does not need to be present. However most commentators do not expect vehicles capable of fully autonomous operation on public roads to become available until at least the 2020s<sup>1</sup>.
- 1.12 SAE International has proposed six levels of driving automation for on-road vehicles and more detail behind each level is available [here](#). An explanation of the levels is shown below:

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<sup>1</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/401562/pathway-driverless-cars-summary.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/401562/pathway-driverless-cars-summary.pdf)

SAE level	Name	Narrative Definition
<b>Human driver monitors the driving environment</b>		
<b>0</b>	<b>No Automation</b>	the full-time performance by the <i>human driver</i> of all aspects of the <i>dynamic driving task</i> , even when enhanced by warning or intervention systems
<b>1</b>	<b>Driver Assistance</b>	the <i>driving mode</i> -specific execution by a driver assistance system of either steering or acceleration/deceleration using information about the driving environment and with the expectation that the <i>human driver</i> perform all remaining aspects of the <i>dynamic driving task</i>
<b>2</b>	<b>Partial Automation</b>	the <i>driving mode</i> -specific execution by one or more driver assistance systems of both steering and acceleration/deceleration using information about the driving environment and with the expectation that the <i>human driver</i> perform all remaining aspects of the <i>dynamic driving task</i>
<b>Automated driving system ("system") monitors the driving environment</b>		
<b>3</b>	<b>Conditional Automation</b>	the <i>driving mode</i> -specific performance by an <i>automated driving system</i> of all aspects of the <i>dynamic driving task</i> with the expectation that the <i>human driver</i> will respond appropriately to a <i>request to intervene</i>
<b>4</b>	<b>High Automation</b>	the <i>driving mode</i> -specific performance by an automated driving system of all aspects of the <i>dynamic driving task</i> , even if a <i>human driver</i> does not respond appropriately to a <i>request to intervene</i>
<b>5</b>	<b>Full Automation</b>	the full-time performance by an <i>automated driving system</i> of all aspects of the <i>dynamic driving task</i> under all roadway and environmental conditions that can be managed by a <i>human driver</i>

1.13 The journey to full automation should be seen as a staged process, with level 3 vehicles likely to be seen on our roads before level 4 and level 5.

1.14 When creating the stimulus materials the supplier would need to consider how best to present the six levels of automation to people so that they can be easily understood.

1.15 Links to other documents which may be useful when putting together proposals are included in Annex 3.

**Guidance on the dialogue process**

1.16 This dialogue is supported by the Sciencewise programme and this section should be read in conjunction with the Sciencewise Guiding Principles (Appendix C) and the Sciencewise Quality in Public Dialogue Framework (Appendix B). These will be included in the supporting documents found on the UK SBS portal.

1.17 The Sciencewise programme, which is managed and funded by the Department for Business, Energy & Industrial Strategy, provides assistance to policy makers to

carry out public dialogue, a two-way conversation with members of the public, to inform their decision-making on science and technology issues.

- 1.18 This section sets out some guidance from the Sciencewise programme. It is intended to help bidders design a process which will achieve DfT's aims, accord with Sciencewise principles and involve members of the public, scientists and policy-makers in a mutually productive and enjoyable dialogue process. It is not meant to inhibit bidders' use of creative approaches in the design of a high quality dialogue process and products.
- 1.19 Sciencewise supported dialogue projects are more than just asking the public participants questions and recording their responses. They require serious investment of thought and time in discovering not only what people think, but why they think it and how they arrive at their conclusions. This means engaging people in a way that builds trust and confidence, and a consequent willingness to discuss perhaps very personal topics. The process will need to inform, engage, enthuse and encourage people who may have no previous knowledge of CAVs, to explore their personal and collective futures in a way that is likely to be new and perhaps daunting.
- 1.20 The design, fieldwork, analysis and reporting will need to be thorough and robust, whilst retaining sufficient flexibility to ensure a genuine dialogue. The design should include sufficient meetings and time within and between meetings, so that participants are able to explore fully the science, the legislative context and the social and ethical implications of the technologies discussed.
- 1.21 The successful bidder will need to think creatively and laterally about different ways to engage members of the public on a complex subject, without over-simplification or loss of important nuances and, importantly, without intimidating the participants.
- 1.22 Sciencewise dialogue processes require members of the public to engage directly with stakeholders, scientists, technologists and other specialists. The latter can be partners in discussion or serve as valuable sources of specialist knowledge.
- 1.23 The management of the dialogue events is likely to be challenging. There is increasing media scrutiny of issues surrounding CAV use and there is a real risk of one or more high profile incidents impacting on public debate over the course of the project. The issues identified are also likely to be complex and varied and may evoke emotional responses for some participants.
- 1.24 The overall approach should promote rich and exploratory dialogue and also ensure rigour and reliability in the methodology used. This means employing **best practice qualitative approaches** (for guidance on what this means, see [here](#)) to carry out the sampling, recruitment, fieldwork, analysis and reporting. There is a requirement for all events to be recorded and transcribed, with rigorous and informed qualitative analysis undertaken.
- 1.25 DfT is committed to promoting high ethical standards in the conduct of the social research it funds and commissions. We expect Potential Providers to conduct research to appropriate ethical standards, outlined in the Government Social Research Unit Professional Guidance 'Ethical Assurance for Social Research in

Government' (<https://www.gov.uk/government/publications/ethical-assurance-guidance-for-social-research-in-government>).

## **2. DIALOGUE PURPOSE AND OBJECTIVES**

2.1 The DfT requires a public dialogue using deliberative research methods to further develop our understanding of public attitudes towards the emergence of automated vehicle technology and the public expectations, aspirations and concerns about future usage.

### **Project Objectives**

To use the results of the dialogue to:

- Inform the development of the Government's strategy and regulations in relation to CAVs which include how the different levels of autonomy are regulated, road technology improvements and road safety legislation.
- Inform the development of the technology itself (including government-funded projects), helping to realise any perceived benefits of CAVs (such as improved road safety) as well as mitigate against any potential disbenefits (such as cybersecurity fears).
- Plan future engagement and awareness-raising on connected and autonomous vehicles using language that is familiar to the general public.

### **Dialogue Objectives**

In order to achieve these Project Objectives, the dialogue will need to draw clear, coherent conclusions based on an understanding of the following:

- The participants' current understanding of, and engagement with, the different terms used to describe the technology (e.g. connected/autonomous vehicles, driverless cars, highly automated vehicles, self-driving cars etc.).
- Participants' current knowledge levels of the technology.
- Participants' perceptions, aspirations and concerns on the development and use of vehicles at each level of automation and their reactions to different potential scenarios of how the technology could be deployed and the stages leading to full autonomy.
- How and in what circumstances participants' aspirations and concerns regarding CAVs might be addressed.
- What participants see as the role of local and central government in the development and deployment of the technology (compared with industry) and who they think is responsible for raising awareness and engagement.

### **Questions**

2.2 A number of key questions to be answered have already been identified. Not all of these questions are to be asked directly to participants and may need answering

as part of the analysis stage. These questions may be further developed over the course of the dialogue process.

2.3 Below we outline the questions to be answered for each of the above research objectives:

**1. Explore with participants their current understanding of, and engagement with, the different terms used to describe the technology (e.g. connected/autonomous vehicles, driverless cars, highly automated vehicles, self-driving cars etc)**

- What language do participants currently use to describe the technology?
- To what extent have they heard of the different terms?
- What do individuals understand by the different terms? What immediate thoughts/reactions, if any, do they evoke?

**2. Explore with participants their current knowledge levels of the technology and their uninformed perceptions of the benefits/disbenefits.**

- How knowledgeable are people about the technology and how knowledgeable do people feel they are about the technology?
- What are participants' current experiences of semi-autonomous features in vehicles e.g. automatic parking, lane assist, automatic braking etc.?
- What are participants' perception of when they think this technology (meaning Level 3 and beyond) may be available?
- What are their current perceptions of the benefits/disbenefits of the technology?
- Where are they getting their current knowledge and perceptions from e.g. media?

**3. Gain understanding of participants' perceptions, aspirations and concerns on the development and use of vehicles at each level of automation and their reactions to different potential scenarios of how the technology could be deployed and the stages leading to full autonomy. (The DfT, in conjunction with expert stakeholders, can help with the development of these scenarios but see Annex 2 for a possible starting point)**

- There is a debate within industry about which level ought to be aimed for and different manufacturers are aiming for different levels of automation. What are people's reactions to the differing levels of autonomy? What would they be willing to accept/use? What are the benefits/disbenefits of each level?

- Does the type of vehicle that is automated impact on participants' attitudes? For example, is automation viewed more or less favourably in public transport vehicles than it is in privately owned vehicles? Why is this?
  - Does the context of use impact on participants' attitudes? For example, is automation viewed more or less favourably when used in urban areas or in rural areas? Why is this? What other contextual factors affect participants' attitudes and why?
  - What are the parameters of public acceptability? An exploration of attitudes towards a number of possible implications, both positive and negative, of CAVs should be undertaken. These include, but are not limited to:
    - Road safety improvements due to AVs eliminating human error
    - Reduced congestion due to vehicles being able to travel closer together and more ride-sharing
    - Increased accessibility for people who cannot currently drive
    - Positive environmental impacts if all AVs are electric
    - Increased productivity in the population if people can now work on their daily commute
    - Cybersecurity challenges due to the risk of hacking
    - Data privacy and data collection issues around protection of personal data
    - Labour market impacts due to possible job losses as a result of automation
    - Impact on personal freedoms – if autonomous vehicles become so much safer will it be ethical to let people drive?
    - Ethical concerns about the decisions an AV makes in a collision scenario
    - Loss of abstract or intangible associations with driving (e.g., “freedom”, “control”, “rite of passage” etc.)
    - Impact on other road users (e.g. pedestrians, cyclists, wheelchair users etc.)
    - Impact on landscape - urban, rural?
  - What trade-offs do participants make between the possible positive and negative implications of automation? For example, are concerns about loss of privacy due to data sharing assuaged by the knowledge that it will result in a better journey?
  - What are the participants' attitudes/reactions to the potential scenarios? How do these scenarios affect participants' attitudes towards automation? E.g. in a 'mobility as a service' (MaaS) type scenario (see Annex 3 for Transport Systems Catapult paper on MaaS) where car ownership declines, will people cease to bond with their cars or will this bond endure and, potentially, affect public acceptability?
  - How do people's attitudes change as people learn more about the technology?
4. **Develop an understanding of how and in what circumstances any public concerns regarding CAVs might be addressed.**

- How can we solve the potential problems they identify in relation to CAV?
  - What would relieve the concerns identified above?
  - What are the best ways to communicate with the public about CAV?
5. **Explore what the public sees as the role of local and central government in the development and deployment of the technology (compared with industry) and who they think is responsible for any raising awareness and engagement**
- What specific issues do the public identify in the location where dialogue events are taking place?
  - What are their views on the roles of local and central government in the development of the technology in future? For example who provides infrastructure; ensures safety; ensures access; safeguards data; sets standards and regulations e.g. government or independent bodies?
  - What are their views on the roles of local and central government in raising awareness and understanding in future?
  - What are their views on the role of industry and other relevant bodies e.g. car manufacturers, road safety groups, passenger organisations etc?

### **3. DIALOGUE SPECIFICATION/METHODOLOGY**

3.1 It is expected that this public dialogue will involve a number of discrete and sometimes concurrent elements. For the purposes of clarity these have been organised into a possible set of stages. Bidders are welcome to suggest alternative work plans but each element must be incorporated:

Stage 1: Inception meetings

Stage 2: Develop stimulus materials

Stage 3: Deliberative workshops

Stage 4: Stakeholder feedback and Oversight Group workshop

#### **Stage 1 Inception meetings**

- The first of these will be with the core project management team and will occur immediately after letting the contract.
- The second will be with the Oversight Group. The Oversight Group will be a group of people (up to 15) from policy, academia, industry and NGOs who will provide balance and independent oversight of the public dialogue process and subsequent reports on its outcomes. This meeting will be an opportunity for the winning bidder to present their proposed approach to members of the group

and for questions and discussion. The programme of future Oversight Group meetings will also be discussed, including how the appointed team will feed into them and the Terms of Reference will be agreed.

- Please see the timetable in Section 5 for suggested timings of the above meetings.

### **Stage 2: Develop stimulus materials**

- It will be important to get input into stimulus materials from key stakeholders and experts from academia in order to ensure materials are effective, credible and accurate. We are therefore suggesting a workshop to facilitate this. In addition, once stimulus materials have been developed, it will be necessary to have a meeting with the Oversight Group in order to get their input into the materials as well as to ensure they are happy with the questions to be explored with the general public.
- For both of these meetings DfT would provide the list of people to recruit and a venue/catering and it would be the contractor's responsibility to recruit people, arrange the date/time, cover all necessary travel and accommodation costs for attendees (please include this in cost breakdowns) and run the events.
- Please see the timetable in Section 5 for suggested timings of the above meetings.

### **Stage 3: Deliberative workshops**

- This will constitute the main body of the primary fieldwork for the project. Our suggested approach would be to conduct workshops with five groups of 25-30 people around the UK with each group attending three different sessions. Bidders are encouraged to suggest how these could best be used but an outline suggested structure could be:
  - **Workshop 1:** Evening session introducing CAVs and the issues around them to glean early views and level of understanding.
  - **Workshop 2:** A one-day session where participants are shown a wider range of materials more considered and informed views are obtained. The aim would be to expose some participants to the technology itself in advance of this session (see point i below for more details).
  - **Workshop 3:** A final half-day session to discuss how concerns might be addressed.
- The successful bidder will be expected to arrange all aspects of these workshops including their booking and organisation, recruitment of participants and their content.
- Bidders are encouraged to suggest possible stimulus material in their bid. Materials at events could include models for people to see and engage with and videos and presentations to be shown at the events (the successful bidder would be responsible for the production of such videos). DfT will facilitate contact between the supplier and industry/stakeholders to help with the

provision/creation of key stimulus materials for the workshops. See Annex 3 for sources of information which could be helpful in development of stimulus materials.

- The DfT would also welcome bids which involve giving participants first-hand experience of CAVs (e.g. in the context of a CAV Trial) **and**, if possible, allowing people to have an experience in a CAV simulator (several Universities have these, most notably Leeds and Warwick). A CAV simulator would be useful for giving participants an experience of what it might be like to be the 'driver' in a Level 3 car, something that a first-hand real-life experience would not be able to provide (as participants would be passengers in the real-life versions). The DfT have been in contact with Leeds and Warwick universities and both are open to assisting with this work.
- The DfT have spoken with several different CAV organisations about gaining access to their equipment in order to give participants an experience using the technology. We have agreement in principle from four different organisations:
  - Oxbotica - an organisation which designs autonomous vehicle software based in Oxford. They have autonomous Ford Fusions and Range Rovers.
  - Five AI – an organisation which designs autonomous vehicle software. FiveAI's test track is situated in Millbrook, Bedfordshire and they have autonomous hatchback style vehicles.
  - Venturer/Flourish – two of the Government-funded CAV trials (mentioned in 1.8), based in Bristol. They have low speed autonomous pods and autonomous Renault Twizys.
  - UK Autodrive – one of the Government-funded CAV trials (mentioned in 1.8), based in Milton Keynes. They have low speed autonomous pods.
- The Department invites bidders to consider all of the above in their dialogue design but does not expect bidders to necessarily include every organisation. However the Department would require different groups to be given access to different types of vehicles i.e. at least one group experience a more conventional style road vehicle and at least one group experience a low speed pod. There would also need to be at least one group (if not two) that does not experience any technology so that their views can be compared with those who do experience it.
- It is expected that the cost of any demonstrations of CAVs in action would be met by the successful bidder and so these should be included in cost breakdowns. Costs for this are currently unknown but costs are not expected to exceed £20,000. Any transport costs incurred from transporting participants to the CAV demonstration sites would also need to be covered by the successful bidder and included in cost breakdowns.
- Bidders are encouraged to suggest possible locations for the workshops and their rationale in their bids but important criteria include:
  - A wide geographical spread

- A mixture of urban and rural locations
- At least one location where there is CAV hardware we can access
- At least one where there is a CAV simulator.
- On this basis a possible list of locations could include, for example:
  - England (CAV Trial location such as Milton Keynes)
  - England (Oxford to make use of Oxbotica)
  - England (Leeds to make use of the University's simulator)
  - Scotland
  - Wales
- Bidders should also propose a suggested sample for the workshops with details of how participants will be selected, recruited and retained (including proposed incentive structures). The full range and diversity of likely experiences, attitudes and opinions should be captured, ranging from those with no experience or knowledge of CAVs to those who have heard of or even ridden in CAVs (although we appreciate it may be difficult to find people who have ridden in CAVs). Additionally, bidders should highlight their approach to encouraging participation from a wide range of people and set out how barriers might be overcome (e.g. paying childcare costs).
- Bidders should also explain how the individual groups would be comprised and structured to support open, high quality dialogue.
- The inclusion of other sampling criteria should also be considered and proposals presented in the tender. The dialogue will involve recruiting people who broadly reflect the population of the United Kingdom in terms of;
  - Gender
  - Life-stage
  - Social grade/household income
  - Ethnicity
  - Attitudes to cars and driving
  - Age
  - Technology adoption e.g. early adopter vs laggard
  - Urban v rural
  - Mobility (i.e. those with disabilities)
- The analysis phase should carefully consider whether there are any differences in attitudes between key sub-groups, and also whether findings are generalisable to the wider population. It should also ensure the individual organisations providing the CAV technology/CAV simulators are not identified in the report.
- There is an aspiration for the recruitment to give some consideration to the Transport Choices Segmentation (see Annex 1 for the questions to be asked).
- A key tenet of public dialogue is that experts are included in discussion at the workshops and can answer any questions the public may have about the technology, although it is important that this is done in a way which retains

methodological rigour. Whilst DfT will help source appropriate experts, the organisation of their participation will be the responsibility of the successful bidder, as will any payments made to them for their time and expenses.

#### **Stage 4: Stakeholder feedback and Oversight Group workshop**

- It will be important to get feedback on the results of the public dialogue from the stakeholders and experts from academia (the same group who inputted at Stage 2) so it is suggested that the contractor circulate these results around this network of people. Feedback should then be incorporated in advance of the presentation of these results to the Oversight Group, which could take the form of a workshop to discuss the implications of the results.
- As with all other meetings, DfT would provide a venue/catering and it would be the contractor's responsibility to recruit people, arrange the date/time, cover all necessary travel and accommodation costs for attendees (please include this in cost breakdowns) and run the events.

#### **4. DIALOGUE OUTPUTS**

- 4.1 The final report will need to bring together findings from all stages of the dialogue. To achieve this the successful bidder will need to thoroughly analyse all the data collected and present it in a highly considered and synthesised way. This will require team members who can analyse the large amounts of data produced and then, through cogent, coherent and incisive writing, report their conclusions in a way that brings to life what has been learned without over-simplifying or distorting it.
- 4.2 Given the iterative nature of this project we invite bidders to provide recommendations on how findings should be presented both in the final report but also throughout the project. These outputs should include:
- Short weekly progress reports to the DfT project manager
  - Ongoing but less frequent progress reports for the Oversight Group.
  - Interim findings in Word (c. 5 sides of A4) after each round of public dialogue workshops (so 3 in total).
  - A full written report (40-50 pages) of the overall dialogue process, written to a publishable standard. This should include:
    1. Top line findings
    2. An executive summary
    3. Introduction
    4. Full details of the approach and methodology including examples of the materials used and produced at the workshop (the final report should include a brief overview of the approach, with fuller detail provided in an annex)

5. Fully analysed and synthesised findings with a thematic structure (verbatim quotations should only be used for illustrative purposes to support main commentary)
6. Conclusions
7. Where consent is given the details of the different stakeholders involved at all stages of the project.

- One workshop to discuss the presentation of findings (more detail on this is provided in Section 3 – Stage 4)
- A summary of findings to be provided to participants
- Participation in a wash-up meeting to gather the lessons learned about public dialogue processes.

4.3 It is possible that we may require additional outputs to help bring the results to life for stakeholders, (e.g. videos, infographics). Please include your costs for providing this in the price schedule. These costs will not be used for evaluation purposes, however they may be utilised at the discretion of Department for Transport.

4.4 Other considerations include:

- Communication, sign-off and reporting requirements and protocols will be agreed between DfT and the contractor at the Inception Meeting.
- All outputs must be clearly written, and written in such a way that it makes them easily accessible to a non-technical audience. All technical jargon and terminology must be fully explained and plain English used throughout the reports. Organisations contracted to produce reports for the Government must follow the guidelines available in Appendix A. This will help the Department meet its online accessibility, usability and transparency obligations.
- Circulated drafts and final versions of all outputs should be thoroughly proof-read prior to submission. There is a need to build sufficient time (minimum 2 weeks) in to your timetable for DfT to comment on any draft and final outputs.
- If so required by the DfT, the contractor(s) shall produce a further version of a project plan for conducting the dialogue in such further detail as DfT may reasonably require. The contractor(s) shall ensure that the project plan is subject to DfT approval. The contractor(s) shall ensure that this plan is maintained and updated on a regular basis as may be necessary to reflect the then current state of the implementation.
- DfT shall have the right to require the contractor(s) to include any reasonable changes or provisions in each version of the project plan.
- The contractor(s) shall perform its obligations so as to achieve each milestone by the milestone dates agreed in each project plan and changes to any agreed

milestones, as agreed at project inception shall only be made in accordance with discussion with DfT.

- Payment profile will be agreed between DfT and the contractor, within the Commissioning letter.
- Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- It is possible that DfT staff may want to attend some meetings with trial partners or DfT representatives, for example as an observer.

**Independence**

4.5 The Department will require that if any bidders have previously worked with any of the driverless car trials (such as Gateway, UK Autodrive, Flourish, Venturer etc) they must maintain confidentiality when working with other trials.

4.6 Furthermore, we expect that the contractor(s) will have expertise in the following areas;

- Design and delivery of public dialogues using deliberative research methods.
- Designing accessible and engaging processes and materials to support dialogues on complex science and technology topics
- Rigorous approach to analysing large amounts of qualitative data
- Project management skills.
- Multiple stakeholder engagement.
- Written and oral communication skills – including impactful final reports that clearly and unambiguously highlight main findings and insights.
- Organising and facilitating workshops/seminars.
- Data visualisation or producing information in an engaging way.
- Knowledge of the autonomous vehicles’ literature and policy area, or knowledge in the assimilation of new and or emerging technologies more broadly.

**5. PROJECT MANAGEMENT**

5.1 Below is a suggested project timetable. Bidders are free to amend this timetable to reflect their proposed approach but for any significant changes a clear rationale should be provided.

5.2 We anticipate that the project from inception should take approximately ten months though there remains some flexibility around this if it is justified.

Date	Activity	Responsibility
w/c 18 <sup>th</sup> June 2018	Contract awarded	DfT/SW

w/c 25 <sup>th</sup> June 2018	Project team inception meeting	All
w/c 2 <sup>nd</sup> July 2018	Oversight Group meeting	All
w/c 2 <sup>nd</sup> July - w/c 6 <sup>th</sup> August 2018	Development of draft stimulus and topic guides, including stakeholder workshop	Contractor
w/c 13 <sup>th</sup> August- w/c 20 <sup>th</sup> August 2018	Oversight Group given sight of stimulus materials	Contractor/Oversight Group
w/c 27 <sup>th</sup> August 2018	Oversight Group meeting to workshop stimulus and finalise topics to be covered	All
w/c 3 <sup>rd</sup> September 2018	Stimulus materials signed off	DfT/SW
w/c 10 <sup>th</sup> September – w/c 3 <sup>rd</sup> December 2018	Various public engagement activities. Interim findings (c.5 page Word summaries) to be provided after each wave.	Contractor
w/c 10 <sup>th</sup> December 2018- w/c 21 <sup>st</sup> January 2019	Analysis and interpretation of results / debrief development	Contractor
w/c 17 <sup>th</sup> December 2018	Interim Evaluation Findings Report given to contractor (Final report would be 3 months later – January)	Evaluator
w/c 28 <sup>th</sup> January 2019	Results circulated round stakeholder network for input	Contractor
w/c 4 <sup>th</sup> February 2019	Stakeholder feedback incorporated into debrief	Contractor
w/c 11 <sup>th</sup> February 2019	Debrief presented to Oversight Group followed by workshop to discuss results	Contractor
w/c 4 <sup>th</sup> March 2019	Draft report submitted to Oversight Group	contractor
w/c 11 <sup>th</sup> March– 18 <sup>th</sup> March 2019	Oversight Group/DfT/SW provide feedback on report	Oversight Group/DfT/SW
w/c 25 <sup>th</sup> March 2019	Final report submitted	Contractor
w/c 1 <sup>st</sup> April 2019	Final report signed off and draft evaluation report circulated	DfT/SW/Evaluator
w/c 8 <sup>th</sup> April 2019	Wash up meeting	All
w/c 15 <sup>th</sup> April 2019	Final evaluation report submitted	Evaluator
w/c 22 <sup>nd</sup> April 2019	Final evaluation report signed off	DfT/SW

## **6. PROJECT GOVERNANCE**

- 6.1 An important Sciencewise requirement on all public dialogue projects is to have an 'Oversight Group' which is usually comprised of a number of experts and key stakeholders in the scientific area of interest. The group should provide a range of views on the issues and challenges faced and in this case will comprise members from industry, DfT, voluntary organisations and academics. The role of the group is to provide balance and independent oversight of the public dialogue process and subsequent reports on its outcomes.
- 6.2 The Oversight Group members have not been finalised yet but have been invited by the DfT and should be in place in time for the start of the project. The Group should be chaired by an independent person.
- 6.3 The contractor will be expected to attend all Oversight Group meetings, of which there are likely to be 3-4. The contractor will also be expected to work with the Oversight Group throughout the life of the project, gaining their input at key project points such as in the development of stimulus materials and in the drafting of the final report.

## **7. INDEPENDENT EVALUATION**

- 7.1 It is a requirement of all Sciencewise funded projects that they are independently evaluated. A full independent evaluation of the dialogue process is being separately commissioned by the DfT. The successful dialogue contractor (together with all those involved in managing and delivering the project) will be required to cooperate with the evaluator to ensure that all aspects of the dialogue are considered as part of the evaluation. Sciencewise guidance on the approach and key questions required for the evaluation of the public dialogue projects they co-fund are available from BEIS.

## **8. DATA SECURITY**

- 8.1 Data security arrangements for this project should accord with those specified in the Sciencewise programme framework contract.

## **9. RISK MANAGEMENT**

- 9.1 Potential contractors should indicate how they would address at least the following risks:
- External scrutiny of methods and outputs;
  - Issues that may attract media attention leading to dialogue being disproportionately influenced by popular media;
  - Contractor unable to recruit suitable participants;
  - DfT/OG/contractor unable to agree background/stimulus materials;
  - Participants have problems responding to the issues raised because of their complexity;
  - DfT does not value dialogue outputs;
  - Contractor unable to provide sufficiently creative facilitation of dialogue process;
  - Delivery at acceptable quality within the specified project time;
  - Any other project risks not included above.

## **10. ARCHIVING DIALOGUE DATA**

10.1 We would like those tendering to offer a view on the suitability of data being archived in the UK Data Archive. Please provide an estimate of the costs of archiving, which would include redacting all transcripts to ensure there is no personally identifiable information contained in them. Costs should be based on the work required to fulfil the guidelines for archiving, detailed [here](#). These costs will not be used for evaluation purposes, however may be utilised at the discretion of Department for Transport'.

## Section 5 – Evaluation of Bids

The evaluation model below shall be used for this Mini Competition, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

To maintain a high degree of rigour in the evaluation of your bid, a process of moderation will be undertaken to ensure consistency by all evaluators.

After moderation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ( $5+5+6 = 16 \div 3 = 5.33$ ))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	SEL3.13	GDPR
Price	AW5.1	Maximum Budget
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
<b>Evaluation Justification Statement</b>			
In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this Mini Competition. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	25%

Quality	PROJ1.1	Project management, expertise and knowledge	30%
Quality	PROJ1.2	Dialogue Approach and Quality of Outputs	45%

## Evaluation of criteria

### Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ( $60/100 \times 20 = 12$ )

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ( $60/100 \times 10 = 6$ )

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling

	in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.
--	--

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there will be multiple evaluators and their individual scores after a moderation process will be averaged (mean) to determine your final score.

**Example**

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 50

Evaluator 4 scored your bid as 50

Your final score will  $(60+60+50+50) \div 4 = 55$

**Price elements** will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

- For example - Bid 1 £100,000 scores 100,
- Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80
- Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.
- Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.
- Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
- Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation:  $\text{Score/Total Points} \times 50$  ( $80/100 \times 50 = 40$ )

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

## **Section 6 – Evaluation questionnaire**

Bidders should note that the evaluation questionnaire is located within the e-sourcing questionnaire.

Guidance on completion of the questionnaire is available at <http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Section 7 – General Information

### What makes a good bid – some simple do's 😊

#### DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our Mini Competition. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

## What makes a good bid – some simple do not's ☹

### DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

## Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (CCS – previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this Mini Competition Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the Special terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Call Off Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Call Off Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, UK SBS may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to UK SBS during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this Mini Competition consent to these terms as part of the competition process.

- 7.41 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

UK SBS reserves the right to amend any security related term or condition of the draft contract accompanying this Mini Competition to reflect any changes introduced by the GSC. In particular where this Mini Competition is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

## USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)

## Annex 1

The following questions are required for the Transport Choices Segmentation.

### ASK ALL

Age of respondent

1=16-20

2=21-29

3=30-39

4=40-49

5=50-59

6=60-69

### ASK ALL

Social grade

6=A

5=B

4=C1

3=C2

2=D

1=E

### Numcar

How many cars or vans does your household own or have continuous use of at present?

INTERVIEWER NOTE: INCLUDE COMPANY CARS, IF AVAILABLE FOR PRIVATE USE. INCLUDE ANY BROKEN DOWN VEHICLES WHICH MAY BE IN USE WITHIN THE NEXT MONTH.

1. None
2. 1
3. 2
4. 3 or more

### ASK IF Numcar = 2, 3 or 4

#### CarOwn

Just to check, do you personally own or have continuous use of a car or van?

INTERVIEWER NOTE: INCLUDE COMPANY CARS, IF AVAILABLE FOR PRIVATE USE. INCLUDE ANY BROKEN DOWN VEHICLES WHICH MAY BE IN USE WITHIN THE NEXT MONTH

1. Yes
2. No

### ASK IF CarOwn = 1

#### B19

Looking at the following list, approximately how many miles a year do you personally drive in the cars and vans owned or used by your household?

SHOW SCREEN

1. 0 miles
2. 1-499 miles
3. 500-999 miles
4. 1,000-1,999 miles
5. 2,000-2,999 miles
6. 3,000-3,999 miles
7. 4,000-4,999 miles
8. 5,000-6,999 miles
9. 7,000-8,999 miles
10. 9,000-11,999 miles
11. 12,000-14,999 miles
12. 15,000-17,999 miles
13. 18,000-20,999 miles
14. 21,000-29,999 miles
15. 30,000 miles and over

**ASK ALL**

**B2**

Do you have any disability or other long standing health problem that makes it difficult for you to do any of the following...

READ OUT AND SELECT ALL THAT APLPLY

1. Go out on foot
2. Use local buses
3. Get in or out of a car
4. None of these

**ASK ALL**

**B39b**

Do you have any disability or other long standing health problem that makes it, or would make it, difficult or impossible for you to ride a bicycle?

1. Yes – impossible
2. Yes – difficult
3. No

**ASK ALL**

**F12**

Please look at this screen and tell me whether you have any of the educational or school qualifications listed. Start at the top of the list and tell me the first one you come to that you have.

SHOW SCREEN

1. University Higher Degree (e.g. MSc; PhD)
2. First degree level qualification (e.g. BA; BSc) including foundation degrees; PGCE
3. Diploma in higher education; HNC; HND; Nursing or Teaching qualification (excluding PGCE)
4. A level; AS level; NVQ level 3; GNVQ Advanced; or equivalent 5
5. GCSE grade A\* -C; O level; CSE grade 1; NVQ level 2; GNVQ intermediate; or equivalent
6. GCSE grade D -G; CSE below grade 1; NVQ level 1; GNVQ Foundation level; or equivalent
7. None of the above

**B17**

Looking at this list, which of these things are important to you when buying a car or van?

SHOW SCREEN

1. Comfort
2. Costs – purchase/running/resale value/tax/insurance
3. Small engine
4. Large engine
5. Environmentally friendly/low CO2 emissions
6. Image of brand/brand preference
7. Image of model/model preference
8. Interior space/functionality/boot size
9. Reliability
10. Safety
11. Speed/performance
12. Style/design
13. Features – Satnav; CD player; music system; power steering, etc
14. Something else

**ASK ALL****B42\_31**

How much do you agree or disagree with the following statements?

SHOW SCREEN AND READ OUT STATEMENTS

	Definitely agree	Tend to agree	Neither agree nor disagree	Tend to disagree	Definitely disagree
[IF CAROWN = 1] I would cycle (more) if there were more dedicated cycle paths					
[IF CAROWN = 2] I am willing to cycle on the roads (e.g. to work / school / the shops)					
[IF CAROWN = 2] In general, I think that successful people tend to travel by car rather than by bus					

**ASK IF CarOwn = 2****CN76**

How often nowadays, if at all, do you use home delivery (e.g. internet shopping \ telephone ordering) for any non-food shopping, such as for buying books, CDs, clothes, holidays, or insurance?

SHOW SCREEN

1. Regularly
2. Sometimes
3. Have only done this once or twice
4. Never

**ASK ALL**

**B50**

Looking at this list, how many short-haul flights starting from the UK did you make to Europe during the last 12 months? If you don't know the exact number please give your best guess. Flights should start in the UK.

SHOW SCREEN

1. None
2. One
3. Two
4. Three or more

**ASK IF CarOwn = 2**

**B46a**

Thinking now about personal safety, that is the risk of being a victim of crime, please rate these forms of transport in order of safety from the most safe to the least safe. So which one would you say is most safe?

SHOW SCREEN

1. Bus
2. Overground train (NOT including underground\tube\metro systems)
3. Car
4. Bicycle

**ASK IF CarOwn = 2**

**B46b**

And which one would you say is the second most safe?

SHOW SCREEN

[EXCLUDE RESPONSE SELECTED AT B46a]

1. Bus
2. Overground train (NOT including underground\tube\metro systems)
3. Car
4. Bicycle

**ASK IF CarOwn = 2**

**B46c**

And which one would you say is the third most safe?

SHOW SCREEN

[EXCLUDE RESPONSES SELECTED AT B46a AND B46b]

1. Bus
2. Overground train (NOT including underground\tube\metro systems)
3. Car
4. Bicycle

**ASK IF CarOwn = 1**

**A1**

How long have you lived in your current home?

1. Up to 1 year
2. More than 1 year, up to 2 years
3. More than 2 years, up to 5 years
4. More than 5 years, up to 10 years
5. More than 10 years, up to 20 years
6. More than 20 years

**ASK IF CarOwn = 2**

**F15**

From this list, which of these phrases comes closest to describing your feeling about your household income these days?

SHOW SCREEN

1. Living comfortably on present income
2. Coping on present income
3. Finding it difficult on present income
4. Finding it very difficult on present income

## ANNEX 2

Figure 1 shows the axis used by Marsden and Reardon in their attempt to map out future smart mobility scenarios.

Figure 1



<sup>6</sup>  
<sup>7</sup> FIGURE 1 Smart Mobility and Governance Scenarios

Figure 2 shows what each scenario might look like in terms of the coverage of electric vehicles, mobility as a service, automated vehicles and integrated mobility.

Figure 2

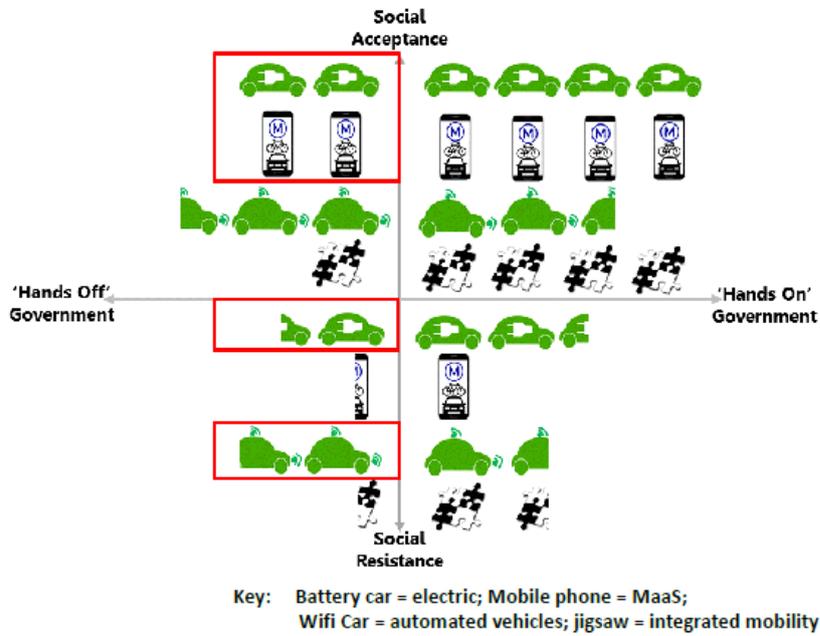


FIGURE 2 Innovations that flourish and falter

**Source:** Marsden, G. and Reardon, L. (2018) Does governance matter? – an international scenarios exercise, In: Eds. Marsden, G. and Reardon, L., *The Governance of Smart Mobility*, Emerald Publishing, Forthcoming.

## ANNEX 3

**Useful publications/links which may help in the development of the research:**

**Sciencewise report on ‘Public attitudes to automated vehicles’:**

<http://www.sciencewise-erc.org.uk/cms/assets/Uploads/Automated-vehicles-what-the-public-thinksNov-15.pdf>

**Department for Transport, 2015. The Pathway to Driverless Cars: Summary report and action plan:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/401562/pathway-driverless-cars-summary.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/401562/pathway-driverless-cars-summary.pdf)

**Government activities in relation to connected and autonomous vehicles:**

<https://www.gov.uk/government/collections/driverless-vehicles-connected-and-autonomous-technologies#announcements>

**4 cities trials:**

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**UK Autodrive, in Milton Keynes and Coventry:** <http://www.ukautodrive.com/>

**Venturer, in Bristol:** <http://www.venturer-cars.com/>

**Atkins report – ‘Connected and Autonomous Vehicles: Introducing the Future of Mobility’:**

[http://www.atkinsglobal.co.uk/~media/Files/A/Atkins-Corporate/uk-and-europe/uk-thought-leadership/reports/CAV\\_A4\\_080216.pdf](http://www.atkinsglobal.co.uk/~media/Files/A/Atkins-Corporate/uk-and-europe/uk-thought-leadership/reports/CAV_A4_080216.pdf)

**A Brief Introduction to Mobility as a Service (MaaS):** <https://maas-alliance.eu/homepage/what-is-maas/>

**Transport Systems Catapult paper on MaaS:** [https://ts.catapult.org.uk/wp-content/uploads/2016/07/Mobility-as-a-Service\\_Exploring-the-Opportunity-for-MaaS-in-the-UK-Web.pdf](https://ts.catapult.org.uk/wp-content/uploads/2016/07/Mobility-as-a-Service_Exploring-the-Opportunity-for-MaaS-in-the-UK-Web.pdf)



Appendix A - GCS  
Style Guide.pdf



Appendix B -  
Quality-in-Public-Di.



Appendix C - SW  
Guiding Principles V