

Commissioning Letter

Technopolis Limited
3 Pavilion Buildings
Brighton
BN1 1EE

Tuesday, 5th March 2019

Dear Sirs

**BEIS Research and Evaluation Framework Agreement – Lot 1
BEIS Official Development Assistance (ODA) – Development of KPIs
CR19009**

Thank you for your response to the Specification for the above commission by the Department for Business, Energy and Industrial Strategy (BEIS) (the Customer) through the BIS Research and Evaluation Framework dated 2 January 2016 between (1) Secretary of State for Business, Innovation and Skills; and (2) Technopolis Limited (the Framework Agreement).

Appendix A: Specification for Enforcing the enhancement of energy efficiency regulations in the English private rented sector
Appendix B: Tender dated 8th February 2019

This contract shall commence on Wednesday, 6th March 2019 and shall end on Friday, 28th June 2019.

Department for Business, Energy and Industrial Strategy accepts your Tender (Appendix B), submitted in response to our Specification (Appendix A). Technopolis Limited shall undertake the services in alignment with the specification in Appendix A and their bid submitted in Appendix B.

The Call-Off Terms and Conditions for this Contract are those set out in Schedule 5 to the Framework.

The agreed total charges for this assignment are £29,965.00 exclusive of VAT which should be added at the prevailing rate. This contract shall not exceed £29,965.00.00 in alignment with the following commercial breakdown:



AW5.2 Price Schedule

Please ensure that you DO NOT alter this spreadsheet. Any alterations may result in your Pricing being disqualified.



SOURCING REFERENCE:	CR19009
SOURCING DOCUMENT TITLE:	BEIS Official Development Assistance (ODA) – Development of KPIs
BIDDER NAME	Technopolis Limited
Please complete the shaded yellow sections only.	

Section 1: Total Project Costs (Summary)

Objective	
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Please note that the staff costs in section 1 cell D22 should equal the staff costs outlined in section 2. Section 2 provides further detail around the project team and the distribution of staff days.

The figure used for evaluation is the total cost (ex VAT) provided in Section 1 (cell D22). The total cost is the total staff costs (ex VAT) and the total Travel and Subsistence, Overhead costs, cost of production of materials and any/all costs associated with the delivery of the project (ex VAT).

TOTAL STAFF COSTS		£	29,325.00	£	29,965.00
Notes:					
Day rate is for 8 hr day					
Half day rate is for 4 hrs					

The invoice schedule to be agreed at inception meeting.

All invoices should be sent to finance@services.ukpbs.co.uk or Billingham (UKPBS, Queensway House, West Precinct, Billingham, TS23 2NF). A copy of the invoice should be sent to [REDACTED]

You are reminded that any Customer Intellectual Property Rights provided in order to perform the Services will remain the property of the Customer. The following deliverables have been agreed:

The Services Commencement Date is 6th March 2019.

The Completion date is 28th June 2019.

The Contract may be terminated for convenience by giving 30 days' notice in accordance with clause 38 of the Call-off Terms and Conditions.

Your invoice(s) for this work must include the following information:

Commission number: CR19009

The Authorised Representative for this Commission will be [REDACTED] who can be contacted at [REDACTED]

Until the date of publication, findings from all Project outputs shall be treated as confidential. Findings shall not be released to the press or disseminated in any way or at any time prior to publication without approval of the Department.

This clause applies at all times prior to publication of the final report. Where the Contractor wishes to issue a Press Notice or other publicity material containing findings from the Project, notification of plans, including timing and drafts of planned releases shall be submitted by the Contractor to the Project Manager at least one week before the intended date of release and before any agreement is made with press or other external audiences, to allow the Department time to comment on factual accuracy. All Press Notices released by the Department or the Contractor shall state the full title of the research report, and include a hyperlink to the Department's research web pages, and any other web pages as relevant, to access the publication/s.

This clause applies at all times prior to publication of the final report and within one month from the date of publication. Where the Contractor wishes to present findings from the Project in the public domain, for example at conferences, seminars, or in journal articles, the Contractor shall notify the Project Manager before any agreement is made with external audiences, to allow the Department time to consider the request. The Contractor shall only present findings that will already be in the public domain at the time of presentation, unless otherwise agreed with the Department.

Congratulations on your success in being selected to undertake this Commission.


Yours sincerely

[REDACTED] – Category Manager
UK Shared Business Services Ltd


OFFICIAL-SENSITIVE (COMMERCIAL)

BY SIGNING AND RETURNING THIS COMMISSIONING LETTER THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in this Commissioning Letter and Annexes incorporating the rights and obligations in the Call-off Terms and Conditions set out in the Framework Agreement.

Department for Business, Energy and Industrial Strategy

Name and Title	
Signature	
Date	

Signed on behalf of Technopolis Limited

Name and Title	
Signature	
Date	

- Appendix A Specification

1. Background

Official Development Assistance (ODA) is provided by official agencies (including state and local governments) with the promotion of economic development and welfare of developing countries as its main objective. ODA is monitored by the Organisation for Economic Cooperation and Development (OECD). ODA funded activity focuses on promoting the long-term sustainable growth of countries on the [OECD Development Assistance Committee \(DAC\)](#) list.

BEIS research and innovation ODA is delivered through the already established Newton Fund, through the new Global Challenges Research fund (GCRF) and ODA spend from the core science and research budget. The ODA Governance Board chaired by the Minister for Universities and Science provides oversight of all BEIS ODA funds.

BEIS is committed to undertaking a robust and thorough monitoring and evaluation of GCRF and Newton. Given the size of the GCRF and Newton contribution to overall ODA activity (circa £2bn over the Spending Review period), the funds will come under significant external scrutiny, from within the UK from HMT, NAO and DfID, but also from ICAI and OECD.

It is essential that BEIS can provide robust evidence that the Funds are on course to deliver significant impact. The Department is now developing key performance indicators (KPIs) which can operate across all the ODA spend to improve its monitoring of outcomes and impact of the spend. The study will provide guidance on the most appropriate and practical KPIs to be rolled out across our delivery partners. This will allow for more transparent reporting of the spend and contribute to ongoing and proposed evaluations.

2. Aims and Objectives of the Project

BEIS is wishing to appoint contractors with expertise in both ODA monitoring and evaluation, and understanding of the research base environment, to work with the in-house team to develop key performance indicators for its ODA spend. The aim of this project is to determine the most effective measures of performance across the BEIS research and innovation ODA funds. It is anticipated that these indicators will consist of a core set of cross-fund KPIs but could also include some fund specific KPIs where necessary. Its objectives are to answer the following key questions:

- What is the full extent of information delivery partners regularly collect on the outputs, outcomes and impact of their ODA spend?
- Can this information be used to form a comprehensive set of performance indicators?
- What are the gaps in the available data and can these be filled with adjustments to existing data collection systems?
- What approaches are used by other ODA programmes and funds and could these be translated across to BEIS Research ODA?

3. Suggested Methodology

The focus of this project is the development of key performance indicators and it is expected that contractors will conduct a review of delivery partners grant records and other databases and review of approaches adopted by other programmes. This will be supplemented by qualitative interviews with delivery partners to better understand how data is collected and any caveats around quality and accuracy. We also expect interviews will take place with other fund managers to understand how their KPIs operate. This work will build on work already underway for the Newton Evaluation and the foundation stage GCRF Evaluation. In detail the project will:

- Review existing indicator data collected by Delivery Partners
- Review academic databases (eg ResearchFish)
- Review what other funds and research initiative are doing for KPIs (inc. ICF, Prosperity, Fleming, Innovate UK, UKRI, etc)
- Provide summary of review findings
- Consult with BEIS and DPs

4. Deliverables

Key deliverables will be:

- A final report which contains:
 - a review of the current data collection surrounding ODA activities and what related data is currently held by delivery partners
 - a brief review of the KPIs for similar other ODA programmes
 - recommendations on the most appropriate and practical KPIs to roll out for regular reporting.
- A presentation will likely be made to summarise the key findings and explain our approach.

