

S1 - PRECEDENT CONTRACT FOR THE PURCHASE OF SERVICES

SECTION A

This Contract is dated Wednesday, 8th January 2020.

Parties

- (1) **Department for Business, Energy and Industrial Strategy**, 1 Victoria Street, London, SW1H 0ET (The Contracting Authority).
- (2) **Eunomia Research and Consulting Ltd**, 37 Queen Square, Bristol, UK, BS1 4QS (the Supplier).

Background

The Contracting Authority wishes the Supplier to supply, and the Supplier wishes to supply, the Services (as defined below) in accordance with the terms of the Contract (as defined below).

A1 Interpretation

A1-1 Definitions. In the Contract (as defined below), the following definitions apply:

Agent: Where UK Shared Business Services is not the named Contracting Authority is Parties (1), UK SBS has been nominated as agent on behalf of the Contracting Authority and therefore all communications both written and verbal will be received as issued by the Contracting Authority.

Associated Bodies and Authorised Entities: Associated Bodies and Authorised Entities include but are not limited to The Science and Technology Facilities Council, The Medical Research Council, The Engineering and Physical Sciences Research Council, The Economic and Social Research Council, The Natural Environment Research Council, The Arts and Humanities Research Council, The Biotechnology and Biological Sciences Research Council, UK SBS Ltd, Central Government Departments and their Agencies, Non Departmental Public Bodies, NHS bodies, Local Authority's, Voluntary Sector Charities, and/or other private organisations acting as managing agents or procuring on behalf of these UK bodies. Further details of these organisations can be found at: <http://www.uksbs.co.uk/services/procure/contracts/Pages/default.aspx>

Business Day: a day (other than a Saturday, Sunday or public holiday) when banks in London are open for business.

Charges: the charges payable by the Contracting Authority for the supply of the Services in accordance with clause B4.

Commencement: the date and any specified time that the Contract starts

Conditions: the terms and conditions set out in this document as amended from time to time in accordance with clause C7-11.

Confidential Information: any confidential information, knowhow and data (in any form or medium) which relates to UK SBS, the Contracting Authority or the Supplier, including information relating to the businesses of UK SBS, the Contracting Authority or the Supplier and information relating to their staff, finances, policies and procedures. This includes information identified as confidential in the Order or the Special Conditions (if any).

Contract: the contract between the Contracting Authority and the Supplier for the supply of the Services, in accordance with these Conditions, any Special

Conditions and the Order only.

Contracting Authority: Department for Business, Energy and Industrial Strategy, as specified at Section A (1) and any replacement or successor organisation.

Delivery Date (Services): the date or dates specified in the Order when the Services shall commence as set out in the Order and until the end date specified in the Order

Deliverables: all Documents, products and materials developed by the Supplier or its agents, contractors and employees as part of or in relation to the Services in any form, including computer programs, data, reports and specifications (including drafts).

Document: includes, in addition to any document in writing, any drawing, map, plan, diagram, design, picture or other image, tape, disk or other device or record embodying information in any form.

EIR: The Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations.

FOIA: The Freedom of Information Act 2000 and any subordinate legislation made under the Act from time to time, together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.

Information: has the meaning given under section 84 of FOIA.

Intellectual Property Rights: all patents, rights to inventions, utility models, copyright and related rights, trademarks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database right, topography rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for and renewals or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world.

Order: the Contracting Authority's order for the Services, as set out in the Contracting Authority's completed purchase order form (including any Specification) which is in the format of the pro forma order form attached at Schedule 2. For the avoidance of doubt, if the Contracting Authority's purchase order form is not in the format of the pro forma order form at Schedule 2, it will not constitute an Order.

Public Body: any part of the government of the United Kingdom including but not limited to the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the National Assembly for Wales, local authorities, government ministers and government departments and government agencies.

Request for Information: a request for information or an apparent request under FOIA or EIR.

Scheme Effective Date: the date on which the United Kingdom Research and Innovation becomes a legal entity.

Services: The Services, including without limitation any Deliverables, Deliverables and Supplies required to complete the Services, to be provided by the Supplier under the Contract as set out in the Order.

Special Conditions: the special conditions (if any) set out in Schedule 1.

Specification: any specification for the Services or Supplies, including any related

plans and drawings that is supplied to the Supplier by the Contracting Authority, or produced by the Supplier and agreed in writing by the Contracting Authority.

Supplier or Suppliers: the parties to the contract as named in Section A (2).

Supplies: any such thing that the Supplier is required to Deliver, that does not require or include Services or Deliverables

Supplier's Associate: any individual or entity associated with the Supplier including, without limitation, the Supplier's subsidiary, affiliated or holding companies and any employees, agents or contractors of the Supplier and / or its subsidiary, affiliated or holding companies or any entity that provides Services for or on behalf of the Supplier.

TUPE: The Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended or replaced from time to time.

UKRI: UK Research Council and Innovation, established as a body corporate in accordance with the Higher Education and Research Act 2017.

UK SBS: UK Shared Business Services Limited (a limited company registered in England and Wales with company number 06330639). Where UK SBS is not named as the Contracting Authority within section A (1), UK SBS will be acting as an agent on behalf of the Contracting Authority.

Working Day: any Business Day excluding 27, 28, 29, 30 and 31 December in any year.

A1-2 Construction. In the Contract, unless the context requires otherwise, the following rules apply:

A1-2-1 A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).

A1-2-2 A reference to a party includes its personal representatives, successors or permitted assigns.

A1-2-3 A reference to a statute or statutory provision is a reference to such statute or provision as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted.

A1-2-4 Any phrase introduced by the terms **including, include, in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

A1-2-5 The headings in these Conditions are for ease of reference only and do not affect the interpretation or construction of the Contract.

A1-2-6 A reference to **writing** or **written** includes faxes and e-mails.

A2 Basis of contract

A2-1 Where UK SBS is not the Contracting Authority, UK SBS is the agent of the Contracting Authority for the purpose of procurement and is authorised to negotiate and enter into contracts for the supply of Services on behalf of the Contracting Authority. UK SBS will not itself be a party to, nor have any liability under, the Contract unless it is expressly specified as Contracting Authority in the Order.

A2-2 The terms of this Contract, any Special Conditions and the Order apply to the Contract to the exclusion of all other terms and conditions, including any other terms that the Supplier seeks to impose or incorporate (whether in any quotation, confirmation of order, in correspondence or in any other context), or which are implied by trade, custom, practice or course of dealing.

- A2-3** If there is any conflict or inconsistency between the terms of this Contract, the Special Conditions (if any) and the Order (including any Specification), the terms of the Contract will prevail over the Special Conditions and the Special Conditions will prevail over the Order (including any Specification), in each case to the extent necessary to resolve that conflict or inconsistency.
- A2-4** The Order constitutes an offer by the Contracting Authority to purchase the Services in accordance with this Contract (and any Special Conditions). This offer shall remain valid for acceptance by the Supplier, in accordance with clause A2-5, for 28 days from the date of the Order. Notwithstanding that after 28 days the offer will have expired, the Contracting Authority may, at its discretion, nevertheless treat the offer as still valid and may elect to accept acceptance by the Supplier, in accordance with clause A2-5, as valid acceptance of the offer.
- A2-5** Subject to clause A2-4, the Order shall be deemed to be accepted on the date on which authorised representatives of both parties have signed a copy of this Contract, at which point the Contract shall come into existence. The Contract shall remain in force until all the parties' obligations have been performed in accordance with the Contract, at which point it shall expire, or until the Contract has been terminated in accordance with clause A3.

A3 Termination

- A3-1** The Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority may terminate the Contract in whole or in part at any time before the Services are provided with immediate effect by giving the Supplier written notice, whereupon the Supplier shall discontinue all work on the Contract. The Contracting Authority shall pay the Supplier fair and reasonable compensation for work-in-progress at the time of termination, but such compensation shall not include loss of anticipated profits or any consequential loss. The Supplier shall have a duty to mitigate its costs and shall on request provide proof of expenditure for any compensation claimed.

- A3-2** The Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority may terminate the Contract with immediate effect by giving written notice to the Supplier if:

A3-2-1 the circumstances set out in clauses B2-1-1, C3 or C4-1 apply;

A3-2-2 the Supplier breaches any term of the Contract and (if such breach is remediable) fails to remedy that breach within 30 days of being notified in writing of the breach; or

A3-2-3 the Supplier suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or (being a company) is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986, or (being an individual) is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986, or (being a partnership) has any partner to whom any of the foregoing apply; or

A3-2-4 the Supplier commences negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with its creditors; or

A3-2-5 (being a company) a petition is filed, a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of the Supplier; or

A3-2-6 (being an individual) the Supplier is the subject of a bankruptcy petition or

order; or

- A3-2-7** a creditor or encumbrancer of the Supplier attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of its assets and such attachment or process is not discharged within 14 days; or
- A3-2-8** (being a company) an application is made to court, or an order is made, for the appointment of an administrator or if a notice of intention to appoint an administrator is given or if an administrator is appointed over the Supplier; or
- A3-2-9** (being a company) a floating charge holder over the Supplier's assets has become entitled to appoint or has appointed an administrative receiver; or
- A3-2-10** a person becomes entitled to appoint a receiver over the Supplier's assets or a receiver is appointed over the Supplier's assets; or
- A3-2-11** any event occurs, or proceeding is taken, with respect to the Supplier in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned in clause A3-2-3 to clause A3-2-10 inclusive; or
- A3-2-12** there is a change of control of the Supplier (within the meaning of section 1124 of the Corporation Tax Act 2010); or
- A3-2-13** the Supplier suspends, or threatens to suspend, or ceases or threatens to cease to carry on, all or substantially the whole of its business; or
- A3-2-14** the Supplier's financial position deteriorates to such an extent that in the Contracting Authority's opinion the Supplier's capability to adequately fulfil its obligations under the Contract has been placed in jeopardy; or
- A3-3** Termination of the Contract, however arising, shall not affect any of the parties' rights and remedies that have accrued as at termination. Clauses which expressly or by implication survive termination or expiry of the Contract shall continue in full force and effect.
- A3-4** Without prejudice to clause A3-3, clauses B1, B2, B5, B6, B7, B8, B9, C1, C2, C3, C4, C6 and C7 shall survive the termination or expiry of the Contract and shall continue in full force and effect.
- A3-5** Upon termination or expiry of the Contract, the Supplier shall immediately:
- A3-5-1** cease all work on the Contract;
- A3-5-2** Deliver to the Contracting Authority all Deliverables and all work-in-progress whether or not then complete. If the Supplier fails to do so, then the Contracting Authority may enter the Supplier's premises and take possession of them. Until they have been returned or delivered, the Supplier shall be solely responsible for their safe keeping and will not use them for any purpose not connected with this Contract;
- A3-5-3** cease use of and return (or, at the Contracting Authority's or UK SBS's acting as an agent on behalf of the Contracting Authority's election, destroy) all of the Contracting Authority's Materials in the Supplier's possession or control; and
- A3-5-4** Cease all use of, and delete all copies of, UK SBS's or the Contracting Authority's or UK SBS's confidential information.
- A3-6** The Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority shall at any time have the right for convenience to terminate the Contract or reduce the quantity of Services to be provided by the Supplier in

each case by giving to the Supplier reasonable written notice. During the period of notice the Contracting Authority may direct the Supplier to perform all or any of the work under the Contract. Where the Contracting Authority has invoked either of these rights, the Supplier may claim reasonable costs necessarily and properly incurred by him as a result of the termination or reduction, excluding loss of profit, provided that the claim shall not exceed the total cost of the Contract. The Supplier shall have a duty to mitigate its costs and shall on request provide proof of expenditure for any compensation claimed

SECTION B

B1 Supply of Services

- B1-1** The Supplier shall from the date set out in the Contract and until the end date specified in the Contract provide the Services to the Contracting Authority in accordance with the terms of the Contract.
- B1-2** The Supplier shall meet any performance dates for the Services (including the delivery of Deliverables) specified in the Order (including any Special Conditions and any applicable Specification) or notified to the Supplier by the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority.
- B1-3** In providing the Services, the Supplier shall:
- B1-3-1** co-operate with the Contracting Authority in all matters relating to the Services, and comply with all instructions of the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority;
 - B1-3-2** perform the Services with reasonable skill and care and in accordance with all generally recognised commercial standards and practices for services of the nature of the Services;
 - B1-3-3** use personnel who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier's obligations are fulfilled in accordance with this Contract;
 - B1-3-4** ensure that the Services and Deliverables will conform with all descriptions and specifications set out in the Contract (including any Special Conditions and any applicable Specification), and that the Deliverables shall be fit for any purpose expressly or impliedly made known to the Supplier by the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority;
 - B1-3-5** provide all equipment, tools and vehicles and such other items as are required to provide the Services;
 - B1-3-6** use the best quality Supplies, materials, standards and techniques, and ensure that the Deliverables, and all Supplies and materials supplied and used in the Services or transferred to the Contracting Authority, will be free from defects in workmanship, installation and design;
 - B1-3-7** obtain and at all times maintain all necessary licences and consents, and comply with all applicable laws and regulations;
 - B1-3-8** observe all health and safety rules and regulations and any other security requirements that apply at any of the Contracting Authority's premises; and
 - B1-3-9** Not do or omit to do anything which may cause the Contracting Authority to lose any licence, authority, consent or permission on which it relies for the purposes of conducting its business, and the Supplier acknowledges that the Contracting Authority may rely or act on the Services.
- B1-4** The Contracting Authority's rights under the Contract are without prejudice to and in

addition to the statutory terms implied in favour of the Contracting Authority under the Supply of Goods and Services Act 1982 and any other applicable legislation.

B1-5 Without prejudice to the Contracting Authority's statutory rights, the Contracting Authority will not be deemed to have accepted any Deliverables until the Contracting Authority has had at least 14 Working Days after delivery to inspect them and the Contracting Authority also has the right to reject any Deliverables as though they had not been accepted for 14 Working Days after any latent defect in the Deliverables has become apparent.

B1-6 If, in connection with the supply of the Services, the Contracting Authority permits any employees or representatives of the Supplier to have access to any of the Contracting Authority's premises, the Supplier will ensure that, whilst on the Contracting Authority's premises, the Supplier's employees and representatives comply with:

B1-6-1 all applicable health and safety, security, environmental and other legislation which may be in force from time to time; and

B1-6-2 any Contracting Authority policy, regulation, code of practice or instruction relating to health and safety, security, the environment or access to and use of any Contracting Authority` laboratory, facility or equipment which is brought to their attention or given to them whilst they are on Contracting Authority's premises by any employee or representative of the Contracting Authority's.

B1-7 The Supplier warrants that the provision of Services shall not give rise to a transfer of any employees of the Supplier or any third party to the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority pursuant to TUPE.

B2 Contracting Authority Remedies

B2-1 If the Supplier fails to perform the Services by the applicable dates, the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority shall, without limiting its other rights or remedies, have one or more of the following rights:

B2-1-1 to terminate the Contract with immediate effect by giving written notice to the Supplier;

B2-1-2 to refuse to accept any subsequent performance of the Services (including delivery of Deliverables) which the Supplier attempts to make;

B2-1-3 to recover from the Supplier any costs incurred by the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority in obtaining substitute Services from a third party;

B2-1-4 where the Contracting Authority has paid in advance for Services that have not been provided by the Supplier, to have such sums refunded by the Supplier; or

B2-1-5 To claim damages for any additional costs, loss or expenses incurred by the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority which are in any way attributable to the Supplier's failure to meet such dates.

B2-2 These Conditions shall extend to any substituted or remedial Services provided by the Supplier.

B2-3 The Contracting Authority's rights under this Contract are in addition to its rights and remedies implied by statute and common law.

B3 Contracting Authority Obligations**B3-1 The Contracting Authority shall:**

B3-1-1 provide the Supplier with reasonable access at reasonable times to the Contracting Authority's premises for the purpose of providing the Services; and

B3-1-2 Provide such Information to the Supplier as the Supplier may reasonably request and the Contracting Authority considers reasonably necessary for the purpose of providing the Services.

B4 Charges and Payment

B4-1 The Charges for the Services shall be set out in the Order and shall be the full and exclusive remuneration of the Supplier in respect of the performance of the Services. Unless otherwise agreed in writing by the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority, the Charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the performance of the Services.

B4-2 Where the Order states that the Services are to be provided on a time and materials basis, the Charges for those Services will be calculated as follows:

B4-2-1 the charges payable for the Services will be calculated in accordance with the Supplier's standard daily fee rates (as at the date of the Order), subject to any discount specified in the Order;

B4-2-2 the Supplier's standard daily fee rates for each individual person will be calculated on the basis of an eight-hour day worked between such hours and on such days as are agreed by the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority and the Supplier;

B4-2-3 the Supplier will not be entitled to charge pro-rata for part days without the prior written consent of the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority;

B4-2-4 the Supplier will ensure that every individual whom it engages to perform the Services completes time sheets recording time spent on the Services and the Supplier will use such time sheets to calculate the charges covered by each invoice and will provide copies of such time sheets to the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority upon request; and

B4-2-5 the Supplier will invoice the Contracting Authority monthly in arrears for its charges for time, as well as any previously agreed expenses and materials for the month concerned calculated as provided in this clause B4-2 and clause B4-3

B4-3 The Contracting Authority will reimburse the Supplier at cost for all reasonable travel, subsistence and other expenses incurred by individuals engaged by the Supplier in providing the Services to the Contracting Authority provided that the Contracting Authority's prior written approval is obtained before incurring any such expenses, that all invoices for such expenses are accompanied by valid receipts and provided that the Supplier complies at all times with Contracting Authority's expenses policy from time to time in force.

B4-4 The Supplier shall invoice the Contracting Authority on completion of the Services. Each invoice shall include such supporting information required by the Contracting Authority to verify the accuracy of the invoice, including but not limited to the relevant purchase order number.

- B4-5 In consideration of the supply of the Services by the Supplier, the Contracting Authority shall pay the Invoiced amounts within 30 days of the date of a correctly rendered invoice. Payment shall be made to the bank account nominated in writing by the Supplier unless the Contracting Authority agrees in writing to another payment method.
- B4-6 All amounts payable by the Contracting Authority under the Contract are exclusive of amounts in respect of value added tax chargeable for the time being (VAT). Where any taxable supply for VAT purposes is made under the Contract by the Supplier to the Contracting Authority, the Contracting Authority shall, on receipt of a valid VAT invoice from the Supplier, pay to the Supplier such additional amounts in respect of VAT as are chargeable on the supply of the Services at the same time as payment is due for the supply of the Services.
- B4-7 The Supplier shall maintain complete and accurate records of the time spent and materials used by the Supplier in providing the Services and shall allow the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority to inspect such records at all reasonable times on request.
- B4-8 The Supplier shall not be entitled to assert any credit, set-off or counterclaim against the Contracting Authority in order to justify withholding payment of any such amount in whole or in part. The Contracting Authority may, without limiting any other rights or remedies it may have, set off any amount owed to it by the Supplier against any amounts payable by it to the Supplier under the Contract.
- B4-9 The Supplier acknowledges and agrees that it will pay correctly rendered invoices from any of its suppliers or other sub-contractors within 30 days of receipt of the invoice.

B5 Contracting Authority Property

- B5-1 The Supplier acknowledges that all information (including confidential information), equipment and tools, drawings, specifications, data, software and any other materials supplied by the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority to the Supplier (**Contracting Authority's Materials**) and all rights in the Contracting Authority's Materials are and shall remain at all times the exclusive property of the Contracting Authority and UK SBS (as appropriate). The Supplier shall keep the Contracting Authority's Materials in safe custody at its own risk, maintain them in good condition until returned to the Contracting Authority or UK SBS, and not dispose or use the same other than for the sole purpose of performing the Supplier's obligations under the Contract and in accordance with written Instructions or authorisation from the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority.

B6 Intellectual Property Rights

- B6-1 In respect of any Supplies that are transferred to the Contracting Authority under this Contract, including without limitation the Deliverables or any part of them, the Supplier warrants that it has full clear and unencumbered title to all such items, and that at the date of delivery of such items to the Contracting Authority, it will have full and unrestricted rights to transfer all such items to the Contracting Authority.
- B6-2 Save as otherwise provided in the Special Conditions, the Supplier assigns to the Contracting Authority, with full title guarantee and free from all third-party rights, all Intellectual Property Rights in the products of the Services, including for the avoidance of doubt the Deliverables. Where those products or Deliverables incorporate any Intellectual Property Rights owned by or licensed to the Supplier which are not assigned under this clause, the Supplier grants to the Contracting Authority a worldwide, irrevocable, royalty-free, transferable licence, with the right to grant sub-licences, under those Intellectual Property Rights to maintain, repair,

adapt, copy and use those products and Deliverables for any purpose.

- B6-3** The Supplier shall obtain waivers of all moral rights in the products, including for the avoidance of doubt the Deliverables, of the Services to which any individual is now or may be at any future time entitled under Chapter IV of Part I of the Copyright Designs and Patents Act 1988 or any similar provisions of law in any jurisdiction.
- B6-4** The Supplier shall, promptly at the request of the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority, do (or procure to be done) all such further acts and things and the execution of all such other documents as the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority may from time to time require for the purpose of securing for the Contracting Authority the full benefit of the Contract, including all right, title and interest in and to the Intellectual Property Rights assigned to the Contracting Authority in accordance with clause B6-2.

B7 Indemnity

- B7-1** The Supplier shall indemnify, and shall keep indemnified the Contracting Authority and UK SBS acting as an agent on behalf of the Contracting Authority, in full against all costs, expenses, damages and losses (whether direct or indirect), including any interest, fines, legal and other professional fees and expenses awarded against or incurred or paid by the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority as a result of or in connection with:
- B7-1-1** any claim made against the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority by a third party arising out of, or in connection with, the supply of the Services, to the extent that such claim arises out of the breach, negligent performance or failure or delay in performance of the Contract by the Supplier, its employees, agents or subcontractors; and
- B7-1-2** any claim brought against the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority for actual or alleged infringement of a third party's Intellectual Property Rights arising out of, or in connection with, the receipt, use or supply of the Services; and
- B7-1-3** Any claim whether in tort, contract, statutory or otherwise, demands, actions, proceedings and any awards arising from a breach by the Supplier of clause B1-7 of these Conditions.
- B7-2** This clause B7 shall survive termination or expiry of the Contract.

B8 Insurance

- B8-1** During the term of the Contract and for a period of 3 years thereafter, the Supplier shall maintain in force the following insurance policies with reputable insurance companies:
- B8-1-1** professional indemnity insurance for not less than £ 2 million per claim;
- B8-1-2** public liability insurance for not less than £ 5 million per claim (unlimited claims);
- B8-1-3** employer liability insurance for not less than £ 5 million per claim (unlimited claims);
- B8-1-4** product liability insurance for not less than £ 5 million for claims arising from any single event and not less than £ 5 million in aggregate for

all claims arising in a year.

B8-1-5 The Supplier shall ensure that the Contracting Authority's interest is noted on each insurance policy, or that a generic Interest clause has been included.

B8-2 On request from the Contracting Authority's or UK SBS acting as an agent on behalf of the Contracting Authority, the Supplier shall provide the Contracting Authority or UK SBS with copies of the insurance policy certificates and details of the cover provided.

B8-3 The Supplier shall ensure that any subcontractors also maintain adequate insurance having regard to the obligations under the Contract which they are contracted to fulfil.

B8-4 The Supplier shall:

B8-4-1 do nothing to invalidate any insurance policy or to prejudice the Contracting Authority's entitlement under it; and

B8-4-2 notify the Contracting Authority if any policy is (or will be) cancelled or its terms are (or will be) subject to any material change.

B8-5 If the Supplier fails or is unable to maintain Insurance in accordance with clause B8-1, the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority may, so far as it is able, purchase such alternative insurance cover as it deems to be reasonably necessary and shall be entitled to recover all reasonable costs and expenses it incurs in doing so from the Supplier.

B9 Liability

B9-1 In this clause B9, a reference to the Contracting Authority or UK SBS's liability for something is a reference to any liability whatsoever which the Contracting Authority or UK SBS might have for it, its consequences, and any direct, indirect or consequential loss, damage, costs or expenses resulting from it or its consequences, whether the liability arises under the Contract, in tort or otherwise, and even if it results from the Contracting Authority's or UK SBS's negligence or from negligence for which the Contracting Authority's or UK SBS would otherwise be liable.

B9-2 The Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority is not in breach of the Contract, and neither the Contracting Authority nor UK SBS has any liability for anything, to the extent that the apparent breach or liability is attributable to the Supplier's breach of the Contract.

B9-3 Subject to clause B9-6, neither the Contracting Authority nor UK SBS acting as agent on behalf of the Contracting Authority shall have any liability for:

B9-3-1 any indirect or consequential loss or damage;

B9-3-2 any loss of business, rent, profit or anticipated savings;

B9-3-3 any damage to goodwill or reputation;

B9-3-4 loss, theft, damage or destruction to any equipment, tools, machinery, vehicles or other equipment brought onto the Contracting Authority's premises by or on behalf of the Supplier; or

B9-3-5 Any loss, damage, costs or expenses suffered or incurred by any third party.

B9-4 Subject to clause B9-6, the Contracting Authority and UK SBS's total liability shall be limited to the Charges.

- B9-5** Subject to clause B9-6, the Supplier's total liability in connection with the Contract shall be limited to £ 106,000.00.
- B9-6** Nothing in the Contract restricts either the Contracting Authority, UK SBS or the Supplier's liability for:
- B9-6-1** death or personal injury resulting from its negligence; or
 - B9-6-2** its fraud (including fraudulent misrepresentation); or
 - B9-6-3** Breach of any obligations as to title implied by Section 12 of the Sale of Goods Act 1979 or Section 2 of the Supply of Goods and Services Act 1982.

SECTION C

C1 Confidential Information

- C1-1** A party who receives Confidential Information shall keep in strict confidence (both during the term of the Contract and after its expiry or termination) all Confidential Information which is disclosed to it. That party shall only disclose such Confidential Information to those of its employees, agents or subcontractors who need to know the same for the purpose of discharging that party's obligations under the Contract, and shall ensure that such employees, agents or subcontractors shall keep all such information confidential in accordance with this clause C1. Neither party shall, without the prior written consent of the other party, disclose to any third party any Confidential Information, unless the Information:
- C1-1-1** was public knowledge or already known to that party at the time of disclosure; or
 - C1-1-2** subsequently becomes public knowledge other than by breach of the Contract; or
 - C1-1-3** subsequently comes lawfully into the possession of that party from a third party; or
 - C1-1-4** is agreed by the parties not to be confidential or to be disclosable.
- C1-2** To the extent necessary to implement the provisions of the Contract (but not further or otherwise), either party may disclose the Confidential Information to any relevant governmental or other authority or regulatory body, provided that before any such disclosure that party shall make those persons aware of its obligations of confidentiality under the Contract and shall use reasonable endeavours to obtain a binding undertaking as to confidentiality from all such persons.
- C1-3** All documents and other records (in whatever form) containing Confidential Information supplied to or acquired by a party from the other party shall be returned promptly to the other party (or, at the election of the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority, destroyed) on expiry or termination of the Contract, and no copies shall be kept.

C2 Transparency

- C2-1** The Supplier acknowledges that the United Kingdom Government's transparency agenda requires that contracts, such as the Contract, and any sourcing document, such as the invitation to sourcing, are published on a designated, publicly searchable website.
- C2-2** The Supplier acknowledges that, except for any information which is exempt

from disclosure in accordance with the provisions of FOIA, the content of the Contract is not Confidential Information. The Contracting Authority and or UK SBS acting as an agent on behalf of the Contracting Authority shall be responsible for determining in their absolute discretion whether any of the content of the Contract is exempt from disclosure in accordance with the provisions of FOIA.

- C2-3 Notwithstanding any other term of the Contract, the Supplier hereby consents to the Contracting Authority and or UK SBS acting as an agent on behalf of the Contracting Authority publishing the Contract in its entirety, (but with any information which is exempt from disclosure in accordance with the provisions of FOIA redacted) including from time to time agreed changes to the Contract, to the general public.

If any of the situations in **Error! Reference source not found.,Error! Reference source not found.,Error! Reference source not found.** apply the Supplier consents to the Contract or sourcing documents being redacted by UK SBS to the extent necessary to remove or obscure the relevant material and being published on the designated website subject to those redactions

In this entire clause the expression "sourcing documents" means the advertisement issued by UK SBS seeking expressions of interest, any pre-qualification questionnaire stage and the invitation to tender.

C3 Force Majeure

- C3-1 If any event or circumstance that is beyond the reasonable control of the Supplier, and which by its nature could not have been foreseen by the Supplier or, if it could have been foreseen, was unavoidable, (provided that the Supplier shall use all reasonable endeavours to cure any such events or circumstances and resume performance under the Contract) prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 10 Business Days, the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority may terminate this Contract immediately by giving written notice to the Supplier

C4 Corruption

- C4-1 The Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority shall be entitled to terminate the Contract immediately and to recover from the Supplier the amount of any loss resulting from such termination if the Supplier or a Supplier's Associate:

C4-1-1 offers or agrees to give any person working for or engaged by the Contracting Authority, UK SBS or any Public Body any favour, gift or other consideration, which could act as an inducement or a reward for any act or failure to act connected to the Contract, or any other agreement between the Supplier and Contracting Authority, or UK SBS or any Public Body, including its award to the Supplier or a Supplier's Associate and any of the rights and obligations contained within it;

C4-1-2 has entered into the Contract if it has knowledge that, in connection with it, any money has been, or will be, paid to any person working for or engaged by the Contracting Authority, or UK SBS or any Public Body by or for the Supplier, or that an agreement has been reached to that effect, unless details of any such arrangement have been disclosed in writing to the Contracting Authority, or UK SBS before the Contract is entered into;

C4-1-3 breaches the provisions of the Prevention of Corruption Acts 1889 to 1916, or the Bribery Act 2010; or

C4-1-4 Gives any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972.

C4-2 For the purposes of clause C4-1, "loss" shall include, but shall not be limited to:

C4-2-1 The Contracting Authority's or UK SBS's costs in finding a replacement supplier;

C4-2-2 direct, indirect and consequential losses; and

C4-2-3 Any loss suffered by the Contracting Authority or UK SBS as a result of a delay in its receipt of the Services.

C5 Data Protection

C5-1 The Supplier shall comply at all times with all data protection legislation applicable in the UK.

1. Data Protection

The Supplier will be compliant with the Data Protection Legislation, as defined in the terms and conditions applying to this opportunity. A guide to The General Data Protection Regulation published by the Information Commissioner's Office can be found [here](#).

The only processing that the Supplier is authorised to do is listed in Annex 1 by the Contracting Authority and may not be determined by the Supplier.

Annex 1: Processing Personal Data and Data Subjects

(1) The contact details of the Contracting Authorities Data Protection Officer are:

Contracting Authority Data Protection Officer
Department for Business, Energy and Industrial Strategy
1 Victoria Street
London
SW1H 0ET

Email: dataprotection@bels.gov.uk

(2) The contact details of the Suppliers Data Protection Officer (or if not applicable, details of the person responsible for data protection in the organisation) are: **To be completed by the Supplier on contract award.**

(3) The Supplier shall comply with any further written instructions with respect to processing by the Contracting Authority.

(4) Any such further instructions shall be incorporated into this Annex 1.

Description	Details
Subject matter of the processing	Contact data will be collected for the manufacturers interviewed as part of the research project. The processing is needed in order to ensure that the Supplier can effectively deliver the contract to carry out the recruitment of the manufacturers to be interviewed, the interviews themselves, and follow-up communication to validate the results of the research

	<p>project.</p> <p>The processing of names and business contact details of staff of both the Contracting Authority and Supplier will be necessary to deliver the Services exchanged during the course of the Contract, and to undertake Contract and performance management.</p> <p>The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
Duration of the processing	<p>Processing will take place from Monday, 6th January 2020 for the Commencement of the Contract. The Contract will end on Friday, 29th May 2020 but may be granted an extension until Friday, 28th August 2020 subject to budgetary constraints.</p>
Nature and purposes of the processing	<p>The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data following the Contracting Authority's destruction procedures.</p> <p>Processing takes place for the purposes of recruitment and research only.</p> <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
Type of Personal Data	<p>The Supplier will process the names, business telephone numbers, business email addresses, office location and position of the manufacturers that will be interviewed for the project.</p> <p>Names, business telephone numbers and email addresses, office location and position of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
Categories of Data Subject	<p>The individuals whose Personal Data is being processed will be workers in manufacturing industries of heat pumps as well as other related products (e.g. gas boilers, refrigeration, air conditioning).</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the</p>

	Contract itself or involved within contract management.
Plan for return and destruction of the data once the processing is complete	The Supplier will delete the Personal Data and erase the Personal Data from any computers, storage devices and storage media that are to be retained by the Supplier after the expiry of the Contract (Include if applicable). The Supplier will certify to the Contracting Authority that it has completed such deletion.
UNLESS requirement under European Union or European member state law to preserve that type of data	Where Personal Data is contained within the Contract documentation, this will be retained in line with the Department's privacy notice found within the Procurement Documents.

The nature of the service will require the Supplier to collect personal data directly from data subjects. The Supplier will use the agreed Contracting Authority privacy notice as instructed by the Contracting Authority.

The Contracting Authority will be relying on consent as the relevant legal basis of processing. The Supplier will ensure that all communications requesting the provision on personal data allow for the data subject to provide clear, affirmative, informed, freely given and unambiguous consent, which requires a positive 'opt-in.' the Supplier will have mechanisms in place to ensure that consent is recorded and shown through an audit trail.

1. Cyber Security

In line with HM Government's Cyber Essentials Scheme, the Supplier will hold valid Cyber Essentials certification by the time of contract award. Evidence of the certification must be provided to the Contracting Authority in order for the contract to be awarded.

Evidence of renewal of certification must then be provided to the Contracting Authority on each anniversary of the first applicable certificate obtained by the Supplier for the duration of the Contract. In the event the Supplier fails to comply, the Contracting Authority reserves the right to terminate the Contract for material breach in line with the Standard Terms and Conditions of Contract.

If the Supplier already holds ISO27001 accreditation (or equivalent), no further Cyber Essentials certification will be necessary provided that the certification body carrying out this verification is approved to issue a Cyber Essentials certificate by one of the accreditation bodies.

2. GDPR Questionnaire

The Supplier agrees that during any term or extension it shall complete and return the attached questionnaire as advised below.

Note: The Contracting Authority also reserves the right to amend or increase these frequencies, as it deems necessary to secure assurance with regards to compliance.

The Contracting Authority requires such interim assurances to ensure that the Supplier is still compliant with the needs of the GDPR Act due to the implications of a breach.

The Supplier agrees that any financial burden associated with the completion and submission of this questionnaire at any time, shall be at the Suppliers cost to do so and will

not be reimbursable.



GDPR Assurance
Questionnaire May1

C6 Freedom of Information

C6-1 The Supplier acknowledges that the Contracting Authority and or UK SBS may be subject to the requirements of FOIA and EIR and shall assist and co-operate with the Contracting Authority and or UK SBS to enable them to comply with its obligations under FOIA and EIR.

C6-2 The Supplier shall and shall procure that its employees, agents, sub-contractors and any other representatives shall provide all necessary assistance as reasonably requested by the Contracting Authority or UK SBS to enable the Contracting Authority or UK SBS to respond to a Request for Information within the time for compliance set out in section 10 of FOIA or regulation 5 of EIR.

C6-3 The Contracting Authority and or UK SBS acting as an agent on behalf of the Contracting Authority shall be responsible for determining (In its absolute discretion) whether any Information:

C6-3-1 is exempt from disclosure in accordance with the provisions of FOIA or EIR;

C6-3-2 is to be disclosed in response to a Request for Information.

And in no event shall the Supplier respond directly to a Request for Information unless expressly authorised to do so in writing by the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority.

C6-4 The Supplier acknowledges that the Contracting Authority and or UK SBS may be obliged under the FOIA or EIR to disclose Information, in some cases even where that Information is commercially sensitive:

C6-4-1 without consulting with the Supplier, or

C6-4-2 Following consultation with the Supplier and having taken its views into account.

C6-5 Where clause C6-4-2 applies the Contracting Authority and or UK SBS shall, in accordance with any recommendations issued under any code of practice issued under section 45 of FOIA, take reasonable steps, where appropriate, to give the Supplier advanced notice, or failing that, to draw the disclosure to the Supplier's attention as soon as practicable after any such disclosure.

C6-6 Where the Supplier organisation is subject to the requirements of the FOIA and EIR, C6-7 will supersede C6-2 – C6-5. Where the Supplier organisation is not subject to the requirements of the FOIA and EIR, C6-7 will not apply.

C6-7 The Contracting Authority and UK SBS acknowledge that the Supplier may be subject to the requirements of the FOIA and EIR and shall assist and co-operate with the Supplier to enable them to comply with its obligations under the FOIA and EIR.

C7 General

C7-1 Entire Agreement

C7-1-1 The Contract constitutes the entire agreement between the Contracting

Authority and the Supplier in relation to the supply of the Services and the Contract supersedes any earlier agreements, arrangements and understandings relating to that subject matter.

C7-2 Liability

C7-2-1 Where the Contracting Authority is more than one person, the liability of each such person for their respective obligations and liabilities under the Contract shall be several and shall extend only to any loss or damage arising out of each such person's own breaches.

C7-2-2 Where the Contracting Authority is more than one person and more than one of such persons is liable for the same obligation or liability, liability for the total sum recoverable will be attributed to the relevant persons in proportion to the price payable by each of them under the Contract.

C7-3 Assignment and Subcontracting

C7-3-1 The Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority may at any time assign, transfer, charge, subcontract or deal in any other manner with any or all of its rights or obligations under the Contract.

C7-3-2 The Supplier may not assign, transfer, charge, subcontract or deal in any other manner with any or all of its rights or obligations under the Contract without prior written consent from the Contracting Authority's or UK SBS acting as an agent on behalf of the Contracting Authority.

C7-4 Further Assurance

C7-4-1 The Supplier will promptly at the request of the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority do (or procure to be done) all such further acts and things, including the execution of all such other documents, as either the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority may from time to time require for the purpose of securing for the Contracting Authority the full benefit of the Contract, including ensuring that all title in the Supplies is transferred absolutely to the Contracting Authority.

C7-5 Publicity

C7-5-1 The Supplier shall not make any press announcements or publicise this Contract in any way without prior written consent from the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority.

C7-5-2 The Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority shall be entitled to publicise this Contract in accordance with any legal obligation upon Contracting Authority or UK SBS, including any examination of this Contract by the National Audit Office pursuant to the National Audit Act 1983 or otherwise.

C7-5-3 The Supplier shall not do anything or cause anything to be done, which may damage the reputation of the Contracting Authority or UK SBS or bring the Contracting Authority or UK SBS into disrepute.

C7-6 Notices

C7-6-1 Any notice or other communication given to a party under or in connection with the Contract shall be in writing, addressed to:

C7-6-1-a In the case of the Contracting Authority: **Department for**

Business, Energy and Industrial Strategy; Address: 1 Victoria Street, London, SW1H 0ET; Email: [REDACTED] (and a copy of such notice or communication shall be sent to: Research, Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF; Email: Research@uksbs.co.uk and the Chief Procurement Officer, Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF;

C7-6-1-b In the case of the Supplier: the address, fax number and email address set out in the Order, or any other address, fax number or email address which that party may have specified to the other party in writing in accordance with this clause C7-6, and shall be delivered personally, or sent by pre-paid first-class post, recorded delivery, commercial courier, fax or e-mail.

C7-6-2 A notice or other communication shall be deemed to have been received: if delivered personally, when left at the address referred to in clause C7-6-1; if sent by pre-paid first-class post or recorded delivery, at 9.00 am on the second Working Day after posting; if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed; or, if sent by fax or e-mail between the hours of 9.00am and 5.00pm on a Working Day, upon successful transmission (provided that the sender holds written confirmation automatically produced by the sender's fax machine of error free and complete transmission of that fax to the other party's fax number), or if sent by fax or e-mail outside the hours of 9.00am and 5.00pm on a Working Day, at 9.00am on the next Working Day following successful transmission (provided that the sender holds written confirmation automatically produced by the sender's fax machine of error free and complete transmission of that fax to the other party's fax number).

C7-6-3 This clause C7-6-3 shall only apply where UK SBS is not the Contracting Authority. In such cases, UK SBS may give or receive any notice under the Contract on behalf of the Contracting Authority and any notice given or received by UK SBS will be deemed to have been given or received by the Contracting Authority.

C7-6-4 Except for clause C7-6-5, The provisions of this clause C7-6 shall not apply to the service of any proceedings or other documents in any legal action.

C7-6-5 The Supplier irrevocably appoints and authorises Eunomia Research & Consulting Ltd, 37 Queen Square, Bristol, UK, BS1 4QS to accept service on behalf of the Supplier of all legal process, and service on Eunomia Research & Consulting Ltd shall be deemed to be service on the Supplier.

C7-7 Severance

C7-7-1 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.

C7-7-2 If any invalid, unenforceable or illegal provision of the Contract would be valid, enforceable and legal if some part of it were deleted, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

C7-8 **Waiver.** A waiver of any right or remedy under the Contract is only effective if given in writing and shall not be deemed a waiver of any subsequent breach or default. No failure or delay by a party to exercise any right or remedy provided

under the Contract or by law shall constitute a waiver of that or any other right or remedy, nor shall it preclude or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that or any other right or remedy.

C7-9 No Partnership, Employment or Agency. Nothing in the Contract creates any partnership or joint venture, nor any relationship of employment, between the Supplier and either the Contracting Authority or UK SBS. Nothing in the Contract creates any agency between the Supplier and either the Contracting Authority or UK SBS.

C7-10 Third Party Rights. A person who is not a party to this Contract shall not have any rights under or in connection with it, except that UK SBS and any member of the UK SBS, Associated Bodies or Authorised Entities that derives benefit under this Contract may directly enforce or rely on any terms of this Contract.

C7-11 Variation. Any variation to the Contract, including any changes to the Services, these Conditions, the Special Conditions or the Order, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing by the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority and the Supplier.

C7-12 Governing Law and Jurisdiction.

C7-12-1 Subject to clause C7-12-2, the Contract, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, English law, and the parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.

C7-12-2 The Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority shall be free to enforce its intellectual property rights in any jurisdiction.

C7-13 Modern Slavery Act 2015

C7-13-1 During the Term or any extension of the Contract, the Contracting Authority is committed to ensuring that its supply chain complies with the above Act.

C7-13-2 The Supplier shall provide a report covering the following but not limited to areas as relevant and proportionate to the Contract evidencing the actions taken, relevant to the Supplier and their supply chain associated with the Contract.

C7-13-2-a Impact assessments undertaken

C7-13-2-b Steps taken to address risk/actual instances of modern slavery and how actions have been prioritised

C7-13-2-c Evidence of stakeholder engagement

C7-13-2-d Evidence of ongoing awareness training

C7-13-2-e Business-level grievance mechanisms in place to address modern slavery

C7-13-2-f Actions taken to embed respect for human rights and zero tolerance of modern slavery throughout the organisation

C7-13-3 The Contracting Authority or UK SBS when acting as an agent on behalf of the Contracting Authority reserves the sole right to audit any and all reports submitted by the Supplier to an extent as deemed necessary and

the Supplier shall unreservedly assist the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority in doing so.

Note: The Contracting Authority also reserves the right to amend or increase the frequency of reporting, as it deems necessary to secure assurance in order to comply with the MSA. The Contracting Authority requires such interim assurances to ensure that the Supplier is compliant and is monitoring its supply chain, so as to meet the requirements of the above Act.

The Supplier agrees that any financial burden associated with the completion and submission of this report and associated assistance at any time, shall be at the suppliers cost to do so and will not be reimbursable.

C7-14 Changes In Costs Resulting from Changes to Government Legislation, Levies or Statutory Payments

The Contracting Authority will reimburse during any term or extension (or, where such costs, awards or damages arise following termination/expiry) of this Agreement, any increases in the Supplier's cost of providing the Services by reason of any modification or alteration to the Government legislation duties or levies or other statutory payments (including but not limited to National Insurance and/or VAT and/or Introduction of or amendment to working time minimum wages). Subject always to open book access to the Supplier's records and always after a period of due diligence carried out by the Contracting Authority, relevant and proportionate to the value concerned.

C7-15 Taxation Obligations of the Supplier

C7-15-1 The relationship between the Contracting Authority, UK SBS and the Supplier will be that of "independent contractor" which means that the Supplier is not an employee, worker, agent or partner of the Contracting Authority or UK SBS and the Supplier will not give the impression that they are.

(1.) The Supplier in respect of consideration shall at all times comply with the income tax Earnings and Pensions Act 2003 (ITEPA) and all other statutes and regulations relating to income tax in respect of that consideration.

(2.) Where Supplier is liable to National Insurance Contributions (NICs) in respect of consideration received under this contract, it shall at all times comply with the Social Security Contributions and Benefits Act 1992 (SSCBA) and all other statutes and regulations relating to NICs in respect of that consideration.

(3.) The Contracting Authority may, at any time during the term, completion extension or post termination of this contract, request (Supplier) to provide information which demonstrates how Supplier complies with its obligations under tax and National Insurance Clauses (1) and (2) above or why those clauses do not apply to it.

C7-15-2 As this is not an employment Contract the Supplier will be fully responsible for all their own tax including any national insurance contributions arising from carrying out the Services.

C7-15-3 A request under Clause (3) above may specify the information which Supplier shall provide and the period within which that information must be provided.

C7-15-4 In the case of a request mentioned in Clause (3) above, the provision of inadequate information or a failure to provide the information within the requested period, during any term or extension, may result in the Contracting

Authority terminating the contract.

C7-15-5 Any obligation by Supplier to comply with Clause (1) and (2) shall survive any extension, completion or termination and Supplier obligations to Indemnify the Contracting Authority shall survive without limitation and until such time as any of these obligations are complied with.

C7-15-6 The Contracting Authority may supply any information, including which it receives under clause (3) to the commissioners of Her Majesty's Revenue and Customs for the purpose of the collection and management of revenue for which they are responsible.

C7-15-7 If the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority has to pay any such tax under clauses (1) and (2) then the Supplier will pay back to the Contracting Authority or UK SBS in full, any money that the Contracting Authority or UK SBS has to pay, and they will also pay back the Contracting Authority or UK SBS for any fine or other punishment imposed on the Contracting Authority or UK SBS because the tax or national Insurance was not paid by the Supplier.

C7-16 Cyber Essentials Questionnaire

The Supplier agrees that during any term or extension it shall complete and return the attached questionnaire as advised below, within 14 days from notice and shall send this information as directed by the Contracting Authority or UK SBS acting as an agent on behalf of the Contracting Authority. The Contracting Authority and UK SBS acting as an agent on behalf of the Contracting Authority is required to provide such assurances to comply with Government advice and guidance.

Note: The Contracting Authority also reserves the right to amend or increase the frequency of the questionnaire submission due dates, as it deems necessary. The Contracting Authority requires such interim assurances to ensure that the Supplier is still compliant with the security needs of this Contract.

The Supplier shall complete and return the report to the contact named in the Contract on the following date(s) from the Commencement of the Contract.

Monday, 16th March 2020.

The Supplier agrees that any financial burden associated with the completion and submission of this questionnaire and associated assistance at any time, shall be at the suppliers cost to do so and will not be reimbursable.



Copy as Statement
of Assurance Questio

Schedule 1 Special Conditions


NA

Schedule 2 Pro forma purchase order form

The format of the Proforma Purchase Order will be as follows. Please note that the Purchase Order form will be submitted directly to your chosen email address on completion of the receipt of the signed contract and will contain the confirmed value of goods and services as well as the Purchase Order number that must be used for Invoicing purposes.

Purchase Order NO																	
(Contracting Authority Logo)																	
Supplier: Tel: Fax:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Order</td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 2px;">Order Date</td> <td></td> </tr> <tr> <td style="padding: 2px;">Revision</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="padding: 2px;">Revision Date</td> <td></td> </tr> <tr> <td style="padding: 2px;">Payment Terms</td> <td style="text-align: center;">As per terms and conditions</td> </tr> </table> <p style="margin-top: 10px; font-size: small;"> PLEASE QUOTE THE PURCHASE ORDER NUMBER ON ALL CORRESPONDENCE. INVOICES NOT QUOTING THE PO NUMBER WILL BE RETURNED UNPAID </p> <p style="margin-top: 10px; font-size: x-small;"> For all purchase order queries, please contact PO4help@ukhsa.nhs.uk For all invoicing queries, please contact finan.enquiries@nhs.uk </p>	Order		Order Date		Revision	0	Revision Date		Payment Terms	As per terms and conditions						
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Line</th> <th style="width: 40%;">Part Number/Description</th> <th style="width: 10%;">Delivery date</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">UOM</th> <th style="width: 10%;">Unit Price (GBP)</th> <th style="width: 10%;">Tax</th> <th style="width: 10%;">Net Amount (GBP)</th> </tr> </thead> <tbody> <tr> <td style="height: 150px; vertical-align: top;">1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Line	Part Number/Description	Delivery date	Quantity	UOM	Unit Price (GBP)	Tax	Net Amount (GBP)	1							
Line	Part Number/Description	Delivery date	Quantity	UOM	Unit Price (GBP)	Tax	Net Amount (GBP)										
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<p style="font-size: x-small;"> Whenever a UK NHS Contract number is cited within the narrative description of the Purchase Order that Purchase Order is subject to the Terms and Conditions relating to that Contract, otherwise, the Purchase Order is subject to the Terms and Conditions incorporated herein by this reference. For a copy of the Terms and Conditions please see http://www.ukhsa.co.uk/services/purchase/Documents/UCCPolicies.pdf </p>																	

Commercial In Confidence



UKSBS

Special Business Services

VAT Registration Number GB 618 367 328 (Contracting Authority) . Polarix House, North Star Avenue Berkeley, United Kingdom BN2 1EU

Schedule 3 The Service**D1 SCOPE OF SERVICES TO BE PROVIDED**

D1-1 To carry out CR19094 – Heat Pump Manufacturing Supply Chain Research Project, as outlined in Annex A – Specification and Annex B – Bid Response.

D2 COMMENCEMENT AND DURATION

D2-1 This Contract shall commence on Wednesday, 8th January 2020 and subject to any provisions for earlier termination contained in the Standard Terms shall end no later than Friday, 29th May 2020.

D3 MANAGEMENT AND COMMUNICATIONS

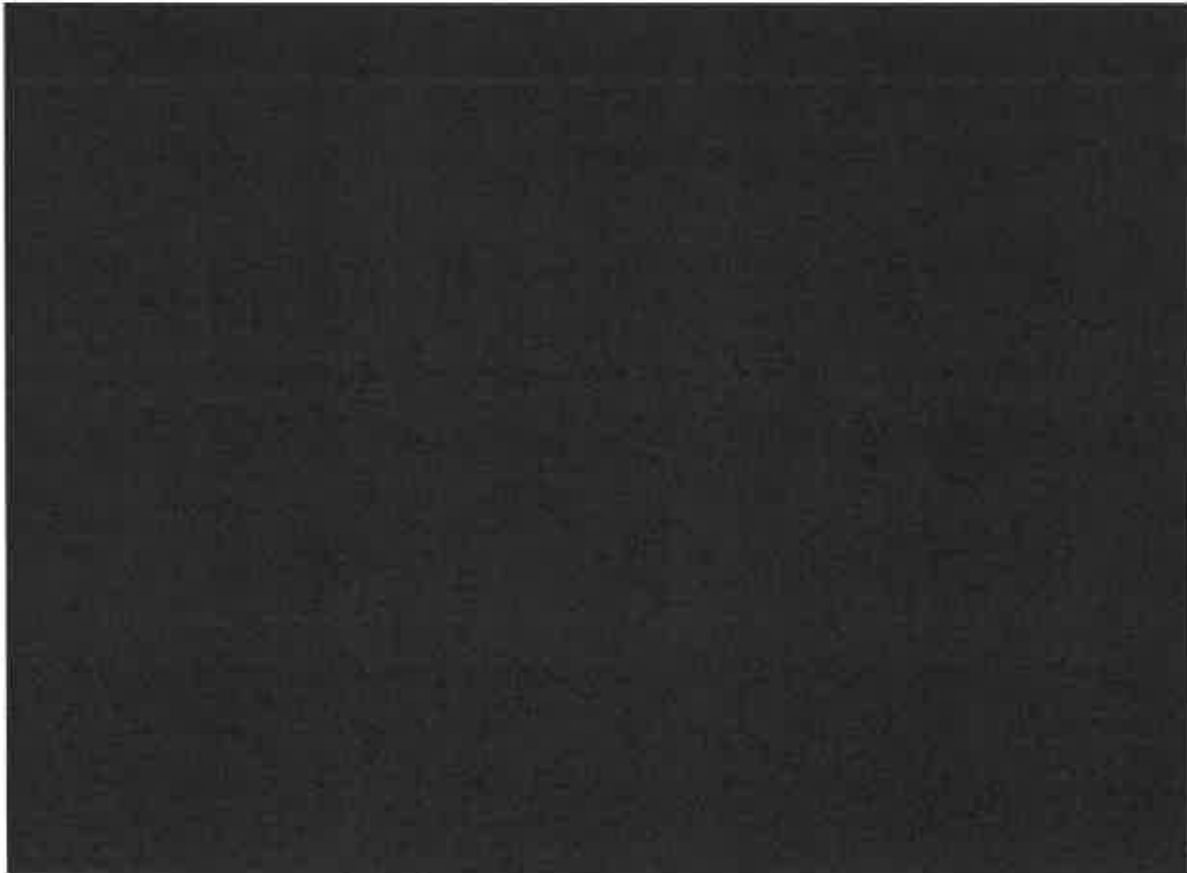
D3-1 The Customer appoints: [REDACTED] Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London, SW1H 0ET; Email: [REDACTED] (or such other person as is notified by the Customer to the Supplier in writing) to be the Customer's Contract Manager.

D3-2 The Supplier appoints: [REDACTED], Eunomia Research & Consulting Ltd, 37 Queen Square, Bristol, UK, BS1 4QS; Email: [REDACTED], Telephone: [REDACTED] (or such other person as is notified by the Supplier to the Customer in writing) to be the Supplier's Contract Manager.

D3-3 UK Shared Business Services appoints: [REDACTED], Category Support, Research Team, Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF; Email: Research@uksbs.co.uk.

D4 – Contract Price

D4-1 Total Contract price shall not exceed £96,502.00 excluding VAT in accordance with the Contract price and breakdown submitted for this contract detailed below:



D4-2 Invoice schedule will be confirmed within inception meeting.

D4-3 All invoices should be sent to finance@services.uksbs.co.uk or Department for Business, energy and Industrial Strategy, 1 Victoria Street, London, SW1H 0ET. A copy of the invoice should also be sent to the Project Manager, [REDACTED].

[REDACTED]

For and on behalf of Eunomia Research &
Consulting Ltd.
(The Supplier)

Signed

Name

Position

Date

For and on behalf of
(The Contracting Authority)

Signed

Name

Position

Date

.....
[Redacted Signature]

Managing Director.....

15th January 2020.....

[Redacted Signature]

Policy Adviser

15th January 2020.....

THIS IS THE LAST PAGE OF THESE TERMS & CONDITIONS

Annex A – Specification

1. Background

Heating makes up over one third of UK greenhouse gas emissions. Heat pumps produce heat very efficiently, using on average one unit of electricity to produce three units of heat. Combined with decarbonisation of the electricity grid, they are very likely to play a key role in the decarbonisation of heating in order to achieve the UK's net zero carbon target by 2050.

Currently there are only 220,000 heat pumps installed in the UK with around 28,000 being installed each year. Despite ongoing questions about pathways for the future of heating in the UK, which are considering electrification alongside hydrogen and biomass, a very considerable increase in the number of heat pumps will be necessary, whichever pathway is chosen. The CCC's "further ambition" scenario in their Net Zero report, favouring electrification, suggests that 26 million heat pumps will need to be installed in domestic buildings in the UK by 2050 to meet the net zero carbon target. This scenario also suggests that heat pumps will need to meet 54% of non-domestic heat demand once energy efficiency savings have been accounted for. In a scenario that favours hydrogen, around 11.6 million domestic heat pumps would still be required. In other work, the CCC suggest that hybrid heat pumps could be installed in 10m homes by 2035 and that all replacement heating systems are low carbon by 2030 in off-gas grid homes and 2035 in on-gas grid homes, which will mean heat pumps in many cases.

In the nearer term, BEIS has several policies in place expected to increase the use of heat pumps in domestic buildings in the UK. In the Clean Growth Strategy, BEIS said it would phase out the installation of high carbon fossil fuel heating in off gas grid properties during the 2020s. Under the Future Homes Standard, new build homes will not use fossil fuel heating from 2025. Together, these could drive a potential increase of heat pump installations to around 300,000 per year by the late 2020s. In regards to non-domestic buildings, the government has published a consultation on a future target of EPC B by 2030 for minimum energy efficiency standards in rented non-domestic buildings. This is expected to increase the uptake of low carbon heating in the sector.

UK manufacturers capture just 15% of the UK market, 0.5% of the EU market and 0.6% of the market in the rest of the world. This suggests that the UK commercial environment is not attractive for investment in heat pump manufacturing capacity and means that the UK could miss the economic opportunities presented by clean growth as demand for heat pumps grows.

Meanwhile, the UK has one of the biggest gas boiler markets in the world, with an annual market value of around £2.5-3 billion. In 2016, the UK deployed 1.7 million of 12.7 million gas boilers globally. It is important that the UK establishes economic opportunities as it transitions to low carbon heating, therefore it is useful to assess how existing expertise in the gas boiler industry, as well as other related industries such as refrigeration and air conditioning, could be channelled to support the heat pump industry.

This research will help to inform policy thinking to encourage supply chain growth in the UK and help achieve the objectives set out in the clean growth grand challenge. It will also feed into the development of realistic heat pump deployment profiles to inform the strategy on the future of heating and analysis for setting the 6th Carbon Budget.

2. Aims and Objectives of the Project

This project will set out the practical steps needed to grow the UK heat pump manufacturing supply chain, including hybrid heat pumps, considering synergies with other industries and the possibility to build on the UK's current expertise in the transition away from fossil fuel heating.

Overall aims

1. To investigate the manufacturing supply and value chains for different sectors of the heat pump and related markets (e.g. gas boilers, refrigeration, air conditioning, ventilation). The installation aspect of the supply chain is out of scope as other workstreams and a separate research project are investigating this, however areas of interaction between manufacturers and installers (e.g. training) will be considered.
2. To identify where heat pump components are currently manufactured, where in the heating supply chain the UK has particular expertise that could make it internationally competitive, where there are opportunities for innovation and which components would deliver the highest value return on investment, therefore deserving particular focus.
3. To understand how the UK can become an attractive proposition for heat pump manufacture and the barriers to growth of the UK heat pump manufacturing supply chain.
4. To gain a realistic understanding of the potential growth, and how that might vary in time, of a) the supply of heat pumps to the UK market and b) the UK's own heat pump supply chain in each sector (to include manufacturing of the heat pump and its component parts), considering the expansion of current heat pump manufacturers and the conversion of other related sectors (e.g. gas boilers, refrigeration, air conditioning, ventilation) to heat pump manufacturers.
5. To determine which policy levers could maximise growth of the UK's heat pump supply chain and minimise disruption in the transition to low carbon heating, leading to the development of a sustainable industry that is incentivised to innovate for the UK market.
6. To provide recommendations for government intervention.

Need for the research

There is an evidence gap around how quickly the supply of heat pumps to the UK market can increase to meet the levels of heat pump deployment required not only to meet net zero in 2050, but also to meet carbon budgets 4, 5 and 6. In addition, the global heat pump market is very competitive and government intervention may be needed if the UK is to capitalise on its existing knowledge and expertise to develop its heat pump industry. This work will build our understanding of this opportunity for the UK and how it can be exploited.

Research questions

There are three overarching research questions:

1. What are the risks and opportunities for the UK heat pump supply chain?
 2. How fast could the UK heat pump supply chain grow?
 3. What is the role for government in encouraging growth in the UK rather than elsewhere?
-
1. **What are the risks and opportunities for the UK heat pump supply chain?**
 - 1.1. What does the current heating market look like in the UK for domestic and non domestic properties? Who are the key manufacturers of heat pumps and boilers (tier 1) and the key component suppliers (tier 2)? What are their relative strengths and weaknesses? What are the potential risks to the existing UK heating systems manufacturing sector as a result of a move to low-carbon heating? Which low carbon alternatives are heating companies investing in?
 - 1.2. What does the current heat pump market look like outside the UK? Who are the key manufacturers (tier 1) and component suppliers (tier 2)? Which of these

manufacturers could look to the UK to expand or relocate their operations due to interests that align with the UK market?

- 1.3. Which other industries are likely to have synergies with the heat pump industry, in terms of similar components, similar skills requirements etc. (e.g. refrigeration, air conditioning, ventilation)? Who are the key tier 1 and 2 stakeholders in these industries? What are their relative strengths and weaknesses?
- 1.4. In each tier of the heat pump supply chain, what does the UK produce, import and export (to cover air-source heat pumps, ground/water-source heat pumps, high-temperature heat pumps, hybrid heat pumps for both domestic and non domestic properties)? What other aspects add value (e.g. training for installers)? What are the key differences between the supply chains of different types of heat pump? How do the supply chains differ if heat pumps are being manufactured for new build or retrofit?
- 1.5. In each tier of the supply chain for boilers and other related industries, what does the UK produce, import and export? What other aspects add value (e.g. training for installers)? Where are there synergies with the heat pump supply chain?
- 1.6. What would make the UK an attractive proposition for heat pump manufacture? In which aspects of the heat pump manufacturing supply chain, or those of related industries, does the UK have particular expertise? Where is there potential for the UK to grow expertise and where are there opportunities for innovation?
- 1.7. Which aspects of the heat pump supply chain represent the highest return on investment for the UK?
- 1.8. What impact could our EU Exit have on the manufacturing supply chains of heat pumps? Which components are imported from the EU? How will this affect availability of skilled labour?
- 2. How fast could the UK heat pump supply chain grow?**
 - 2.1. What would the growth rate of the heat pump manufacturing supply chain be over time under a range of different heat pump demand scenarios compatible with net zero (e.g. current policy environment, hydrogen + electrification future, electrification future) and scenarios of future support for the industry (e.g. current policy environment and plausible policy interventions)? What would be the split of imports vs domestic manufacture? What would the level of exports be?
 - 2.2. What is the minimum level of demand required for the UK to grow its own heat pump manufacturing supply chain and lessen its dependence on imports?
 - 2.3. Under different scenarios, what would happen to the gas boiler industry? Would it continue to make gas/hydrogen boilers/ focus on hybrid heat pumps/ convert to heat pump manufacture? What would happen to the oil/LPG boiler industry?
 - 2.4. Under different scenarios, what would meeting a particular growth rate actually mean in terms of import/production of components, skilling the workforce, number of factory buildings, organisation of the factory floor etc.? What are the trigger points for business decisions and what are the associated lag times?
 - 2.5. What are the opportunities and scope for the UK to secure a larger share of the international heat pump market, regardless of the scale of expected UK demand? Which suppliers currently engage in trade, especially exports, and which countries do they trade with?
- 3. What is the role of government to encourage growth in the UK rather than elsewhere?**
 - 3.1. What aspects of the current policy environment (e.g. standards, regulations, policy commitments) in the UK are supporting or hindering growth of the heat pump supply chain? Provide case study examples.
 - 3.2. What commitments/incentives/upskilling programs/standards/targeted investment would encourage manufacturers to grow their heat pump supply chain in the UK, as opposed to elsewhere?
 - 3.3. In other sectors (in the UK and elsewhere) that have grown rapidly or converted

operations from producing one product to another (e.g. condensing boilers) and other countries where the heat pump supply chain has grown rapidly, what policy environment enabled that to happen?

- 3.4. What policy levers are likely to be most successful in terms of growing a sustainable and resilient supply chain and fostering innovation in the UK manufacture of heat pumps to deliver a product that is better suited to the UK housing stock?
- 3.5. What is the role of the UK government in the growth of the heat pump manufacturing supply chain in the UK and the facilitation of imports for any shortfall that is not possible to meet domestically? How can the government minimise disruption in the transition away from fossil fuel heating?

3. Suggested Methodology

We remain open to how this research is conducted, and bidders should provide a detailed response as to their methodology, including interview design, supply chain mapping methods and analysis of growth rates from manufacturer interviews. An example methodology is set out below. It is important that bidders take ownership of the aims of the project and produce evidence that supports the provision of supply chain growth rates and recommendations for the UK government regarding the development of the UK's heat pump manufacturing supply chain.

1. **Literature review.** Examine existing literature for lessons to be learnt from historical rapid supply chain growth and transitions from the manufacture of one product to another in other sectors and countries. We anticipate literature sources to include, academic literature, grey literature and policy databases.
2. **Supply chain mapping 1.** Through a quick review of existing research, develop an understanding of the manufacturer (tier 1) landscape for heat pumps and other related industries (e.g. gas boilers, refrigeration, air conditioning, ventilation), as well as the suppliers (tier 2). Decide which related industries will be most relevant and will provide the most useful insight. Use the existing literature to draw up a list of the manufacturers that need to be interviewed for further information to answer the research questions. We expect to appoint a contractor with a strong track record of supply chain mapping expertise.
3. **Manufacturer Interviews.** Minimum 20 Interviews with:
 - a. UK heat pump manufacturers to understand how fast they can scale up production (e.g. 3-5 interviews as only a small number of UK manufacturers);
 - b. international heat pump manufacturers for whom it may make strategic sense to develop operations in the UK to understand what would make the UK an attractive proposition over other countries (e.g. 5-7 interviews);
 - c. UK boiler manufacturers to understand decision points for moving into heat pump manufacture (e.g. 5-7 interviews);
 - d. Manufacturers in other related sectors (e.g. refrigeration, air conditioning, ventilation) that may convert to heat pump manufacture or who have experienced a transition to the manufacture of a different product (e.g.

condensing boilers) (e.g. 5-7 interviews).

Interview responses should build up an understanding of the aspects of the supply chain, potential for growth (including decision points and lead times), barriers to growth and policy interventions that could encourage growth. They should also find rough quantitative information to inform task 5 on e.g. the size of demand required to move operations to the UK or the potential capacity of a new manufacturing facility. Interviews should last around 60 minutes and are likely to involve the discussion of commercially sensitive information. As manufacturers are based across the UK, telephone interviews may be most practical. However, the disclosure of commercially sensitive information may have higher chances of success in a face-to-face interview. We would expect the contractor to have experience interviewing manufacturing professionals and to have appropriate contacts in the organisations we wish to survey. The contractor will be given parameters within which to discuss potential future policy options.

4. **Supply chain mapping 2.** Using insight from tasks 1-3 and further existing literature on relevant supply chains, develop an understanding of the manufacturing requirements for different heat pump supply chains (and those of other related industries) and how these change under different heat pump demand scenarios. The mapping exercise will:

- a. List heat pump manufacturers in the UK, boiler manufacturers in the UK, manufacturers outside the UK with incentives to grow operations in the UK and manufacturers in the UK with the possibility of converting operations to heat pump manufacture (e.g. refrigeration, air conditioning, ventilation).
- b. List the key suppliers for each manufacturer.
- c. List the components of a heat pump (for different types) and note, for different manufacturers, their value and whether they are imported/exported/produced in the UK.
- d. Highlight areas of overlap between the heat pump supply chain and those of other industries.
- e. Highlight the areas of the heat pump supply chain with most value for the UK.
- f. Highlight areas of the heat pump supply chain with greatest potential for change, e.g. an imported component could be produced in the UK, a new manufacturer could set up operations in the UK.
- g. Highlight areas of risk for UK manufacturers, particularly in regards to EU Exit.

5. **Growth rate analysis.** Using insight from tasks 3-4, develop and visualise simple estimates of growth rates out to 2037 and how these change in time, under different policy futures and heat pump demand scenarios. This should include domestic supply and the split between imports and UK manufactured goods, as well as the level of international exports from UK manufacturers. The policy futures will consider a scenario with no government incentives (to deduce the import capacity for the UK and the tipping points for growth in the UK market purely led by demand) and scenarios with plausible policy interventions (the most useful of which having been deduced through manufacturer interviews). The heat pump demand scenarios will be based on BEIS modelling, reflecting the array of options currently on the table (e.g. a full electrification pathway, a hydrogen pathway, a hybrid pathway). Growth rates should reflect industry lead times and step-changes in supply resulting from business decisions and the analysis should investigate the minimum demand required for UK market growth.

6. **Validation of results.** Either through a workshop or via individual conversations with manufacturers, test the results from the supply chain mapping exercise (task 4) and the supply chain growth estimates (task 5) with those interviewed in task 3 to ensure there is consensus on the conclusions drawn by the contractor. This should also highlight areas where there is strong consensus, versus areas that may be more uncertain due to weaker consensus among those involved.
7. **Evidence evaluation.** Using insight from task 3 and subsequent analysis in task 4, synthesise the barriers to growth of the heat pump supply chain in the UK, identify areas of current and potential expertise, highlight the opportunities that could represent the most value for the UK and the reasonable policy levers that industry would like to see. This should include an analysis of the future of the fossil fuel boiler industry. Relevant case studies should be highlighted as part of this process. Summarise the results of task 5 and present the realistic estimates of supply growth for the UK heat pump market. This should include a description of the practical implications of reaching the different growth rates, informed by tasks 3 and 4. Using insight from task 1, evaluate the policy levers that have potential for success given their success abroad or in other sectors, recognising the specific context of heat pump manufacture in the UK.
8. **Development of recommendations.** Using conclusions from task 7, develop suggestions of pathways to grow the UK heat pump manufacturing supply chain whilst facilitating imports for any shortfall that is not possible to meet domestically and manage the transition to low carbon heating with minimum disruption. We would expect to appoint a contractor with experience in developing plausible policy recommendations and a thorough understanding of the past and current policy environment in the UK.

4. Deliverables

Bidders should ensure the following is included in the costings and timings for this project:

- Literature review – a short review, the results of which will go into the interim and final reports.
- Interview guide – used to structure the engagement with manufacturers
- Minimum 20 interviews – can be a mixture of telephone and face to face, with a preference for face to face.
- Dataset behind the growth rate calculations and graphs with clearly set out assumptions behind modelling in a BEIS assumption log format¹.
- Interim report – to contain results of the literature review, conclusions of the supply chain mapping exercise and visualisation of growth rate data.
- A validated version of the results from the supply chain mapping exercise and growth rate analysis.
- A presentation of the final results – to include powerpoint slides summarising the key findings.
- Final report and shorter summary document – to contain conclusions of the whole study with recommendations for government.
- Weekly phone calls with the BEIS project manager

¹ BEIS assumptions log template: <https://www.gov.uk/government/publications/assumptions-log-template>

- Monthly meetings with the project board to update on progress

A high level, example timetable of milestones is set out below. Given BEIS is open to the approach adopted we invite bidders to propose their own, suitably detailed timetable to achieve the above deliverables in the timeframe that allow sufficient time for BEIS to provide comments on draft research materials such as literature review search strategies and interview guides. However, actions 1 to 7 should be completed by 31st March 2020 and actions 8 to 12 should be completed by 29th May 2020.

No.	Action	To be completed by (approximate)
1	Inception and project familiarisation	Mid January
2	Literature review	Late January
3	Scoping of manufacturers to interview	Late January
3	Development of interview approach and questions	Late January
4	Interviews	Early March
5	Present early findings from growth rate analysis	Early March
6	Supply chain mapping	Late March
7	Analysis of supply chain growth rates	Late March
8	Interim report of supply chain mapping exercise and growth rates	Early April
9	Validation of results	Mid April
10	First draft of final reports	Late April
11	Presentation of findings and government recommendations	Early May
12	Final reports	Late May

Interviews:

A privacy notice will be required when collecting the personal data of those interviewed. The content of this can be agreed after the contract is awarded.

Presentation:

Near the close of the project the contractors should give a presentation within BEIS to the wider policy team. This should be timed to allow for any comments received to be taken account in finalising the report.

Reports:

At the end of the project (after the final presentation) we require a finalised, fully quality assured, thorough report (around 100 pages) and a separate summary report (10-20 pages). The reports must be written in plain English. From experience we expect that 2-3 drafts will be needed to reach the finalised reports and these drafts should be delivered well in advance with sufficient time built in for review and comments. Each draft must be proof-read and delivered at a professional and publishable standard. Clear, precise and succinct language is essential. We expect this to be costed and accounted for in the timeline.

Quality assurance and peer review:

All work completed for this research must be subject to appropriate quality assurance. Project milestones, research approach, outputs, quality assurance should be agreed by BEIS and the contractor at the start of the contract. Final outputs will be reviewed by BEIS before the project is signed off.

Sign-off for the quality assurance must be done by someone of sufficient seniority within the contractor organisation to be able take responsibility for the work done. BEIS reserves the right to refuse to sign off outputs which do not meet the required standard specified in this Invitation to Tender. The Contractor must state how all work on the project will be quality assured within the proposal.

All analysis carried out as part of the project should be subject to quality assurance consistent with the Aqua Book guidance².

BEIS may wish to appoint an external peer reviewer for the project. If we do this then we will endeavour (though cannot guarantee) to align timings of this with the first or second set of comments from BEIS on the first or second draft of the report.

Publication:

The final report for this research / evaluation project must be formatted according to BEIS publication guidelines, therefore within the Research paper series template and adhering to

² See: <https://www.gov.uk/government/publications/the-aqua-book-guidance-on-producing-quality-analysis-for-government>

BEIS accessibility requirements for all publications on GOV.UK. The publication template will be provided by the project manager. Please ensure you note the following in terms of accessibility:

Checklist for Word accessibility

Word documents supplied to BEIS will be assessed for accessibility upon receipt. Documents which do not meet one or more of the following checkpoints will be returned to you for re-working at your own cost:

1. document reads logically when reflowed or rendered by text-to-speech software
2. language is set to English (in File > Properties > Advanced)
3. structural elements of document are properly tagged (headings, titles, lists etc.)
4. all images/figures have either alternative text or an appropriate caption
5. tables are correctly tagged to represent the table structure
6. text is left aligned, not justified
7. document avoids excessive use of capitalised, underlined or italicised text
8. hyperlinks are spelt out (e.g. in a footnote or endnote)
9. Please see Annex A for BEIS Social Research Report Writing Guidelines.

Working Arrangements / Emerging Findings:

It is important that BEIS are kept informed of emerging findings and project progress.

The successful contractor will be expected to identify one named point of contact through whom all enquiries can be filtered. A BEIS project manager will be assigned to the project and will be the central point of contact.

Weekly progress updates will be required throughout the project. These can be delivered via e-mail and/or phone call to the BEIS project manager. A monthly progress report will also be required, to be presented to the project board. Any changes to contractor team identified in the bid must be approved by BEIS with a plan for mitigating this to reduce impact on project.

All research tools and methodologies will need to be agreed by BEIS.

BEIS will own the intellectual property rights of any and all intermediate products, including the final deliverables, and in particular including presentation slide packs, reports and data. BEIS will strive to be supportive if any authors wish to publish any findings or work in academic/scientific journals once BEIS has published the main report, although reserves the right to decline this.