



**UK Research
and Innovation**

Frontier Economics Ltd
Mid City Place
71 High Holborn
London
WC1V 6DA

Attn: FOIA Section
40 Personal

By email to: FOIA Section 40 Personal Information, FOIA
Section 43 Commercial

Date: 1st August 2022

Our ref: UKRI-2038

Dear Sirs,

Award of contract for the supply of an evaluation of IUK EDGE COVID-19 Fast Response Initiative

Following your tender for the supply of UKRI-2038 Evaluation of IUK EDGE COVID-19 Fast Response Initiative, we are pleased to award this contract to you.

This letter (Award Letter) and its Schedule(s) set out the terms of the Contract between:

- (1) **United Kingdom Research and Innovation**, a statutory corporation whose registered office is at Polaris House, North Star Avenue, Swindon, England, SN2 1FL ("**UKRI**"); and
- (2) **Frontier Economics Ltd**, a company incorporated and registered in UK with company number 3752719 and registered VAT number GB732081364 whose registered office is Mid City Place, 71 High Holborn, London, WC1V 6DA (the "**Supplier**").

Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in DPS Schedule 6 (enclosed). Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by UKRI and may delay conclusion of the Contract.

For the purposes of the Contract, UKRI and the Supplier agree as follows:

Term

- 1 Commencement Date: 01/08/2022
- 2 Expiry Date:28/02/2023 – as detailed in DPS Schedule 6 (enclosed)

Description of Goods and/or Services (Deliverables)

- 3 The Specification of the Goods and/or Services to be delivered is as set out in DPS Order Schedule 20 (enclosed)
- 4 The goods and services shall be delivered to Innovate UK (a part of UK Research and Innovation (UKRI), at address below, or as agreed between the parties for the different delivery Phases:

Delivery Address

UK Research and Innovation
Polaris House
Swindon
SN2 1FL

Attention of:

FOIA Section 40 Personal Information FOIA Section

E: businessgrowth@iuk.ukri.org

Date of Delivery

28th February 2023

Charges & Payment

- 5 The Charges for the Goods and/or Services shall be as set out in DPS Schedule 6 (enclosed)
- 6 All invoices should be sent, quoting a valid purchase order number (PO Number) provided by UKRI, to: UKRI, c/o UK Shared Business Services Ltd, Polaris House, North Star Avenue, Swindon SN2 1UH.
- 7 To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your UKRI contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to finance@uksbs.co.uk or by telephone +44(0)1793867000 between 09:00-17:00 Monday to Friday.

Notices

8 The address for notices of the Parties are:

UKRI

Polaris House
North Star Avenue
Swindon
SN2 1FL

Attention: **FOIA Section 40 Personal**

Email: commercial@ukri.org

Supplier

Frontier Economics Ltd
Mid City Place
71 High Holborn
London
WC1V 6DA

Attention: **FOIA Section 40 Personal** Director

Email **FOIA Section 40 Personal Information, FOIA Section 43 Commercial**

Liaison

9 For general liaison your contact will continue to be **FOIA Section 40 Personal** or, in their absence, **FOIA Section 40 Personal Information, FOIA Section 43 Commercial**

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful supply of the Goods and/or Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to Tess Andrews at the above address. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **UKRI-2038 Evaluation of IUK EDGE COVID-19 Fast Response Initiative**

THE BUYER: **UK Research and Innovation**

BUYER ADDRESS Polaris House
Swindon
SN2 1FL

THE SUPPLIER: Frontier Economics Ltd
SUPPLIER ADDRESS: Mid City Place, 71 High Holborn, London,
WC1V 6DA

REGISTRATION NUMBER: 3752719
DUNS NUMBER: 23-758-9903
DPS SUPPLIER REGISTRATION SERVICE ID: SQ-M53F4MK

APPLICABLE DPS CONTRACT

10 This Order Form is for the provision of the Deliverables set out in DPS Order Schedule 20 (enclosed) and dated 01/08/2022.

It's issued under the DPS Contract with the reference number RM6126 for the provision of Evaluation of IUK EDGE COVID-19 Fast Response Initiative

DPS FILTER CATEGORY(IES):
Not applicable

ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Order Special Terms and Order Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6126**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6126**
 - Joint Schedule 1 (Definitions)
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for **RM6126**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 9 (Security)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 20 (Order Specification)
 - Order Schedule 23 (HMRC Terms)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126**
7. Order Schedule 4 (Order Tender) as long as any parts of the Order Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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

ORDER SPECIAL TERMS

The following Special Terms are incorporated into this Order Contract:

None

ORDER START DATE: 01/08/2022

ORDER EXPIRY DATE: 28/02/2023

ORDER INITIAL PERIOD (phase 1): 31/08/2022

MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £104,500.

ORDER CHARGES

See details in Appendix B (Price Schedule)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS

BUYER'S INVOICE ADDRESS:

UKRI
C/O UK Shared Business Services Ltd
Polaris House
North Star Avenue
Swindon
United Kingdom
SN2 1UH
finance@uksbs.co.uk

BUYER'S AUTHORISED REPRESENTATIVE

Polaris House, North Star Avenue, Swindon, England, SN2 1FL
Attention: FOIA Section 40
Email: commercial@ukri.org

SUPPLIER'S AUTHORISED REPRESENTATIVE

FOIA Section 40 Personal
Director
FOIA Section 40 Personal @frontier-economics.com
Mid City Place, 71 High Holborn, London, WC1V 6DA

SUPPLIER'S CONTRACT MANAGER

FOIA Section 40 Personal
Director
FOIA Section 40 Personal @frontier-economics.com

Mid City Place, 71 High Holborn, London, WC1V 6DA

KEY STAFF

FOIA Section [redacted]
FOIA [redacted] al [redacted]
FOIA Section [redacted] n [redacted]
FOIA Section [redacted] @frontier-economics.com
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Section 43 [redacted]
FOIA Section 40 [redacted]
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FOIA Section 40 [redacted] 43 [redacted] @frontier-economics.com
Personal Information, FOIA Section [redacted]
Mid City Place, 71 High Holborn, London, WC1V 6DA
FOIA Section 43 [redacted]
Commercial [redacted]

KEY SUBCONTRACTOR(S)

BMG Research Limited
FOIA Section 40 Personal Information, FOIA Section [redacted] @bmgresearch.com
FOIA Section 40 Personal Information, FOIA Section [redacted] @bmgresearch.com
FOIA Section 40 Personal Information, FOIA Section 43 Commercial [redacted] @bmgresearch.com

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	FOIA Section 40 Personal Information	Signature:	FOIA Section 40 Personal
Name:	FOIA Section 40 Personal	Name:	FOIA Section
Role:	Director	Role:	Procurement Manager
Date:	04/08/2022	Date:	08/08/2022

Order Schedule 20 (Order Specification)

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

1. Scope

The evaluation of the Innovate UK EDGE Covid 19 Fast Response Innovation and Growth Advisory Support is included in scope for this evaluation. Covering period 1st April 2020 – 31st March 2022. Out of scope are all other Innovate UK EDGE / EEN activities and support undertaken in the same timeframe. There are other assessments taking place across our high growth offers which (if available and completed) will be shared with the successful supplier to pull together any overarching themes. Source data available from the administration of the innovation and growth support includes:

- Database, list of supported companies (with contact details).
- Defined company personas, size, staffing numbers, geographical location, intervention length.
- Consortium partner reported business outcomes and impact.
- Consortium delivery partners reports from monitoring.
- Innovation and growth specialists individual company case studies (where applicable).

An overview of the data available and appropriate access to data sets will be provided as part of this project, within Innovate UK's guidelines of acceptable use.

2. Requirement

Phase 1: to be completed by end August 2022

- Evaluation Framework for the assessment of impact of Covid 19 innovation and growth advisory support
- Which should include:
 - A review of the logic model.

- A detailed theory of change describing the Covid 19 innovation and growth advisory support and its constituent parts.
- A summary of the mix of methods that will allow us to answer the research questions.
- A clear description of which and how data sources are going to be utilised.
- A detailed review of how outcomes link with data sources and methodological approaches.

Phase 2 (subject to completion of Phase 1 and approval) - to be completed by end October 2022

- Implementation of the Evaluation Framework:
 - This refers to the full development and implementation of research tools and recruitment to gather the information and analyse the information that will inform the evaluation research questions.
- Interim Report – which should include:
 - Aim of the report is to demonstrate the validity of the data gathered to date and the applicability of the methods described in the evaluation framework.
 - Summary of the appropriateness and feasibility of the methodology to answer the research questions.
 - Summary of data gathered to date.
 - Emerging findings and possible recommendations.
 - Challenges and next steps.

Phase 3: Final Report and Close – January 2023

- Draft Evaluation Report:
 - An executive summary.
 - Quality assured final report and presentation summarising the key findings.
- Quality Assured Final Evaluation Report – which should include:
 - An executive summary.
 - A short executive report summarising all the findings and recommendations.
 - All relevant technical annexes as an appendix to the main report.
 - Data sets (anonymised where relevant).
 - Any analytical code used for the analysis.
- Presentation
 - A final presentation, using infographics, images and quotations to convey the key findings and recommendations.

Continuous project management though-out the timeline:

- Weekly up-dates at initial stages moving to bi –weekly on emerging findings and project progress, is expected and will be attended by individuals across IUK and the successful bidder as necessary. This is expected to take place over zoom or other teleconference means. Ad-hoc face-to-face meetings might be necessary (depending on need and restrictions as well as internal policies for both UKRI and the appointed bidder).

The evaluation is intended to be theory-based (exploring whether the theory of change has/has not been delivered as intended, how and why). Conclusions will draw upon a mix of evaluation methods and strands of collection and analysis, although it is reinforced that before any implementation there is the explicit requirement for development of a detailed theory of change, the described rationale, outcomes and impacts of the innovation and advisory support alongside assumptions and enablers of the theory of change.

The evaluation should include approaches that consider the original objectives of the innovation and growth support and provide evidence covering, best practices, lessons-learned, progress against the

outputs, outcomes and impacts both intended and any unintended, recommendations, counter-factual analysis and economic cost benefit analysis.

Research methods and frameworks used in the evaluation should be consistent with those contained within the UK Government [Magenta Book](#).

Minimum research requirements:

- Surveys – bidders are encouraged to suggest a strategy to enable the most reliable information to inform the evaluation, and to develop the questions to be asked. We will be guided by the supplier to ensure a statically representative sample of the 6000 businesses supported is captured, to validate and apportion findings, however as a minimum we would expect at least a sample size of 10%.
- 30 - Depth Interviews – The supplier is expected to develop the interviews and it is imperative that an interview plan is structured to comply with the detailed in-depth interviews to beneficiaries as well as stakeholders.
- 10 - Case Study Consultations - These case studies of beneficiaries could possibly highlight links and dependencies within the innovation and growth journey. They should explore individual examples across the Theory of Change.
- Data linking - it is expected that the bidder will suggest a data linking strategy, both for building the most suitable counterfactual but also to determine, validate and measure the outcomes the innovation and growth advisory support has had. It is expected that the data linking will include the Innovate UK transparency database, and utilisation of external data sources to assess impacts where possible (FAME/Beauhurst/pitchbook etc).
- Desk based research - When implementing the theory of change and trying to understand the observed changes it might be required for detailed desk-based research to understand broader contextual factors that might have influenced the observed evidence.

The supplier is expected to state in their responses to the questions how they would achieve the objectives of the evaluation.

Innovate UK places great weight on the robustness of the methodology, and bids should clearly define the methodological approach to address the investigative challenges around the evaluation and explain why this methodology is deemed to be the most robust option given these challenges.

The response to this invitation to tender should aim to quantify and monetise as many outputs, outcomes, and impacts as possible, and proposals should set out how this will be achieved. We would expect a high-level logic model and theory of change to be developed, which will draw on existing logic models and linkages to objectives specified.

The response to this invitation to tender will include deployment of a sound, robust counterfactual. Proposals should set out how this will be defined and measured. It is expected that surveys of non-beneficiaries and data linking to administrative data could be part of this solution, although Innovate UK are open to alternative suggestions and welcome multiple approaches to measuring the additionality of the innovation and growth advisory support.

The response to this invitation to tender should follow best practice guidance in designing evaluations as set out in HM Treasury's Magenta Book. Critical to the success of any proposal will be a sound approach to measuring and accounting for deadweight, displacement, leakages and spillovers, so far as is possible. It is

unlikely to be considered sufficient to rely on general estimates drawn from the wider literature to account for these.

Innovate UK will follow a peer review process for interim and final reports. The successful bidders will be expected to consider and, if appropriate, respond to any comments from peer reviewers. This process may be repeated with draft reports throughout the project. Any published reports will have peer review comments published alongside them. The successful bidder will have an opportunity to make amendments or respond to comments before publication.

3. Timetable

- Lists key targets and/or milestones expected to be achieved
- Can act as a performance indicator to enable stage or interim payments to be made against measurable deliverables.
- Be specific on when you expect the outputs to be delivered
- If the completion date is fundamental to the success of the project, then say so

Activity	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023
Project start (inception)							
Project Initiation							
Mobilisation							
Evaluation framework							
Fieldwork							
Interim report							
Final report							

Appendix B (Price Schedule)

Item Number	Requirement	Quantity	Unit Price	Total Price	Notes & Comments
Section A	FOIA Section 40 Personal Information, FOIA Section 43 Commercial				
				£ 104,500.00	