



Graphic Science Limited

The Shelling Barn
Felton Common
North Somerset
BS40 9YP

Attn: FOIA Section 40
Personal Information,
FOIA Section 43 .uk.

Date: 9th January 2023

Your ref:

Our ref: UKRI-2492

Dear Sirs,

Award of Contract for the Evaluative understanding of the NERC Public Engagement funded portfolio

Following your proposal for Evaluative understanding of the NERC Public Engagement funded portfolio to UKRI, 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) **Graphic Science Limited**, a company incorporated and registered in United Kingdom with company number 05964805 and registered VAT number 938088290 whose registered office is at The Shelling Barn, Felton Common, North Somerset, BS40 9YP (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 **Error! Reference source not found.** to this Award Letter (the "**Conditions**"). In the event of any conflict between this Award Letter and the Conditions, this Award Letter shall prevail. 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: 17 January 2023
- 2 Expiry Date: Satisfactory completion by 6th December 2023
- 3 NOT USED.

Description of Goods and/or Services

- 4 The Specification of the Goods and/or Services to be delivered is as set out in Schedule 2.
- 5 The Services shall be performed at the Supplier's premises.

6 The Goods shall be Delivered in accordance with the following instructions:

Delivery Address

NERC, Public Engagement, Polaris House, North Star Avenue, Swindon SN2 1EU.

Contact name: **FOIA Section 40 Personal Information, FOIA**

Date of Delivery

The work will be conducted over two financial years (22/13 and 23/24). Work package 1 (Evaluation Report) **starting at the latest** 16th January 2023 to 31st March 2023, and Work package 2 (Evaluation Toolkit) starting 1st April 2023 to **no later than** 6th December 2023.

Charges & Payment

7 The Charges for the Goods and/or Services shall be as set out in Schedule 3.

8 All invoices should be sent, quoting a valid purchase order number (PO Number) provided by UKRI, to UK Research and Innovation c/o UKSBS Ltd, Polaris House, North Star Avenue, Swindon SN2 1FF.

9 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 01793 867000 between 09:00-17:00 Monday to Friday.

Supplier's Limit of Liability

10 The Limit of Liability of the Supplier under this Contract shall be: 125% of the total Charges paid and payable to the Supplier under this Contract.

Notices

11 The address for notices of the Parties are:

UKRI

Polaris House, North Star Avenue,
Swindon, England, SN2 1FL

FOIA Section 40

Email: commercial@ukri.org

Graphic Science Ltd

The Sheiling Barn, Felton Common
North Somerset, BS40 9YP

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

Liaison

For general liaison your contact will continue to be **FOIA**
Section 40

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 **FOIA Section 40 Personal Information, FOIA** cc nercprocurement@ukri.org. No other form of acknowledgement will be accepted.

Please remember to quote the reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for and on behalf of **United Kingdom Research and Innovation**

Signature:

Name:

Position:

Date:

FOIA Section 40
Personal
Information, FOIA
Section 43
Commercial

ger

We accept the terms set out in this Award Letter and the Schedule(s).

Signed for and on behalf of Graph

Signature:

Name:

Position:

Date:

FOIA Section 40 Personal
Information, FOIA Section 43
Commercial

Terms and Conditions of Contract for Goods and/or Services

1 INTERPRETATION

1.1 In these terms and conditions:

- "Award Letter" means the letter from UKRI to the Supplier printed above these terms and conditions;
- "Central Government Body" means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics:
- (a) Government Department;
 - (b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);
 - (c) Non-Ministerial Department; or
 - (d) Executive Agency;
- "Charges" means the charges for the Goods and/or Services as specified in the Award Letter;
- "Commencement Date" means the date for the start of the Contract as set out in the Award Letter;
- "Confidential Information" means:
- (a) all confidential information and data which is acquired from or made available (directly or indirectly) by the Disclosing Party or the Disclosing Party's representatives however conveyed or presented, including but not limited to any information or document relating to the Disclosing Party's business, affairs, operations, budgets, policies, processes, initiatives, plans, product information, pricing information, technical or commercial know-how, trade secrets, specifications, strategies, inventions, designs, software, market opportunities, personnel, customers or suppliers (whether relating to this Contract or otherwise) either orally, in writing, or in whatever form obtained or maintained;
 - (b) any information or analysis derived from the Confidential Information;
 - (c) anything marked as confidential and any other information notified by or on behalf of the Disclosing Party to the Receiving Party as being confidential;
 - (d) the existence and terms of this Contract and of any subsequent agreement entered into in relation to this Contract;
 - (e) the fact that discussions and negotiations are taking place concerning this Contract and the status of those discussions and negotiations; and
 - (f) any copy of any of the information described in (a), (b), (c), (d) or (e) above, which shall be deemed to become Confidential Information when it is made. For the purposes of this definition, a copy shall include, without limitation, any notes or recordings of the information described in (a), (b), (c), (d) or (e) above (howsoever made);
- "Contract" means the contract between (i) UKRI and (ii) the Supplier constituted by the Supplier's countersignature of the Award Letter and includes the Award Letter and Schedules;
- "Data Protection Legislation" means, for the periods for which they are in force, all laws giving effect or purporting to give effect to the GDPR, the Data Protection Act 2018, or otherwise relating to data protection, including the Regulation of Investigatory Powers Act 2000, the

Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 (SI 2000/2699), the Electronic Communications Data Protection Directive (2002/58/EC), the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2426/2003) and all applicable laws and regulations relating to the processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner, in each case as amended or substituted from time to time;

- "Data Subject" shall have the same meaning as in the Data Protection Legislation;
- "Date of Delivery" means that date by which the Goods must be Delivered to UKRI, as specified in the Award Letter.
- "Deliver" means hand over the Goods to UKRI at the address and on the date specified in the Award Letter, which shall include unloading and any other specific arrangements agreed in accordance with Clause 6. Delivered and Delivery shall be construed accordingly.
- "Disclosing Party" means a Party that makes a disclosure of Confidential Information to another Party;
- "EIR" means the Environmental Information Regulations 2004 (or if applicable the Environmental Information Regulations (Scotland) 2004);
- "Expiry Date" means the date for expiry of the Contract as set out in the Award Letter;
- "FOIA" means the Freedom of Information Act 2000 (or if applicable the Freedom of Information (Scotland) Act 2002);
- "GDPR" means:
 - (a) the General Data Protection Regulations (Regulation (EU) 2016/679); or
 - (b) any equivalent legislation amending or replacing the General Data Protection Regulations (Regulation (EU) 2016/679);
- "Good Industry Practice" means all relevant practices and professional standards that would be expected of a well-managed, expert service provider performing services substantially similar to the Services or substantially similar to the Goods provided to customers of a substantially similar size and nature as UKRI;
- "Goods" means the goods to be supplied by the Supplier to UKRI under the Contract;
- "Information" has the meaning given under section 84 of the FOIA;
- "Intellectual Property Rights" means:
 - (a) copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions, semi-conductor topography rights, trademarks, rights in Internet domain names and website addresses and other rights in trade names, designs, know-how, trade secrets and other rights in Confidential Information;
 - (b) applications for registration, and the right to apply for registration, for any of the rights listed at (a) that are capable of being registered in any country or jurisdiction; and
 - (c) all other rights having equivalent or similar effect in any country or jurisdiction;
- "Limit of Liability" means the limit of liability identified in the Award Letter;
- "Party" the Supplier or UKRI (as appropriate) and "Parties" shall mean both of them;

"Personal Data"	means the personal data (as defined in the Data Protection Legislation) which relates to or originates from UKRI, or any of UKRI's employees, contractors or customers and which is processed by or on behalf of the Supplier under this Contract;
"Personal Data Breach"	shall have the meaning given in the Data Protection Legislation;
"Purchase Order Number"	means UKRI's unique number relating to the order for Goods and/or Services to be supplied by the Supplier to UKRI in accordance with the terms of the Contract;
"Receiving Party"	means a Party to which a disclosure of Confidential Information is made by another Party;
"Request for Information"	has the meaning set out in the FOIA or the EIR as relevant (where the meaning set out for the term "request" shall apply);
"Services"	means the services to be supplied by the Supplier to UKRI under the Contract;
"Specification"	means the specification for the Goods and/or Services to be supplied by the Supplier to UKRI (including as to quantity, description and quality) as specified in the Award Letter;
"Staff"	means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any sub-contractor of the Supplier engaged in the performance of the Supplier's obligations under the Contract;
"Staff Vetting Procedures"	means vetting procedures that accord with good industry practice or, where requested by UKRI, UKRI's procedures for the vetting of personnel as provided to the Supplier from time to time;
"Term"	means the period from the Commencement Date to the Expiry Date as such period may be extended or terminated in accordance with the terms and conditions of the Contract;
"TUPE"	means the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended or replaced from time to time;
"VAT"	means value added tax in accordance with the provisions of the Value Added Tax Act 1994; and
"Working Day"	means a day (other than a Saturday, Sunday, public holiday or 27, 28, 29, 30 and 31 December) when banks in London are open for business.

1.2 In these terms and conditions, unless the context otherwise requires:

- (a) references to numbered clauses are references to the relevant clause in these terms and conditions;
- (b) any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;
- (c) the headings to the clauses of these terms and conditions are for information only and do not affect the interpretation of the Contract;
- (d) any reference to an enactment includes reference to that enactment as amended or replaced from time to time and to any subordinate legislation or byelaw made under that enactment; and
- (e) the word 'including' shall be understood as meaning 'including without limitation'.

2 BASIS OF CONTRACT

2.1 The Award Letter constitutes an offer by UKRI to purchase the Goods and/or Services subject to and in accordance with the terms and conditions of the Contract.

2.2 The offer comprised in the Award Letter shall be deemed to be accepted by the Supplier on receipt by UKRI of a copy of the Award Letter countersigned by the Supplier.

3 SUPPLY OF GOODS AND SERVICES

3.1 In consideration of UKRI's agreement to pay the Charges, the Supplier shall supply the Goods and/or Services to UKRI subject to and in accordance with the terms and conditions of the Contract.

3.2 In supplying the Goods and/or Services, the Supplier shall:

- (a) co-operate with UKRI in all matters relating to the supply of Goods and/or Services and comply with all UKRI's instructions; and
- (b) comply with all applicable laws.

3.3 The Supplier shall supply the Goods in accordance with the Specification. The Supplier warrants, represents, undertakes and guarantees that the Goods supplied under the Contract shall:

- (a) be free from defects (manifest or latent), in materials and workmanship and remain so for 12 months after Delivery;
- (b) be of satisfactory quality (within the meaning of the Sale of Goods Act 1979) and comply with any applicable statutory and regulatory requirements relating to the manufacture, labelling, packaging, storage, handling and delivery of the Goods;
- (c) conform with the specifications (including the Specification), drawings, descriptions given in quotations, estimates, brochures, sales, marketing and technical literature or material (in whatever format made available by the Supplier) supplied by, or on behalf of, the Supplier;
- (d) be free from design defects; and
- (e) be fit for any purpose held out by the Supplier or made known to the Supplier by UKRI expressly or by implication, and in this respect UKRI relies on the Supplier's skill and judgement. The Supplier acknowledges and agrees that the approval by UKRI of any designs provided by the Supplier shall not relieve the Supplier of any of its obligations under this clause 3.3.

3.4 In supplying the Services, the Supplier shall:

- (a) perform the Services with all reasonable care, skill and diligence in accordance with good industry practice in the Supplier's industry, profession or trade;
- (b) use Staff 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 the Contract;
- (c) ensure that the Services shall conform with all descriptions and specifications set out in the Specification;
- (d) not do or allow anything to be done that would, or would be likely to, bring UKRI into disrepute or adversely affect its reputation in any way; and
- (e) provide all equipment, tools and vehicles and other items as are required to provide the Services.

4 TERM

4.1 The Contract shall take effect on the date specified in the Award Letter and shall expire on the Expiry Date, unless it is otherwise extended in accordance with the provisions of

the Award Letter or terminated early in accordance with the terms and conditions of the Contract.

5 CHARGES, PAYMENT AND RECOVERY OF SUMS DUE

- 5.1 The Charges for the Goods and/or Services shall be as set out in the Award Letter and shall be the full and exclusive remuneration of the Supplier in respect of the supply of the Goods and/or Services. Unless otherwise agreed in writing by UKRI, the Charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the supply of the Goods and/or performance of the Service.
- 5.2 All amounts stated are exclusive of VAT which shall be charged at the prevailing rate. UKRI shall, following the receipt of a valid VAT invoice, pay to the Supplier a sum equal to the VAT chargeable in respect of the Goods and/or Services.
- 5.3 The Supplier shall invoice UKRI as specified in the Contract. Each invoice shall include such supporting information required by UKRI to verify the accuracy of the invoice, including the relevant Purchase Order Number and a breakdown of the Goods and/or Services supplied in the invoice period.
- 5.4 In consideration of the supply of the Goods and/or Services by the Supplier, UKRI shall pay the Supplier the invoiced amounts no later than 30 days after verifying that the invoice is valid and undisputed and includes a valid Purchase Order Number. UKRI may, without prejudice to any other rights and remedies under the Contract, withhold or reduce payments in the event of unsatisfactory performance.
- 5.5 If UKRI fails to consider and verify an invoice in a timely fashion the invoice shall be regarded as valid and undisputed for the purpose of clause 5.4 after a reasonable time has passed (which shall be no less than 14 calendar days).
- 5.6 If there is a dispute between the Parties as to the amount invoiced, UKRI may reject the invoice in its entirety. The Supplier shall not suspend the supply of the Goods and/or Services unless the Supplier is entitled to terminate the Contract for a failure to pay undisputed sums in accordance with clause 18.5. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 21.
- 5.7 Where the Supplier enters into a sub-contract, the Supplier shall include in that sub-contract:
- (a) provisions having the same effects as clauses 5.3 to 5.6 (inclusive) of this Contract; and
 - (b) a provision requiring the counterparty to that sub-contract to include in any sub-contract which it awards provisions having the same effects as clauses 5.3 to 5.7 (inclusive) of this Contract.
 - (c) In this clause 5.7, "sub-contract" means a contract between two or more suppliers, at any stage of remoteness from UKRI in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Contract.
- 5.8 If any sum of money is recoverable from or payable by the Supplier under the Contract (including any sum which the Supplier is liable to pay to UKRI in respect of any breach of the Contract), that sum may be deducted unilaterally by UKRI from any sum then due, or which may come due, to the Supplier under the Contract or under any other agreement or contract with UKRI. The Supplier shall not be entitled to assert any credit, set-off or counterclaim against UKRI in order to justify withholding payment of any such amount in whole or in part.

6 DELIVERY

- 6.1 The Supplier shall Deliver the Goods to UKRI on or by the Date of Delivery. Unless otherwise agreed in writing by UKRI, Delivery shall be on the date and to the address

specified in the Award Letter. Delivery of the Goods shall be completed once the completion of unloading the Goods from the transporting vehicle at the Delivery address has taken place and UKRI has signed for the Delivery.

- 6.2 Any access to UKRI's premises and any labour and equipment that may be provided by UKRI in connection with Delivery of the Goods shall be provided without acceptance by UKRI of any liability in respect of any actions, claims, costs and expenses incurred by third parties for any loss or damages to the extent that such loss or damage is not attributable to the negligence or other wrongful act of UKRI or its servant or agent. The Supplier shall indemnify UKRI in respect of any actions, suits, claims, demands, losses, charges, costs and expenses, which UKRI may suffer or incur as a result of or in connection with any damage or injury (whether fatal or otherwise) occurring in the course of Delivery or installation to the extent that any such damage or injury is attributable to any act or omission of the Supplier or any of his sub-Suppliers.
- 6.3 Delivery of the Goods shall be accompanied by a delivery note which shows the Purchase Order Number and the type and quantity of the Goods and, in the case of part Delivery, the outstanding balance remaining to be Delivered.
- 6.4 Unless otherwise stipulated by UKRI in the Award Letter, Deliveries shall only be accepted by UKRI on Working Days and during normal business hours.
- 6.5 Where (i) the Supplier fails to Deliver the Goods or part of the Goods or (ii) the Goods or part of the Goods do not comply with the provisions of clause 3, then without limiting any of its other rights or remedies implied by statute or common law, UKRI shall be entitled:
- (a) to terminate the Contract;
 - (b) to require the Supplier, free of charge, to deliver substitute Goods within the timescales specified by UKRI;
 - (c) to require the Supplier, free of charge, to repair or replace the rejected Goods, or to provide a full refund of the Charges of the rejected Goods (if paid);
 - (d) to reject the Goods (in whole or part) and return them to the Supplier at the Supplier's own risk and expense and UKRI shall be entitled to a full refund on those Goods or part of Goods duly returned;
 - (e) to buy the same or similar Goods from another supplier; and
 - (f) to recover any expenses incurred in respect of buying the goods from another supplier which shall include but not be limited to administration costs, chargeable staff time and extra delivery costs.

7 PROPERTY AND GUARANTEE OF TITLE

- 7.1 Without prejudice to any other rights or remedies of UKRI, title and risk in the Goods shall pass to UKRI when Delivery of the Goods is complete (including off-loading and stacking).
- 7.2 The Supplier warrants that:
- (a) it has full clear and unencumbered title to all the Goods;
 - (b) at the date of Delivery of any of the Goods it shall have full and unrestricted right, power and authority to sell, transfer and deliver all of the Goods to UKRI; and
 - (c) on Delivery UKRI shall acquire a valid and unencumbered title to the Goods.

8 STAFF

- 8.1 If UKRI reasonably believes that any of the Staff are unsuitable to undertake work in respect of the Contract, it may, by giving written notice to the Supplier:

- (a) refuse admission to the relevant person(s) to UKRI's premises;
- (b) direct the Supplier to end the involvement in the provision of the Goods and/or Services of the relevant person(s); and/or
- (c) require that the Supplier replace any person removed under this clause with another suitably qualified person and procure that any security pass issued by UKRI to the person removed is surrendered,

and the Supplier shall comply with any such notice.

8.2 The Supplier shall:

- (a) ensure that all Staff are vetted in accordance with the Staff Vetting Procedures and if requested, comply with UKRI's Staff Vetting Procedures as supplied from time to time;
- (b) ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Contract, relevant to the work of UKRI, or is of a type otherwise advised by UKRI (each such conviction a "**Relevant Conviction**"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, the Staff Vetting Procedures or otherwise) is employed or engaged in the provision of any part of the supply of the Goods and/or Services;
- (c) if requested, provide UKRI with a list of the names and addresses (and any other relevant information) of all persons who may require admission to UKRI's premises in connection with the Contract; and
- (d) procure that all Staff comply with any rules, regulations and requirements reasonably specified by UKRI.

9 **TUPE**

9.1 The Supplier warrants that the provision of the Goods and/or Services shall not give rise to a transfer of any employees of the Supplier or any third party to UKRI pursuant to TUPE.

10 **ASSIGNMENT AND SUB-CONTRACTING**

10.1 The Supplier shall not without the written consent of UKRI assign, sub-contract, novate or in any way dispose of the benefit and/ or the burden of the Contract or any part of the Contract. UKRI may, in the granting of such consent, provide for additional terms and conditions relating to such assignment, sub-contract, novation or disposal. The Supplier shall be responsible for the acts and omissions of its sub-contractors as though those acts and omissions were its own.

10.2 Where UKRI has consented to the placing of sub-contracts, the Supplier shall, at the request of UKRI, send copies of each sub-contract, to UKRI as soon as is reasonably practicable.

10.3 UKRI may assign, novate, or otherwise dispose of its rights and obligations under the Contract without the consent of the Supplier provided that such assignment, novation, or disposal shall not increase the burden of the Supplier's obligations under the Contract.

11 **INTELLECTUAL PROPERTY AND INDEMNITY**

11.1 All Intellectual Property Rights in any materials provided by UKRI to the Supplier for the purposes of this Contract shall remain the property of UKRI but UKRI hereby grants the Supplier a royalty-free, non-exclusive, and non-transferable licence to use such materials as required until termination or expiry of the Contract for the sole purpose of enabling the Supplier to perform its obligations under the Contract.

11.2 The ownership of all Intellectual Property Rights in any materials created or developed by the Supplier pursuant to the Contract or arising as a result of the provision of the Goods

and/or Services shall vest in UKRI. If, and to the extent, that the ownership of any Intellectual Property Rights in such materials vest in the Supplier by operation of law, the Supplier hereby assigns ownership of such Intellectual Property Rights to UKRI by way of a present assignment of future rights that shall take place immediately on the coming into existence of any such Intellectual Property Rights all its Intellectual Property Rights in such materials (with full title guarantee and free from all third-party rights).

- 11.3 UKRI hereby grants the Supplier a royalty-free, non-exclusive, and non-transferable licence to use any Intellectual Property Rights in the materials created or developed by the Supplier pursuant to the Contract and any Intellectual Property Rights arising as a result of the provision of the Goods and/or Services as required until termination or expiry of this Contract for the sole purpose of enabling the Supplier to perform its obligations under the Contract
- 11.4 Without prejudice to clause 11.2, the Supplier hereby grants UKRI a perpetual, royalty-free, irrevocable and non-exclusive licence (with a right to sub-license) to use any Intellectual Property Rights vested in or licensed to the Supplier on the date of the Contract or during the Term to the extent not falling within clause 11.2 including any modifications to or derivative versions of any such Intellectual Property Rights, which UKRI reasonably requires in order to exercise its rights and take the benefit of the Contract including the Goods and/or Services provided.
- 11.5 The Supplier shall indemnify, and keep indemnified, UKRI in full against all cost, expenses, damages and losses (whether direct or indirect), including any interest, penalties, and reasonable legal and other professional fees awarded against or incurred or paid by UKRI as a result of or in connection with any claim made against UKRI for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Goods and/or Services, to the extent that the claim is attributable to the acts or omission of the Supplier or any Staff.
- 11.6 UKRI shall promptly notify the Supplier of any infringement claim made against it relating to any Goods and, subject to any statutory obligation requiring UKRI to respond, shall permit the Supplier to have the right, at its sole discretion to assume, defend, settle or otherwise dispose of such claim. UKRI shall give the Supplier such assistance as it may reasonably require to dispose of the claim and shall not make any statement which might be prejudicial to the settlement or defence of the claim.

12 RECORDS

- 12.1 If required by UKRI, the Supplier shall:
- (a) attend progress meetings with UKRI at the frequency and times specified by UKRI and shall ensure that its representatives are suitably qualified to attend such meetings; and
 - (b) submit progress reports to UKRI at the times and in the format specified by UKRI.
- 12.2 The Supplier shall keep and maintain until 6 years after the end of the Contract, or as long a period as may be agreed between the Parties, full and accurate records of the Contract including the Goods and/or Services supplied under it, and all payments made by UKRI. The Supplier shall on request afford UKRI or UKRI's representatives such access to those records as may be reasonably requested by UKRI in connection with the Contract.

13 CONFIDENTIALITY, TRANSPARENCY AND PUBLICITY

- 13.1 Subject to clause 13.2, each Party shall:
- (a) treat all Confidential Information it receives as confidential, safeguard it accordingly and not disclose it to any other person without the prior written permission of the disclosing Party; and
 - (b) not use or exploit the Disclosing Party's Confidential Information in any way except for the purposes anticipated under the Contract.

- 13.2 Notwithstanding clause 13.1, a Party may disclose Confidential Information which it receives from the other Party:
- (a) where disclosure is required by applicable law or by a court of competent jurisdiction;
 - (b) to its auditors or for the purposes of regulatory requirements;
 - (c) on a confidential basis, to its professional advisers;
 - (d) to the Serious Fraud Office where the Party has reasonable grounds to believe that the other Party is involved in activity that may constitute a criminal offence under the Bribery Act 2010;
 - (e) where the Receiving Party is the Supplier, to the Staff on a need to know basis to enable performance of the Supplier's obligations under the Contract provided that the Supplier shall procure that any Staff to whom it discloses Confidential Information pursuant to this clause 13.2(e) shall observe the Supplier's confidentiality obligations under the Contract; and
 - (f) where the Receiving Party is UKRI:
 - (i) on a confidential basis to the employees, agents, consultants and contractors of UKRI;
 - (ii) on a confidential basis to any Central Government Body, any successor body to a Central Government Body or any company to which UKRI transfers or proposes to transfer all or any part of its business;
 - (iii) to the extent that UKRI (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions; or
 - (iv) in accordance with clause 14.

and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on UKRI under this clause 13.

13.3 The Parties acknowledge that, except for any Information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of the Contract is not Confidential Information and the Supplier hereby gives its consent for UKRI to publish the Contract in its entirety to the general public (but with any Information that is exempt from disclosure in accordance with the FOIA redacted) including any changes to the Contract agreed from time to time. UKRI may consult with the Supplier to inform its decision regarding any redactions but shall have the final decision in its absolute discretion whether any of the content of the Contract is exempt from disclosure in accordance with the provisions of the FOIA.

13.4 The Supplier shall not and shall take reasonable steps to ensure that the Staff shall not, make any press announcement or publicise the Contract or any part of the Contract in any way, except with the prior written consent of UKRI.

14 FREEDOM OF INFORMATION

14.1 The Supplier acknowledges that UKRI is subject to the requirements of the FOIA and the EIR and shall:

- (a) provide all necessary assistance and cooperation as reasonably requested by UKRI to enable UKRI to comply with its obligations under the FOIA and the EIR;
- (b) transfer to UKRI all Requests for Information relating to the Contract that it receives as soon as practicable and in any event within 2 Working Days of receipt;

- (c) provide UKRI with a copy of all Information belonging to UKRI requested in the Request for Information which is in its possession or control in the form that UKRI requires within 5 Working Days (or such other period as UKRI may reasonably specify) of UKRI's request for such Information; and
 - (d) not respond directly to a Request for Information unless authorised in writing to do so by UKRI.
- 14.2 The Supplier acknowledges that UKRI may be required under the FOIA and the EIR to disclose Information concerning the Supplier or the Goods and/or Services (including commercially sensitive information) without consulting or obtaining consent from the Supplier.
- 14.3 Notwithstanding any other provision in the Contract, UKRI shall be responsible for determining in its absolute discretion whether any Information relating to the Supplier or the Goods is exempt from disclosure in accordance with the FOIA and/or the EIR.
- 15 PROTECTION OF PERSONAL DATA AND SECURITY OF DATA**
- 15.1 In this Clause 15, the terms, "processes", "data controller" and "data processor" shall have the same meanings given to them under Data Protection Legislation.
- 15.2 The Parties acknowledge that for the purposes of Data Protection Legislation, UKRI is the data controller, and the Supplier is the data processor of any Personal Data.
- 15.3 The Supplier shall and shall procure that its staff and sub-contractors shall comply with all Data Protection Legislation in relation to any Personal Data processed.
- 15.4 The supplier shall ensure that all personal data transferred outside of the European Economic Area by the supplier, or their sub-processors, is done so by way of an International Data Transfer Agreement (IDTA) prior to the transfer taking place.
- 15.5 Without limiting Clauses 15.2 and 15.3, the Supplier shall at all times (and shall ensure that at all times its staff):
- (a) process Personal Data only in accordance with the documented instructions received from UKRI and during the Term of this Contract. The Supplier shall immediately inform UKRI if, in the Supplier's opinion, an instruction from UKRI infringes the Data Protection Legislation or any other applicable law;
 - (b) ensure that any person to whom it provides the Personal Data is subject to appropriate confidentiality obligations;
 - (c) disclose any Personal Data only on a need-to-know basis to staff directly concerned with the provision of the Goods and/or Services;
 - (d) not transfer or direct the transfer of any Personal Data to any third party or process or direct the processing of Personal Data outside of the European Economic Area in each case without UKRI's prior written consent (which consent may be subject to conditions as directed by UKRI).
 - (e) keep all Personal Data confidential, and have in place now and shall on a continuing basis take all reasonable appropriate technical and organisational measures to keep all Personal Data confidential and secure and to protect against unauthorised or unlawful processing, accidental loss, destruction, damage, alteration, disclosure or access;
 - (f) upon request by UKRI, promptly do such other acts in relation to the Personal Data, or any part thereof, as UKRI shall request to enable UKRI to comply with its obligations under the Data Protection Legislation;
 - (g) notify UKRI promptly (and at least within 24 hours) if it receives a request from a Data Subject or a complaint relating to a Data Subject and promptly provide UKRI

with all such data, information, cooperation and assistance as is required by UKRI in order to respond to and resolve the request or complaint within any applicable time frames;

- (h) provide such information and allow for and contribute to audits, including inspections, conducted by UKRI or an auditor mandated by UKRI, as is reasonably necessary to enable UKRI to satisfy itself of the Supplier's compliance with this Clause 15 and the Data Protection Legislation
- (i) on termination or expiry of this Contract, and at any other time on UKRI's request, either return or destroy (as elected by UKRI) the Personal Data (including all copies of it) and confirm in writing that it has complied with this obligation; and
- (j) notify UKRI without undue delay on becoming aware of any Personal Data Breach and promptly following notification, provide such data, information and assistance as is required by UKRI in order for UKRI to notify the Personal Data Breach to the Information Commissioner and/or Data Subject(s) and otherwise fulfil its obligations under Data Protection Legislation.

16 LIABILITY

- 16.1 UKRI shall not be responsible for any injury, loss, damage, cost or expense suffered by the Supplier if and to the extent that it is caused by the negligence or wilful misconduct of the Supplier or the Staff or breach by the Supplier of its obligations under the Contract. The Supplier shall not be responsible for any injury, loss, damage, cost or expense suffered by UKRI if and to the extent that it is caused by the negligence or wilful misconduct of UKRI or by breach by UKRI of its obligations under the Contract.
- 16.2 Subject always to clause 16.5 and 16.6 in no event shall either Party be liable to the other Party for any:
- (a) loss of profits;
 - (b) loss of business;
 - (c) loss of revenue;
 - (d) loss of or damage to goodwill;
 - (e) loss of savings (whether anticipated or otherwise); and/or
 - (f) any indirect, special or consequential loss or damage.
- 16.3 Subject always to clause 16.5 and 16.6, the aggregate liability of the Supplier in respect of all defaults, claims, losses or damages howsoever caused, whether arising from breach of the Contract, the supply or failure to supply of the Goods and/or perform the Services, misrepresentation (whether tortious or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed the Limit of Liability.
- 16.4 Subject to clause 16.5, the aggregate liability of UKRI in respect of all defaults, claims, losses or damages howsoever caused, whether arising from breach of the Contract, misrepresentation (whether tortious or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed a sum equal to the Charges.
- 16.5 Nothing in the Contract shall be construed to limit or exclude either Party's liability for:
- (a) death or personal injury caused by its negligence or that of its Staff;
 - (b) fraud or fraudulent misrepresentation by it or that of its Staff;
 - (c) breach of any obligation 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; or

(d) any other matter which, by law, may not be excluded or limited.

16.6 The Supplier's liability under the indemnities in clauses 11.5, 15 and 20.3 shall be unlimited.

16.7 The Supplier shall effect and maintain an adequate level of insurance cover in respect of all risks that may be incurred by it in the performance of this Contract. On request from UKRI, the Supplier shall provide UKRI with copies of the insurance policy certificates and details of the cover provided.

17 **FORCE MAJEURE**

Neither Party shall have any liability under or be deemed to be in breach of the Contract for any delays or failures in performance of the Contract which result from circumstances beyond the reasonable control of the Party affected. Each Party shall promptly notify the other Party in writing when such circumstances cause a delay or failure in performance and when they cease to do so. If such circumstances continue for a continuous period of more than 30 days, either Party may terminate the Contract by written notice to the other Party.

18 **TERMINATION**

18.1 UKRI may terminate the Contract in whole or in part at any time before the Goods and/or Services are provided with immediate effect by giving the Supplier written notice, whereupon the Supplier shall discontinue the provision of the Goods and/or Services (in whole or in part as applicable). UKRI shall pay to the Supplier:

- (a) such Charges or that part of the Charges for Goods which have been Delivered to UKRI or, on the deemed date of service of the notice of cancellation, are already in transit and the costs of materials which the Supplier has purchased to fulfil the order for the Goods and which cannot be used for other orders or be returned to the supplier of those materials for a refund; and/or
- (b) such Charges or that part of the Charges for Services provided and a fair and reasonable portion of the Charges for work-in-progress in performing the Services at the time of termination,

but UKRI shall not be liable for any loss of anticipated profits or any consequential loss and the Supplier shall have a duty to mitigate its costs and shall on request provide proof of work-in-progress claimed.

18.2 UKRI may terminate the Contract at any time by notice in writing to the Supplier to take effect on any date falling at least 1 month (or, if the Contract is less than 3 months in duration, at least 10 Working Days) later than the date of service of the relevant notice.

18.3 Without prejudice to any other right or remedy it might have, UKRI may terminate the Contract by written notice to the Supplier with immediate effect if the Supplier:

- (a) (without prejudice to clause 18.3(e)), is in material breach of any obligation under the Contract which is not capable of remedy;
- (b) repeatedly breaches any of the terms and conditions of the Contract in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Contract;
- (c) is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Supplier receiving notice specifying the breach and requiring it to be remedied;
- (d) undergoes a change of control within the meaning of section 1124 of the Corporation Tax 2010, unless UKRI has given its prior written consent to the

change of control or does not raise an objection within 6 months of the Supplier's written notice to UKRI that a change of control has occurred;

- (e) breaches the provisions of clauses 8.2, 13, 14, 15 and 19;
 - (f) becomes insolvent, or if an order is made or a resolution is passed for the winding up of the Supplier (other than voluntarily for the purpose of solvent amalgamation or reconstruction), or if an administrator or administrative receiver is appointed in respect of the whole or any part of the Supplier's assets or business, or if the Supplier makes any composition with its creditors or takes or suffers any similar or analogous action (to any of the actions detailed in this clause 18.3) in consequence of debt in any jurisdiction; or
 - (g) fails to comply with legal obligations in the fields of environmental, social or labour law.
- 18.4 The Supplier shall notify UKRI as soon as practicable of any change of control as referred to in clause 18.3(d) or any potential such change of control.
- 18.5 In addition to the Supplier's statutory rights, the Supplier may terminate the Contract by written notice to UKRI if UKRI has not paid any undisputed invoice within 90 days of it falling due.
- 18.6 Termination or expiry of the Contract shall be without prejudice to the rights of either Party accrued prior to termination or expiry and shall not affect the continuing rights of the Parties under clauses 2, 3.2, 3.3, 8, 11, 12.1, 13, 14, 15, 16, 18.7, 19.4, 20.3, 21 and 22.9 and any other term or condition of the Contract that either expressly or by implication has effect after termination.
- 18.7 Upon termination or expiry of the Contract, the Supplier shall:
- (a) give all reasonable assistance to UKRI and any incoming supplier of Goods and/or Services; and
 - (b) return all requested documents, information and data to UKRI as soon as reasonably practicable.

19 COMPLIANCE

- 19.1 The Supplier shall promptly notify UKRI of any health and safety hazards which may arise in connection with the performance of its obligations under the Contract. UKRI shall promptly notify the Supplier of any health and safety hazards which may exist or arise at UKRI's premises and which may affect the Supplier in the performance of its obligations under the Contract.
- 19.2 The Supplier shall:
- (a) comply with the reasonable requirements of UKRI's security arrangements;
 - (b) comply with all UKRI's health and safety measures;
 - (c) notify UKRI immediately in the event of any incident occurring in the performance of its obligations under the Contract on UKRI's premises where that incident causes any personal injury or damage to property which could give rise to personal injury;
 - (d) perform its obligations under the Contract in accordance with all applicable equality law and UKRI's equality and diversity policy as provided to the Supplier from time to time;
 - (e) take all reasonable steps to secure the observance of clause 19.2(d) by all Staff; and

- (f) supply the Goods and any packaging in accordance with UKRI's environmental policy as provided from time to time.
- 19.3 The Goods shall be packed and marked in a proper manner and in accordance with any instructions specified in the Award Letter, any statutory requirements, and any requirements of the carriers. All packaging materials shall be considered non-returnable. The Supplier shall indemnify UKRI against all actions, suits, claims, demands, losses, charges, costs and expenses which UKRI may suffer or incur as a result of, or in connection with, any breach of this clause 19.3.
- 19.4 If notified by UKRI, the Supplier shall comply with, and shall ensure that its Staff shall comply with, the provisions of:
- (a) the Official Secrets Acts 1911 to 1989; and
 - (b) section 182 of the Finance Act 1989.

20 PREVENTION OF FRAUD AND CORRUPTION

- 20.1 The Supplier shall not offer, give, or agree to give anything, to any person an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Contract or for showing or refraining from showing favour or disfavour to any person in relation to the Contract.
- 20.2 The Supplier shall take all reasonable steps, in accordance with Good Industry Practice, to prevent fraud by the Staff and the Supplier (including its shareholders, members and directors) in connection with the Contract and shall notify UKRI immediately if it has reason to suspect that any fraud has occurred or is occurring or is likely to occur.
- 20.3 If the Supplier or the Staff engages in conduct prohibited by clause 20.1 or commits fraud in relation to the Contract or any other contract with the Crown (including UKRI) UKRI may:
- (a) terminate the Contract and recover from the Supplier the amount of any loss suffered by UKRI resulting from the termination, including the cost reasonably incurred by UKRI of making other arrangements for the supply of the Goods and/or Services and any additional expenditure incurred by UKRI throughout the remainder of the Contract; or
 - (b) recover in full from the Supplier any other loss sustained by UKRI in consequence of any breach of this clause.

21 DISPUTE RESOLUTION

- 21.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Contract and such efforts shall involve the escalation of the dispute to an appropriately senior representative of each Party.
- 21.2 If the dispute cannot be resolved by the Parties within one month of being escalated as referred to in clause 21.1, the dispute may by agreement between the Parties be referred to a neutral adviser or mediator (the "**Mediator**") chosen by agreement between the Parties. All negotiations connected with the dispute shall be conducted in confidence and without prejudice to the rights of the Parties in any further proceedings.
- 21.3 If the Parties fail to appoint a Mediator within one month or fail to enter into a written agreement resolving the dispute within one month of the Mediator being appointed, either Party may exercise any remedy it has under applicable law.

22 GENERAL

- 22.1 Each of the Parties represents and warrants to the other that it has full capacity and authority, and all necessary consents, licences and permissions to enter into and perform

its obligations under the Contract, and that the Contract is executed by its duly authorised representative.

- 22.2 The Supplier warrants and represents that during the Term it shall not accept work from other sources that will in any way impair or affect its ability to provide the Goods and/or Services and comply with the terms of this Contract.
- 22.3 The Supplier must make sure that neither it nor any of its Staff or sub-contractors are placed in a position where there is or may be an actual conflict, or a potential conflict, between their interests or the interests of its Staff or sub-contractors and the Supplier's obligations under this Contract. You must disclose to us the particulars of any conflict of interest that arises.
- 22.4 A person who is not a party to the Contract shall have no right to enforce any of its provisions which, expressly or by implication, confer a benefit on him or her, without the prior written agreement of the Parties.
- 22.5 The Contract cannot be varied except in writing signed by a duly authorised representative of both the Parties.
- 22.6 The Contract contains the whole agreement between the Parties and supersedes and replaces any prior written or oral agreements, representations, or understandings between them. The Parties confirm that they have not entered into the Contract on the basis of any representation that is not expressly incorporated into the Contract. Nothing in this clause 22.6 shall exclude liability for fraud or fraudulent misrepresentation.
- 22.7 Any waiver or relaxation either partly, or wholly of any of the terms and conditions of the Contract shall be valid only if it is communicated to the other Party in writing and expressly stated to be a waiver. A waiver of any right or remedy arising from a breach of contract shall not constitute a waiver of any right or remedy arising from any other breach of the Contract.
- 22.8 The Contract shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between the Parties other than the contractual relationship expressly provided for in the Contract. Neither Party shall have, nor represent that it has, any authority to make any commitments on the other Party's behalf.
- 22.9 Except as otherwise expressly provided by the Contract, all remedies available to either Party for breach of the Contract (whether under the Contract, statute or common law) are cumulative and may be exercised concurrently or separately, and the exercise of one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.
- 22.10 If any provision of the Contract is prohibited by law or judged by a court to be unlawful, void or unenforceable, the provision shall, to the extent required, be severed from the Contract and rendered ineffective as far as possible without modifying the remaining provisions of the Contract and shall not in any way affect any other circumstances of or the validity or enforcement of the Contract.

23 **NOTICES**

- 23.1 Any notice to be given under the Contract shall be in writing and may be served by personal delivery, first class recorded or, subject to clause 23.3, e-mail to the address of the relevant Party set out in the Award Letter, or such other address as that Party may from time to time notify to the other Party in accordance with this clause.
- 23.2 Notices served as above shall be deemed served on the Working Day of delivery provided delivery is before 5.00pm on a Working Day. Otherwise, delivery shall be deemed to occur on the next Working Day. An email shall be deemed delivered when sent unless an error message is received.

23.3 Notices under clauses 17 and 18 may be served by email only if the original notice is then sent to the recipient by personal delivery or recorded delivery in the manner set out in clause 23.1.

24 **GOVERNING LAW AND JURISDICTION**

24.1 The validity, construction and performance of the Contract, and all contractual and non-contractual matters arising out of it, shall be governed by English law and shall be subject to the exclusive jurisdiction of the English courts to which the Parties submit.

Schedule 2 -Specification

The Supplier shall provide the Goods and/or Services in accordance with this **Schedule 2 and its Annex 1** in respect of the Supplier's clarification of delivery approach eSourcing platform message 03 January 2023.

[SOURCE: Extracted from Tender Appendix A – Specification]

This project will result in the creation of a report and an evaluation toolkit, with the **purpose** of:

- Assessing overall trends and the extent to which we are meeting commitments on the diversity of the people, place, projects, environmental science topics in our PE strategy [<https://www.ukri.org/wp-content/uploads/2020/02/NERC-160222-Public-Engagement-with-Research-Strategy-2020-2025.pdf>] and identify where there are gaps
- Providing insight and learnings to inform our next strategy
- Creating standardised approach to evaluation, so our work has greater impact and value, delivered in an equitable way.

Aims

- 1) To analyse the diversity of people, place, projects and environmental science topics, and find a way of tracking overall trends in the NERC PE portfolio, from an established baseline
- 2) To provide insight and learnings through a meta-analysis of evaluations of our PE portfolio
- 3) To create a standardised evaluative methodology and approach through an easy-to-use evaluative toolkit

Project objectives

1. To collate robust interoperable quantitative and qualitative data, using pre-existing data already held by the NERC PE team (for example pre-existing evaluation reports, etc.) and using new data collected by the supplier (for example through desk research, interviews, etc.), into a form that can be easily accessed, cut, presented, and understood according to different criteria to tell different stories about our work.
2. To understand the baseline data and a way of tracking data categories (detailed in section 5. requirement) including:
 - investments
 - people engaging (funded people including researchers and publics)
 - place
 - topics (contemporary issues) people are engaging on
 - type of PE process used in projects
3. To conduct a meta-analysis of evaluations of our PE portfolio and any new data collected and highlight overall insight and learnings that are useful to the PE team
4. To create and implement an **evaluative toolkit**, which is interoperable with NERC systems (e.g. Tableau), easy to use, quick to implement, and proportionate to the NERC PE team size (currently about 1-1.5 full time equivalent). This includes designing a **system and taxonomy** which enables analyses of the PE portfolio and allows the PE team to collect standardised, proportionate data and continue tracking the trends:
 - Input data in a standardised form to allow analysis of the NERC PE portfolio
 - Can be updated with new data as the PE team delivers new projects
 - Automatically collates the data and tracks the trends from the baseline
 - Ensure that the system can cut the data and present it in different ways which are useful to the NERC PE team
 - Mechanism to edit/improve content as strategy or approaches change

Create a uniform data collection **template** and/or taxonomy of data categories to allow the PE team to collect and input standardised data for each project from researchers, project leads, public groups and so on, which can easily be integrated with the system.

NERC Public Engagement – Strategy and Evaluative Approach

The NERC PE team would like to find out whether or not we are moving dial on the things we commit to doing this in the NERC Public Engagement with Research and Innovation strategy [<https://www.ukri.org/wp-content/uploads/2020/02/NERC-160222-Public-Engagement-with-Research-Strategy-2020-2025.pdf>], which we are currently mid-way through delivering against but have no way of measuring the extent to which we are meeting it or collating our learnings across the portfolio.

Our investments deliver against five main objectives, and we have committed to taking a strategic approach to our portfolio of investments. We have stated that we will use an ‘*evidence-based and outcomes focussed approach*’ and that “*NERC public engagement programmes will have a major focus on demonstrating the outcomes and impact of public engagement activity. Researchers will be encouraged to build evaluation into their work and share lessons with the wider community. We expect researchers to consider evaluation as integral to the activity design process.*”

All NERC public engagement investments are required to submit evaluation of their project to the NERC Public Engagement team.

Our approach follows the UKRI Monitoring and Evaluation framework [<https://www.ukri.org/wp-content/uploads/2020/10/UKRI-091020-CorporatePlan2020-21.pdf>].”

Roles and responsibilities

The supplier must work closely with the NERC PE team programme managers, who sit in NERC head office Business Delivery and Insight directorate.

The **core responsibilities for delivering this project must be met by the supplier**, however, the NERC public engagement team will enable and support the delivery of the project in the following ways:

- Being the first point of contact for the supplier team with all delivery questions throughout the lifetime of the project.
- Provide guidance on scope and remit decisions within the delivery of the project.
- Facilitating access with any specific functions and contacts within UKRI and NERC that may be required for this project.
- Providing all the relevant data, including project data, and previously completed project evaluations, that will be required for the completion of this work.
- NERC public engagement team hold all budgetary sign off responsibility.

Other Requirements

The supplier must be aware that if successful, and dependent on the nature of their proposed project, they will be required to complete additional work to enable safe and compliant delivery with UKRI requirements, etc. This may include relevant data protection documents, checks on supplier data management approach, working with the procurement team to be set up as a supplier, etc. These must be completed before the start of the project, so therefore the successful tender bid should incorporate a minimum of one month into their project planning to ensure they meet this requirement.

The whole project must be designed to deliver to a scale that is achievable within the budget available.

Project management and delivery teams

The day-to-day management of the project must be conducted by the core supplier team. It is acceptable for some elements of project management to be run by any named collaborators and/or subcontractor on the project.

The Work Packages

NERC would like this specification and project scope to be flexible enough for the supplier to use their knowledge and expertise to shape and complete this work. The supplier must include time to **work with the NERC public engagement team and meet on a regular basis.**

Work package 1 – Evaluation report

The first work package in this project will produce a **final evaluation report** (for internal use only) and 2-page summary (to be published) which **must**:

- Include a **plan for collecting and collating** the data required for this project
- Use the provided data to generate a **report** and summary, which **must** provide information and clarity of trends within stated **data categories** (where the relevant data is available) detailed below in this section (5. requirement) of this document.
- The report must include a brief literature review (how do others in the sector evaluate, what is best practice?) and a section defining the approach, terms and bounds of this project for clarity. Some of this section might be exploratory, as there are some areas which it would be useful for NERC to define based on conversations with the delivery partner.
- The report must also include insight and learnings, including gap analysis, SWOT, and learnings from this project itself

Work package 2 – Evaluation toolkit

The second work package in this project is the creation of an evaluation toolkit, that **must** allow the NERC PE team to standardise our evaluation approach including data collection and trend tracking, and must:

- Be **proportionate to the staff resource available** (being use no more than 10 days a year) and be **easy to implement, maintain and use** (including ability to input data for the new 2025 strategy).
- It must **dovetail into existing UKRI data systems**, (for example, SharePoint Modern, Microsoft 365 or Tableau).
- **Provide a set of data categories and/or questions** that allows the NERC public engagement team to capture and analyse standardised data, and **a document/template/framework that continues tracking and updating the trends identified in work package 1, including how to input information from reports that we commission**
- Allows the PE team to continue **tracking and updating the trends identified within the report output** from work package 1
- Connect to UKRI approaches to evaluating and presenting data
- Be able to produce data cuts which are visually appealing

Data categories

Data and its trends **must** include information on the NERC public engagement portfolio from 2015 to present day (2022) and **may** include any other public engagement funded as part of UKRI and NERC's broader programmes (which may affect the gap analysis).

Data categories which **must** be included as part of the project:

- Inputs, including:
 - Investments
 - Funded people (researchers and/or project lead and their teams, public groups, community partners and anyone involved in the project or engagement activity). This must include protected characteristics, age, career level, where possible.
 - Publics, 'audiences', groups, and the people taking part in NERC funded PE activities and projects. This must include protected characteristics, indices of multiple deprivation, age, where possible.
 - Place, including geographical locations of the PE activities, research institutions and funding, indices of deprivation, type of community (urban, rural, affluence) etc) and types of institutions funded
 - The diversity of NERC environmental science topics, other science, and any other non-science topics being used, and the contemporary issues raised.
- Processes (for example, type of PE project (purpose, methodology etc))
- Learnings for NERC

Data categories which **could** be included as part of the project, depending on resources available:

- Outputs (for example, what was delivered, what resources were created)
- Outcomes/impact (for example, the reach of the public engagement activity, the significance of the public engagement, the change in attitudes as a direct result of the PE activity) – this metric can be used to aggregate the data on what works and has the strongest outcomes, particularly when connected to input resource
- Learnings for researchers
- An assessment of quality of engagement (using Research Excellence Framework (REF) definitions of reach/significance etc) and what *isn't* effective

The questions that we **could** answer about our PE strategy include:

To build the capacity of our researchers to engage

- Have our investments funded a cohort of researchers that are confident to engage the public and advocate for their area of expertise?
- Have our investments increased the number and diversity of researchers engaging with the public?
- Have our investments increased the quality of engagement?
- What are the outcomes of our public engagement investments?

To promote engaged research

- Have our investments demonstrated the outcomes and impact of research?
- Have we funded PE which engages with various audiences including youth groups?
- Have we recognised and celebrated engaged research?
- Have our investments made an impact (according to the Research Excellence Framework (REF) definition)?

To convene public debate about contemporary issues in environmental science.

- What are the issues being debated through our investments and how can we track these?
- How are our investments using evidence to engage people?
- Who are the public groups that our investments are engaging with?
- What types of PE are being used in our engagements?
- What have our engagements found works well in PE?
- What have we found out about how NERC PE can improve?

To inspire public audiences with environmental science

- Have we inspired audiences to be engaged with environmental science topics?
- Has engagement been relevant to the daily lives of public groups?
- What is the impact of the partnerships we have built?
- What is the impact of the engagement on youth audiences?
- How have we created hope for the younger generation?
- How have audiences act on topics that are grounded in environmental science? Has that built hope for the future?

To listen to the public through public dialogue to inform NERC

- How has NERC listened to public concerns and aspirations in how it sets future strategy and research programmes?
- What are the measurable outcomes of how public dialogue has contributed to research programme direction?

Approach

- Have we supported and worked collaboratively according to principles of good partnerships?
- Do we work with PE professionals?
- Do we share PE case studies with the community?
- To what extent do we engage with young people?
- To what extent do we engage with those under-represented by research and engagement?
- To what extent do we engage with people that are reflective of society?
- What are the outcomes and impacts of our PE portfolio?
- What lessons do researchers have based on their PE experience?

Connections to other parts of UKRI which **must** be considered:

- NERC research outcomes and impacts [<https://www.ukri.org/about-us/how-we-are-doing/research-outcomes-and-impact/nerc/>]: how can we ensure the information that comes from the toolkit is useful and relevant to this team
- NERC Responsibility Framework [<https://nerc.ukri.org/about/perform/environmental/>]
- NERC and UKRI Diversity and Inclusion [<https://www.ukri.org/what-we-offer/supporting-healthy-research-and-innovation-culture/equality-diversity-and-inclusion/>]
- UKRI reporting expectations [<https://www.ukri.org/manage-your-award/reporting-your-projects-outcomes/>], including how could this project connect and how should we adapt standard Research Fish questions?
- UKRI Monitoring and Evaluation Framework [<https://www.ukri.org/about-us/strategic-prospectus/how-we-will-deliver-and-measure-success/>]
- NERC evaluation team – how can we learn from/influence this team?
- How can we feed in the approach of PE in other councils?
- How can we share learnings from this project across UKRI and NERC Research Centres (where relevant)?

Best practice in evaluation across the public engagement sector, which **could** be considered, including:

- STFC support for evaluation [<https://www.ukri.org/what-we-offer/public-engagement/public-engagement-stfc/our-support-for-public-engagement-stfc/public-engagement-strategy/evaluation-and-our-evidence-base/>]
- British Science Association [<https://www.britishsociety.org/blog/evaluating-impact/>]

Equitable delivery, including data protection

The project delivery must adhere to NERC's responsible business statement [<https://www.ukri.org/about-us/nerc/our-policies-and-standards/nerc-as-a-responsible-business/>]. Delivery of this project must be designed and implemented in a way which takes diversity, equity, and inclusion (DEI) into consideration.

This project will include handling sensitive personal data, including information on protected characteristics, so this **must be considered carefully within the project plan and outline**. The project plan **must also outline the data protection measures and considerations that the supplier has to collect, handle, and process this sensitive personal data**.

Delivery timeline:

- **6th January 2023 – Latest start date**
- 1st March 2023 – Invoice provided to NERC for work already and to be completed up until 31st March 2023
- June 2023 – Mid-project review (including how meeting NERC Responsibility Statement)
- September 2023 – first draft of report completed and sent to NERC for feedback

6th December 2023 - all work completed, all outputs delivered, and final invoice sent to NERC.

Proposed Timetable:

Gantt Chart

Activity (M=project milestone)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Kick off meeting with NERC team	x											
Regular update meetings with NERC team		x	x	x	x	x	x	x	x		x	
1.1 Literature review	x	x										
1.2 Desk research and meta-analysis		x	x									
1.3 Gap analysis and mapping exercises			x	x								
2.1 Logic model			x	x								
2.2 Evaluation framework					x	x						
2.3 Evaluation tools							x	x	x			
Mid-project review						M						
1.4 Draft report									M			
Reflective meeting with NERC team										x		
1.4 Final report inc. NERC reflections												M

GS Response to Questions' document:

Please find the clarification questions we would like to ask Graphic Science below:

- **The NERC public engagement team would like further clarification whether they intend to collect new data as part of this project, what the bounds of this data are and how they intend to collect it?**

It is impossible to say at this stage what, if any, additional data will be required. It is highly likely that the desk research, meta-analysis, gap analysis and mapping exercises will raise additional questions that cannot be addressed with the existing data set. However, we cannot commit to definitions of which data will be required, which methods will be most appropriate or which sources will be identified.

We will work with the NERC public engagement team to address these issues as early in the process as possible to ensure that additional data can be collected in a timely fashion. All decisions relating to additional data collection will be discussed with the NERC PE team and agreed in advance.

- **We can see that there is an evaluation at the end of the timeline, however could you please provide further information on what deliverables/outputs are being provided for the budget? Including more details on how and the purpose of what you intend to deliver?**

This may include updated timeline and Gantt chart (please note the two work packages do not have to be completed in consecutive order, they can be run concurrently, and this may be reflected in the updated timeline).

Outputs will be:

March Milestone	Literature Review (WP1)
March Milestone	Interim summary output of desk research and meta-analysis (WP1)
March Milestone	Interim summary output of gap analysis and mapping exercise (WP1)
March Milestone	Interim summary output of Logic Model development (WP2)
September Milestone	Final output of desk research and meta-analysis (WP1)
September Milestone	Final output of gap analysis and mapping exercise (WP1)
September Milestone	Final output of Logic Model development (WP2)
September Milestone	Final output of the Evaluation Framework (WP2)
September Milestone	Final output of the Evaluation Tools (WP2)
September Milestone	Draft Final Report (WP1)
October	Reflective Meeting with NERC staff
December Milestone	Final Report (WP1)

- **You have stated that “The literature review will be shared with the NERC team as an interim output in March 2023.” Could you please provide further details of everything that will be provided and delivered as part of that first-year budget milestone (£16,665)?**

The first year budget milestone will see the completion of the literature review and the desk research and meta-analysis (subject to the need for additional data as outlined above). The payment will also cover the first part of the gap analysis and mapping exercise and the first stages of the logic model development, which will also be shared with the NERC PE team as works in progress. Indeed, input from the PE team is essential to the successful development of these items. There is also some time allocated to kick off and update meetings.

• There are some risks that NERC believe are missing from your project management table, could you please explain how you would mitigate these risks, these are:

o If you are going into the community to ask for feedback or input, the ethics of doing this equitably.

Graphic Science is fully compliant with the Marker Research Society's Code of Conduct (<https://www.mrs.org.uk/standards/code-of-conduct>). This code pays particular attention to data collection and the holding of data in relation to privacy legislation. Graphic Science exceeds the requirements of the code in this regard as we are also registered with the Information Commissioner's Office as approved data handlers due to our responsibilities in managing DBS applications on behalf of the STEM Ambassador programme.

While we are aware of the distinction between market research and social science destined for peer reviewed publication, we are nonetheless aware of and comply with the principles of the ESRC Research Ethics Framework, namely:

- Research should aim to maximise benefit for individuals and society and minimise risk and harm
- The rights and dignity of individuals and groups should be respected
- Wherever possible, participation should be voluntary and appropriately informed
- Research should be conducted with integrity and transparency
- Lines of responsibility and accountability should be clearly defined
- Independence of research should be maintained and where conflicts of interest cannot be avoided they should be made explicit.

o Managing the scale of data that may be received for the literature review portion of your project – for example too much or too little data.

We have conducted previous Literature Reviews in related fields in the past and feel that we are broadly aware of the extent of the data. We will agree terms of reference with the NERC PE team in advance and if necessary we will suggest the reallocation of days within the existing budget as required.

o If there was a shift in scope during project delivery.

We have scheduled regular contact meetings with the NERC PE team throughout the life of the project. We trust that any substantial shift in scope would be anticipated in good time to draw up a revised workplan. Any additional allocation of days within the existing timescale or extension to the final finish date would be agreed in advance with NERC and a revised contract signed before the implementation of changes. Any additional days will be charged at the rates already quoted in the bid and will be subject to VAT.

As you are a small team, how any long-term unexpected absences would be mitigated

We are a small and highly integrated team of six. We hold daily briefing meetings with the whole team and ensure that everybody is aware of and contributing to all aspects of the company's work. We have an extensive network of associates who can be called upon at any time to extend our capacity. We are highly resilient in this regard and also have an extremely low rate of staff turnover (1 person in the last ten years).

Schedule 3- Charges

The Charges for the Goods and/or Services shall be as set out in this Schedule 3.

Budget summary and payment milestones

<i>Deliverable</i>	FOIA Section 40 Personal Information, FOIA Section 43 Commercial	<i>Payment milestone</i>
Work package 1 interim output		March 2023
Work package 1 final report		December 2023
Work package 2		September 2023

Appendix B: Pricing Schedule



SOURCING REFERENCE:	UKRI-2492
SOURCING DOCUMENT TITLE:	Evaluative understanding of the NERC Public Engagement funded portfolio.
BIDDER NAME	Graphic Science

Table 1: Core Costs (Bidders MJST complete this table) - Breakdown of Pro	Requirement	Quantity	Unit Price	Total Price	Notes & Comments
Work Package #1 (Evaluation Report):					
1.0	1.1 Literature review				
2.0	1.2 Desk research and meta-analysis				
3.0	1.3 Gap analysis and mapping exercises				
4.0	1.4 Final report				
5.0	Kick off meeting				
6.0	Regular update meetings				
7.0	Reflective meeting with NERC team				
	Sub Total (WP#)				
Work Package #2 (Evaluation Toolkit):					
8.00	2.1 Logic model				
9.00	2.2 Evaluation framework				
10.00	2.3 Evaluation tools				
11.00	Review and training workshop with relevant NERC staff				
12.00	Travel for in-person workshop				
13.00	Materials for workshop				
	Sub Total (WP#)				
TOTAL BID Price				£	53,480.00

Table 2: Other Costs (Bidders should include any relevant additional costs - add lines if required)	Requirement	Quantity	Unit Price	Total Price	Notes & Comments
A	Additional Items (bidder to specify)	Specify	£	£	-
B	Additional Items (bidder to specify)	Specify	£	£	-
C	Additional Items (bidder to specify)	Specify	£	£	-
				£	-

All prices are firm and fixed.
All prices are exclusive of VAT

Clarification GS Response 05 January RE: Clarification Question 1 Price Appendix B

Question: For the avoidance of doubt please can you confirm that the £ provide in the comments for work package elements 1.3/ 1.6/2.8 are included in the Total Price for the work packages and Total Bid Price £53,480.00 for completion of these elements by 31 March 2023. Alternatively advise otherwise. Thank you.

Response: Yes, those elements are included in the final price and are due for delivery at the end of march.