

PR3 POXX DB - Evaluation of the SSC Relicensing Process Survey – Questions and Answers

No.	Question	Answer
1.	Will the UKCES be able to identify and provide contact details for wider stakeholders that have been involved in the relicensing process, or will the consultants undertaking the research need to identify individuals themselves?	Yes, the UK Commission will be able to provide this information
2.	Do you have a steer on the volume of wider stakeholders that have been involved in the relicensing process, who would be eligible to participate in the research?	Information to follow on 16/3
3.	Similarly, do you have a steer on the volume of employer contact details that you would be able to provide?	Information to follow on 16/3
4.	Does the UKCES have email addresses for contacts from all groups of respondents (SSCs, wider stakeholders and employers) as well as addresses and contact telephone numbers?	Yes
5.	Will the Commission be able to provide any support in the programming of online surveys, or would the successful consultants need to manage this without support? I anticipate that a relatively complex online quantitative questionnaire will be required to meet a number of the objectives of the tender, including the need for question routing, open-ended responses, and respondent 'proofing' (e.g. preventing respondents from giving more than one response to a question, where applicable).	No, the consultant would be expected to manage this without support
6.	What is the composition of the research steering group?	The Steering Group overseeing the evaluation consists of two representatives from the UK Commission's relicensing team, a UK Commission Commissioner, a representative from the National Audit Office, an SSC Chief Executive and a representative from the Dept for Business, Innovation and Skills who also represents the Relicensing and Reform working group which consists of officials from various Govt Depts and the Devolved Administrations. We are also trying to secure an additional member from an employer organisation not directly involved with the relicensing process
7.	What will be the procedures for agreeing survey materials and reports?	The consultant would be expected to agree survey materials with the UK Commission's project manager and possibly a representative from both the UK Commission's research team and the project steering group. Draft and final reports will be reviewed and signed off by the whole project steering group.
8.	What role are you expecting to play in the identification of respondent contacts and in paving the way / helping to secure their	The UK Commission will provide contact details as outlined above and will also send out a communication to SSCs and key stakeholders informing them of the evaluation process.

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	agreement to take part in the research?	We are also open to discussing other ways that we can be of assistance
9.	The employers sample – will they all be based in the UK? This is recognising that employers with significant UK presence may not have their UK decision makers in the UK.	Yes, we would expect the employers to be all UK based
10.	In relation to para 2.3.6 – are you envisaging at this stage that the contractor would be responsible for any further desk research?	Not at this stage
11.	In relation to para 2.4.2 – what do you believe that the mind-set of respondents will be in the context of the re-licensing process? Is there potential for answers to be tailored to what the respondents believe you want to hear?	This is always a risk, however, we would hope the questions would be