

## 1. STATEMENT OF WORK (“SOW”) DETAILS

Upon execution, this SOW forms part of the Order Contract (reference below).

The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a variation to an existing SOW.

All SOWs must fall within the Specification and provisions of the Order Contract.

The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Order Contract, unless otherwise agreed by the Parties in writing.

<b>SOW Reference:</b>	SOW001
<b>SOW Title:</b>	DigiTrials Patient and Public Involvement
<b>SOW Version:</b>	V1.3
<b>SOW Status:</b>	Final
<b>Date of SOW:</b>	21 March 2023
<b>Order Contract Reference:</b>	C
<b>Variation Reference:</b>	N/A
<b>Buyer Portfolio Number:</b>	128851
<b>Supplier:</b>	Basis Social Ltd
<b>Commencement Date of this SOW</b>	12 <sup>th</sup> June 2023
<b>SOW End Date:</b>	11 <sup>th</sup> June 2024
<b>Duration of SOW:</b>	12 months

## 2. BUYER ENDORSEMENTS

Role	Name	Dated
Business		
Commercial		
Finance		
Legal (if needed)	N/A	

## 3. SOW CONTRACT SPECIFICATION – PROJECT CONTEXT

<b>Services</b>	The following Services are incorporated within this Statement of Work	
	<b>Service Provision</b>	<b>Included</b>
	Scoping	<input checked="" type="checkbox"/>
	Developing and finalising methodology	<input checked="" type="checkbox"/>
	Cohort participant recruitment	<input checked="" type="checkbox"/>
	PPIE Activity & data collection	<input checked="" type="checkbox"/>
	Analysis and Evaluation	<input checked="" type="checkbox"/>
	Output generation	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
<b>SOW Background</b>	This SOW will be executed with the contract for Patient and Public Involvement Delivery and covers the provision of Public and Patient, Involvement and Engagement (PPIE) design, preparation, delivery, testing, and analysis services. Additional SOWs will be created as required	
<b>Project</b>	<b>DigiTrials Patient and Public Involvement Project</b>	
<b>Overview of Requirement</b>	<ul style="list-style-type: none"> <li>Gender differences – what results in an optimum response for women, and what designs achieve best responses from all genders?</li> <li>Contact method preferences (Recruitment) - ideal combination of letter, SMS + email, and ideal length apart. For recontacting for same trial, and also invites to different trials</li> <li>Providing an NHS branded Recruitment Service</li> </ul>	

For the purposes of HMRC IR35, for the individual/s and/or role/s covered by this determination (*strike out A, B, or C as appropriate e.g. struck out* leaving one box clear):

**A.** ~~The individual/s and/or role/s is/are deemed to be inside the scope of HMRC IR35 based on the checked criteria identified above (inside if any have been checked). As such it is required that the individuals pay full PAYE/Ni for the work undertaken and therefore must not be working for a Personal Services Company (PSC) unless via an approved umbrella organisation. The individual/s must not be a material shareholder (over 5%) within the organisation being contracted with~~

**B.** None of the above criteria have been checked and the work consists of clearly defined deliverables which must be completed within the fixed / capped time and material budget agreed for the work ahead of execution and the individual/s and/or role/s are therefore **clearly fully outside the scope of HMRC IR35**

## 5. BUYER REQUIREMENTS – SOW DELIVERABLES

### Themes

- Gender differences
- Contact method preferences – Recruitment and Communications
- Providing an NHS branded Recruitment Service

### Activities

*A member of the DigiTrials team will observe at minimum the first of each engagement activity e.g., first focus group, first interview etc., and will attend the entirety of any large events such as workshops or Citizens' Juries*

**Project 1: Gender differences** – *how can we improve clinical trial recruitment of women?*

Basis Social to run survey with approximately 6000 people (power calculation to determine exact number needed) – test different invitation letters to determine if response varies by gender. Letter templates will vary by content (DigiTrials Behavioural Scientist will inform), AND by letter design (informed by current DigiTrials + UCL student collaboration work, initial results likely to be ready by June).

Start date of survey is dependent on completion of current student work

### Delivery Project 1 (Supplier response)

## 5. BUYER REQUIREMENTS – SOW DELIVERABLES

### ***Project 2: Contact method preferences.***

Recruitment - aim is to conduct desktop research to determine best methodological approach for the following factors:

- a) Whether SMS/letters/email achieve best recruitment rate (initial data suggest letters are optimal)
- b) Do follow up recruitment contact/reminders achieve improved response rate?
- c) If reminders achieve improved response rate, is it optimal to use the same method as initial contact, or a different method. What is the ideal combination of letter, SMS + email, and ideal length of time in between initial contact and follow up reminders? And does this vary by demographic?
- d) The above pertains to invites to one trial. What is the optimal length of time to lapse for someone to receive an invite to a different trials

### **Delivery Project 2 (Supplier Response)**

**5. BUYER REQUIREMENTS – SOW DELIVERABLES**

## 5. BUYER REQUIREMENTS – SOW DELIVERABLES

Milestone Ref	Milestone Description	Estimated Due date	Key Date
<b>MS1-1</b>	NHS Branded Recruitment Service: Field Work Complete	29/09/2023	X
<b>MS1-2</b>	NHS Branded Recruitment Service: Final Report Agreed	27/10/2023	X

Milestone Ref	Milestone Description	Due date	Key Date
<b>MS2-1</b>	Contact Method (Recruitment): Desktop Research Complete	11/08/2023	X
<b>MS2-2</b>	Contact Method (Recruitment): Final Report Agreed	31/08/2023	X

Milestone Ref	Milestone Description	Due date	Key Date
<b>MS4-1</b>	Gender Differences: Field Work Complete	17/11/2023	X
<b>MS4-2</b>	Gender Differences: Final Report Agreed	15/12/2023	X

All dates to be confirmed during Discovery/Scoping phase

KPIs	KPI Description	Target	Measured by
<b>Delivery</b>	Raw Outputs shared	Within 5 working days of activity completion	File shared
<b>Delivery</b>	No delays with engaging with the public	No delays	Reported weekly as appropriate
<b>Delivery</b>	Participant recruitment numbers to be shared	Minimum target numbers acquired	Reported weekly as appropriate
<b>Delivery</b>	Participant dropout not to exceed 5% of target number	Minimum number acquired	Reported weekly as appropriate
<b>Data analysis</b>	Data analysis to meet pre-agreed requirements	Meet requirements	Reported weekly as appropriate

## 6. BUYER REQUIREMENTS – ADDITIONAL SOW SPECIFIC REQUIREMENTS



6. BUYER REQUIREMENTS – ADDITIONAL SOW SPECIFIC REQUIREMENTS					
<b>Delivery Plan</b>	Plan to be agreed with Supplier				
<b>Dependencies</b>	Student work completion to feed into Gender Differences survey (Due mid-June) To be agreed at kick off meeting				
<b>Key Sub-Contractors</b>	<i>To be confirmed</i>				
<b>Key Staff (Buyer)</b>					
<b>Key Staff (Supplier)</b>					
<b>Supplier and/or 3<sup>rd</sup> Party Intellectual Property</b>	<p><b>Not Applicable</b> Unless specifically noted below the Supplier agrees that the Deliverables under this Statement of Work will not, in any way, be dependent on either Supplier or Supplier furnished 3<sup>rd</sup> Party IPR</p> <table border="1"><tr><td>One or more Deliverables under this Statement of Work will be dependent of Supplier and/or Supplier furnished 3<sup>rd</sup> Party IPR as detailed below</td><td><input type="checkbox"/></td></tr><tr><td>The specific IPR (and associated licence terms) are detailed in:</td><td></td></tr></table>	One or more Deliverables under this Statement of Work will be dependent of Supplier and/or Supplier furnished 3 <sup>rd</sup> Party IPR as detailed below	<input type="checkbox"/>	The specific IPR (and associated licence terms) are detailed in:	
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The specific IPR (and associated licence terms) are detailed in:					
<b>Processing Data</b>	<p><b>Not Applicable</b> Unless explicitly noted below this SOW shall be covered by the arrangements contained in <i>DPS Joint Schedule 11 (Processing Data)</i>.</p> <table border="1"><tr><td>This Statement of Work requires specific Data Processing arrangements</td><td><input type="checkbox"/></td></tr><tr><td>The specific arrangements are held in the document entitled:</td><td></td></tr></table>	This Statement of Work requires specific Data Processing arrangements	<input type="checkbox"/>	The specific arrangements are held in the document entitled:	
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7. CHARGES	
Order Contract Charges	Detail provided in Annex 2
Rate Card Applicable	Order Schedule 5 (Pricing Details)
Public/Patient Participation Incentive Payments	<p><i>The parties will agree the rates and maximum payable for incentives on a SOW-by-SOW basis.</i></p> <p>The following incentive payment rates will be used as part of this SoW:</p> <div></div>
Reimbursable Expenses	Expenses are not applicable to this Order Contract. Expenses should be built into the Order Contract provided within Order Contract Schedule 5 – (Pricing).
The value of this SOW	£109,798.00

8. VARIATIONS TO TERMS	
Statement of work specific variations to Terms	N/A

9. TERMINATION	
Notice period for termination for convenience	<p>9.1 Without prejudice to the rights and liabilities of the parties under Clause 10 (Ending the contract or any subcontract) of the Core Terms, and subject to the provisions of paragraph 9.2 of this SOW below, the Buyer has the right to terminate this Statement of Work at any time without reason and without compensation or costs by giving the Supplier not less than 30 days' written notice.</p> <p>9.2 Where the Buyer exercises its rights to terminate this SOW in accordance with paragraph 9.1 above, the provisions of Clause 10.6 of the Core Terms will apply to the termination of this SOW and the Deliverables under it in the same way such apply to termination of the</p>

	Order Contract under Clause 10.2.2 of the Core Terms.
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10. SIGNATURES AND APPROVALS

**Agreement of this SOW**  
BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into of the Order Form and incorporated into the Order Contract and be legally binding the Parties: