

Contract Variation

**CQC Online Public Community Recruitment
CQC AM 106**

CONTRACT CHANGE NOTE: 002	
Title of Change: CQC Online Public Community Recruitment - Further Tasks	
Effective Date:	11 th May 2017
Date of expiry of validity of CCN:	18 th September 2017
<p>Reasons for Change: The Engagement Team is running Wave 5 consultations during May, June and July which require feedback from an online community. As a result of these consultations CQC require 7 further tasks. This additional work will run from 11th May 2017 to 18th September 2017. The current contract ended on 5th January 2017 but had provision to extend. CQC evoked this in CCN 001 (this work ends on 16th May 2017.)</p> <p>CQC are to go out to Market for this service however the new supplier will not be in place to provide this work. It is therefore necessary to extend for continuity and have no break in service which would be detrimental to the consultations.</p>	
<p>Impact of Change: (Including charges, payment profile, Terms of Contract, Operational impact)</p> <p>The impact of change does not affect the original Terms & Conditions as these will still apply to the extension the only change is an increase in cost and the contract end date is now 18th September 2017</p>	

Charges:

The total increase of the contract value is £11,674.50 inc Vat for the additional requirements
The breakdown below highlights the costs.

7 tasks would therefore be:

Project costs	£	8,635.00
VAT	£	1,727.00
Total including VAT	£	10,362.00
Incentive Payments	£	1,312.50
VAT on incentive Payments	£	262.50
Overall Total	£	11,937.00

See Annexe 1 for timeline :

Care Quality Commission (CQC) - AUTHORITY Signatory	Name: [REDACTED] Title: D [REDACTED] Signed: [REDACTED] Date:
Accent Marketing & Research Ltd- CONTRACTOR Signatory	Name: [REDACTED] Title: [REDACTED] Signed: [REDACTED] Date:

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ANNEXE 1



**Public Online Community Recruitment (2017):
Care Quality Commission (2966)**

Outline Project Timeline – Wave

The outline timeline shows the detailed steps for task 1 and then task dates for tasks 2-7. It is based on a standard timetable for each task (see Table 2).

Tasks for CQC are highlighted in bold. The timetable is colour coded by task number.

NB As the recruitment will end on a Bank Holiday weekend, delivery of the database to CQC will be on Tuesday 30th May (whereas it would normally be on the Monday). This pushes the first task back to run from Wednesday to Wednesday rather than Tuesday to Tuesday (and the date for reminder 1 moves to Monday 5th June (rather than Friday 2nd June). Subsequent tasks will run from Tuesday to Tuesday.

Table 1: Wave 5 Timetable

Date (2017)	Task no.	Study element	Responsibility
Thurs 11 th – Mon 29 th May*	W5	Recruitment fieldwork	Accent
Fri 26th May	1	Text for task 1 to Accent	CQC
Tues 30 th May	W5	Database delivered to CQC	Accent
Tues 30th May	W5	Participants' details loaded by CQC	CQC
Weds 31 st May	W5	Participants' logins and passwords checked by Accent	Accent
Weds 31 st May	1	Task 1 email sent	Accent
Mon 5th June	1	Completes sent to Accent	CQC
Mon 5 th June	1	1 st reminder email sent to non-completes	Accent
Thurs 8th June	1	Completes sent to Accent	CQC
Thurs 8 th June	1	2 nd reminder email sent to non-completes	Accent
Fri 9th/Mon 12th (by 10am) June	2	Text for task 2 to Accent	CQC
Tues 13 th June	1	Completes sent to Accent	CQC

Tues 13th June	1	3 rd (final) reminder sent to non-completes	Accent
Tues 13 th – Tues 27 th June	2	Task 2	Accent
Weds 14th June (eve)	1	Task 1 closed	CQC
Weds 14 th June	1	Final completes sent to Accent	CQC
Weds 28 th – Fri 30 th June	1-2	Management of tasks 1 and 2 incentives	Accent
Tues 27 th June – Tues 11 th July	3	Task 3	Accent
Tues 11 th – Tues 25 th July	4	Task 4	Accent
Tues 25 th July – 8 th August	5	Task 5	Accent
Tues 25 th July – 8 th August	5	Task 5	Accent
Tues 8 th Aug – 22 nd August	6	Task 6	Accent
Fri 22 nd August – 5 th September	7	Task 7	Accent
w/c 11 th September	W5	Email to all participants asking if they would like to remain on the non-incentivised panel	Accent
w/c 11 th September	W5	Despatch of final incentives	Accent
w/c 18 th September	W5	Accent send letter to CQC asking them to confirm that all participant records have been deleted from CQC's system	Accent

Standard format of timetable for each task

The Wave 5 timetable is based on the task being sent out to participants on a Tuesday and running for a two week period. Up to three reminder emails will be sent to participants who have not responded. CQC will send the text for the task on the Friday (or Monday) preceding the Tuesday when the task is launched.

Table 2: Standard format of timetable for each task

Week 1	Friday of Week 2 (or Monday – by 10am – of Week 3)	<ul style="list-style-type: none"> Text for task to Accent
Week 2	Tuesday	<ul style="list-style-type: none"> Task sent out
Week 2	Friday	<ul style="list-style-type: none"> Completes sent to Accent
Week 2	Friday	<ul style="list-style-type: none"> Accent to send first reminder to non-completes
Week 3	Thursday	<ul style="list-style-type: none"> Completes sent to Accent Accent to send second reminder to non-completes
Week 4	Monday	<ul style="list-style-type: none"> Completes sent to Accent Accent to send final reminder to non-completes
Week 4	Tuesday evening	<ul style="list-style-type: none"> Task closes
Week 4	Wednesday	<ul style="list-style-type: none"> Final completes sent to Accent

