

Form of Contract

Expert advice for methodological aspects of excess mortality, inequalities, epidemiology and surveillance – Covid-19

ecm-8005

This Contract is made between:

Public Health England (which expression shall include its successors in title) of Wellington House, 133-135 Waterloo Road, London SE1 8UG (the "Authority")

and

UCL Consultants, of The Network Building, Greater London, W1T 4TP (the "Contractor")

The following is agreed:

1. The Contract is made up of the following documents:
 - a) This Form of Contract for Expert advice for methodological aspects of excess mortality, inequalities, epidemiology and surveillance – Covid 19
 - b) PHE Conditions of Contract (as included in the tender documents).
 - c) Specification for Expert advice for methodological aspects of excess mortality, inequalities, epidemiology and surveillance – Covid 19 as indicated below in Appendix 1.

(all of the above documents taken together (as amended in accordance with this Contract) being referred to as the "Contract")
2. If there is an inconsistency between any of the documents listed above, a higher listed document shall prevail over a lower listed document, i.e. document (a) shall prevail over all other documents; document (b) shall prevail over documents (c) and (d).
3. The Contract will commence on the date that signatures are added by both the Authority and the Contractor.
4. The duration of the Contract will be until completion of the project, but in any case, no later than the 31st March 2022.

Signature:



For and on behalf of the Authority

Name:

Timothy John Purchase

Job Title:

Lead Category Manager

Date:

11th March 2021.

Signature:

DocuSigned by:

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For and on behalf of the Contractor

Name: Trish Greenan

Job Title: Director of Legal Affairs

Date: 25-Mar-2021 | 16:21 GMT

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Appendix 1

Title of work	Expert advice for methodological aspects of excess mortality, inequalities, epidemiology and surveillance – Covid-19
Introduction, overview and context for the work	<p>PHE exists to protect and improve the public's health and wellbeing and reduce health inequalities. One of the ways we do this is to provide current and high quality health intelligence in relation to health and wellbeing outcomes against a backdrop of wider determinants of health and a variety of risk factors (biological, behavioural and environmental) – many of which are closely related to health equity and inequalities.</p> <p>PHE is responsible for creating and maintaining a suite of products and outputs to support the monitoring, surveillance and recovery from the COVID pandemic and its wider impacts on health.</p> <p>The products include but are not limited to;</p> <ul style="list-style-type: none"> • Excess Mortality Surveillance • CHIME tool • International comparison of excess mortality and COVID • RDU Commissions related to the pandemic <p>We require specialist expertise to;</p> <ul style="list-style-type: none"> • Advise and support the methodology being developed and adopted to measure epidemiology and surveillance monitoring and reporting with a focus on excess deaths, protected characteristics and or health statuses and health inequalities/health equity; • Review and advise on methods used to produce our products; <p>Peer review PHE epidemiology and surveillance products and outputs during development and pre-publication/release to reduce the risk of errors or reputational damage;</p> <p>PHE is committed to providing high quality data and health intelligence to its customers and stakeholders to support national and local priority setting and evidence based decisions to protect and improve the public's health and to reduce health inequalities. This commitment is highlighted in the 2020 remit letter and in the Strategic Plan 2020-2025 and in the Infectious diseases strategy 2020-2025.</p> <p>PHE aims to be the leading provider of health intelligence, to support evidence based decision making locally and nationally through current quality assured data in a user friendly accessible format.</p>
Specification of work, including aims objectives, deliverables and outputs.	<p>The Population Health Analysis team in PHE lead on the development, production and deployment of many high profile products.</p> <p>The methodological development of indicators and measures that feed these tools, product and or reports requires a degree of external input to ensure they are rigorous, valid and of a sufficient level of quality. They should be robust, stand up to external scrutiny and be fit for purpose.</p>

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	<p>UCLC will provide advice from leading experts in the field in relation to the methodology for the measurement of trends in health and in health inequalities – in particular to determine the validity of the current methods used, create new methods and to help review alternatives. This work will focus on inequalities in trends in mortality and other health indicators within England and, potentially, Internationally.</p> <p>The deliverables in this call of contract will be;</p> <ul style="list-style-type: none"> • To advise and support the methodology being developed and adopted to measure and monitoring health, with a focus on mortality and morbidity both as direct and indirect consequence of the pandemic, including health inequalities, health equity, behavioural factors and wider determinants. • To review and advise on methods used to produce inequalities indicators - both current methods used and review of potential alternatives, including comparisons with other countries – with an appraisal of the options. • To peer review PHE epidemiology and surveillance products and outputs during development and pre-publication/release.
Project management and reporting	<p>It is expected that UCLC will appoint a named, suitably qualified individual who will be the main point of contact for PHE. This person will be responsible for reporting any risks and issues and suggested changes of scope or timeline, in writing, to the PHE contact.</p> <p>The PHE lead for this work is Justine Fitzpatrick, Head of Population Health Analysis who will liaise with the supplier and provide day-to-day support from PHE.</p> <p>You will be expected to meet with the PHE lead as required for the duration of the contract.</p>
Stakeholder engagement	<p>It is essential that there are plans in place for collaboration and consultation with partners and stakeholders to ensure that the final products meet the needs of the audience.</p>
Information governance	<p>All data collected, stored or shared is in complete compliance with the Data Protection Act 2003 and conforms to the PHE policy on information governance and the General Data Protection Regulations 2018 (GDPR).</p>
Dissemination, Format and branding	<p>The products will be published on gov.uk, Fingertips, K hub or other relevant websites.</p> <p>The lead organisation for disseminating work and communications activity is PHE.</p> <p>The work should be written in the GDS style if it is intended for publication on gov.uk and be in PHE house style.</p> <p>The work will be PHE branded.</p>

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Equity & Equality	<p>PHE is vigilant in its duty to reduce inequalities and to promote equity and equality. It is therefore vital that all work undertaken on behalf of PHE can demonstrate how it supports this agenda and where appropriate/required an Equality Impact Assessment (EIA) is carried out.</p> <p>It is also important to consider the Equalities Act 2010 and ensure compliance with this and the protected characteristics within are considered</p>
Timeframe	<p>The contract period is to 31st March 2022.</p> <p>It is anticipated that this will be a call off contract based on days/hours supporting the review and development of products as directed by the Head of Epidemiology and Surveillance. Deadlines for each piece will be communicated individually.</p>
Budget	<p>Up to a maximum of £ 48,000 +VAT</p>