

RM6018 DPS FRAMEWORK SCHEDULE 4:

LETTER OF APPOINTMENT AND CONTRACT TERMS

**Part 1: Letter of Appointment**



Dear Kelly

**Letter of Appointment**

This letter of Appointment dated 25 August 2021, is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Order Number:	R&M135
From:	<b>The Secretary of State for Health and Social Care</b> of 39 Victoria St, Westminster, London SW1H 0EU acting as part of the Crown ("Customer") – NHS Test & Trace -
To:	<b>MARKET &amp; OPINION RESEARCH INTERNATIONAL LIMITED</b> ("Supplier") registered as 00948470 trading as "Ipsos MORI"

Effective Date:	<b>1 September 2021</b>
Expiry Date:	End date of Initial Period: <b>31 March 2022</b> End date of Maximum Extension Period: <b>30<sup>th</sup> June 2022</b> Minimum written notice to either party in respect of termination: <b>Two months</b> Minimum written notice to either party in respect of extension: <b>Two weeks</b>

Services required:	<p>The purpose of the contract, is to manage and deliver the Participant recruitment &amp; engagement element of the REACT1 programme</p> <p>Services required are:</p> <p>Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by:</p> <p>The services described at Annex A and the requirements in from the ITT for further competition, and appended at Annex A in addition to the Supplier's Proposal at Annex B</p>
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Key Individuals:	<p>For the Customer: [REDACTED]</p> <p>For the Supplier: [REDACTED]</p>
[Guarantor(s)]	<b>Not applicable</b>

Contract Charges (including any applicable discount(s), but excluding VAT):	£18,424,740
Insurance Requirements	In accordance with the provisions of the DPS Agreement (RM6018)
Liability Requirements	In accordance with the provisions of the DPS Agreement (RM6018)
Customer billing address for invoicing:	All invoices must be sent, quoting a valid purchase order number (PO Number), to: [REDACTED]

GDPR	<p>In accordance with the provisions of the DPS Agreement (RM6018)</p> <p>Any additional requirements will be instructed and agreed per Round</p>
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	<b>See Annex A</b>

## FORMATION OF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Contract Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.

The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt

For and on behalf of the Supplier	For and on behalf of the Customer
Name and Title:	Name and Title:
	
	
Signature:	Signature:
	
Date:	Date:
31.08.2021	31/08/2021

## ANNEX A - Customer Project Specification

### Requirements detailed in appended Request for proposals



#### Summary of requirements:

The purpose of the contract is to manage and deliver the Participant Recruitment and Engagement element of the REACT- 1 programme.

The Services will continue to build a detailed picture through the level of features listed below. (The list is not necessarily exhaustive, the Supplier will include in the detailed picture at no extra cost where reasonable to do so, additional features where it makes sense to do so to add to the overall picture)

- infection prevalence
- R number
- Seroprevalence (regional and national)
- Seroprevalence (by population sub-groups and demographics)

These features are intended to inform crucial work by SPI-M, JBC, across Government and beyond as necessary.

The number of Rounds will be as agreed between the Customer and the Supplier. The commencement of a new Round will be at the absolute discretion of the Customer (through the Customer representative) at which point the duration and scope of the Round will be agreed.

The key deliverables required under this Contract are as follows;

- data sample is requested from NHSD;
- draft, print and post participant invitation letters;
- draft, print and post participant invitation letters;
- draft and send text message reminders;
- maintain participant registration portal;
- inform participants of test results;
- provide test result data to academic partner on a daily basis whilst study is in the field;
- provide test results to PHE via SGSS on a daily basis whilst study is in the field;
- design and maintain participant survey; portal for survey and undertake data capture and some analysis for the academic partner;
- provide and operate a helpdesk and therefore answer participant enquiries.

In order to maintain the linkage between swabs and participants this commission might include a further option to add an additional minor element to the scope for each round. This requirement relates to, test kit barcoding, linkage and dispatch as outlined below; and exercise of this option will be at the total discretion of the Customer through the Customer representative and will be instructed as and when required for each Round:

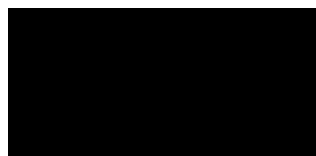
- receiving swab\* test kits and individually packing these with the REACT booklet, and REACT ID label which links the participant to their specific kit;
- posting kits out to participants as per timelines for each Round;

\*Each swab must be linked to the correct person so that all participants receive the correct test result back, which is imperative to the study findings being correct.

## **ANNEX B - Supplier Proposal**

The Supplier's original proposal and any subsequent variations agreed between the Customer and the Supplier apply to this extension subject to the specific deliverables set out in Annex A

**From:** [REDACTED]  
**Sent:** 28 July 2021 15:58  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** R&M135 REACT-1 Participant selection, recruitment and management - Ipsos MORI bid



## **Part 2: Contract Terms**

The terms of contract are, subject to any variations agreed between the Customer and the Supplier applicable to this extension to contract.

RM6018

