



SCHEDULE 2

Letter of Appointment and Order Form

Re: Letter of Appointment- LSR309 C233260 Health Security Threat Assessment (Future Scenarios)

This Letter of Appointment is issued in accordance with the provisions of the Framework Agreement between The Department for Science, Innovation and Technology and the Supplier dated 16 January 2024

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

Order Number:	LSRS309 C233260 Health Security Threat Assessment (Future Scenarios)
From:	Secretary of State for Health and Social Care acting as part of the Crown through the UK Health Security Agency 10 South Colonnade, London, E14, 4PU ("Customer")
To:	School of International Futures Onega House,112 Main Road, Sidcup, DA14 6NE ("Supplier")

Effective Date:	16 January 2024
Expiry Date:	End date of Initial Period 31/03/2024 End date of Maximum Extension Period 30/04/2024 Minimum written notice to Supplier in respect of extension: two (2) weeks

Services required:	<p>The requirement is to provide UKHSA with a better understanding of the long-range view of public health threats that could impact the UK using a variety of research methods. The service required should include:</p> <ul style="list-style-type: none">Stakeholder mappingHorizon scanning to identify key drivers for future health scenarios.The development of a minimum of 4 future scenarios or a series of case studies that enable us to explore and articulate how health hazards could likely manifest over the next 30 years (this could be a 15-20 year or 20–25-year timeframe).
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Health Security Threat Assessment (Future Scenario)

	<ul style="list-style-type: none"> Produce threat matrix based on longer time horizons showing the change in key chronic factors e.g., climate change and Antimicrobial Resistance. <p>As set out in Section 2, Part B (Specification) of the Framework and refined by: the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B</p>
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Key Individuals:	<p>Customer:</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Supplier:</p> <p>[REDACTED]</p>
Guarantor(s)	None required.

Call Off Contract Charges (including any applicable discount(s), but excluding VAT):	<p>The total contract value shall not exceed two hundred thirteen thousand one hundred forty-three Pounds Sterling excluding VAT (£213,143) This includes [REDACTED] for the initial core deliverables and [REDACTED] for the optional enhancement offers.</p> <p>Invoice schedule:</p> <p>3 payments of [REDACTED] pounds excluding VAT ([REDACTED]) for the initial core deliverables by 31/03/2024.</p> <p>Month one: [REDACTED]</p> <p>[REDACTED]</p> <p>Month two: [REDACTED]</p> <p>[REDACTED]</p> <p>Month three: [REDACTED]</p> <p>[REDACTED]</p> <p>If time permits, the optional enhancement deliverables will be formally instructed and then invoiced during the duration of the contract based on what is delivered.</p> <p>Contract charges for commissions should not exceed the rates stipulated in the Supplier's proposal in Appendix B</p>
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Health Security Threat Assessment (Future Scenario)

Insurance Requirements	Additional cover is not required for this contract
Customer billing address for invoicing:	Invoices should be e-mailed to payables@ukhsa.gov.uk Please ensure the details in the invoice contain the UKHSA issued Purchase Order reference and are addressed as follows: UK Health Security Agency UKHSA Accounts Payable 10 South Colonnade, London, E14 5EA VAT registration number: 888 851 648

Additional Clauses:	None
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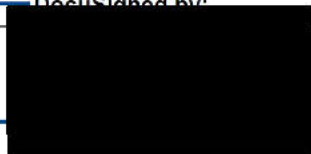
FORMATION OF CALL OFF CONTRACT

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 Terms.

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

Signed:

For and behalf of the Supplier: DocuSigned by:  Full Name:  Job Title/Role:  Date Signed: 16/01/2024	For and on behalf of the Customer: DocuSigned by:  Name:  Job Title/Role:  Date Signed: 18 Jan 2024
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ORDER FORM

Framework Agreement – Futures Framework

Annex A – Customer Project Specification

Tender statement of requirement advertised by UKHSA Health Security Threat Assessment (Future Scenarios) advertised date 07/11/2023

4. THE REQUIREMENT

- 4.1. The UKHSA requires a supplier that can bring together a range of experts to work through and develop a series of future scenarios that can be used to explore and inform how the range of health threats in the UK could evolve between a 15-30 years' timeframe. This will require engaging with the wider health community to inform how accurate the scenarios/case studies are and what they then mean from a health hazard perspective.
- 4.2. Background to the issue. UKHSA recently published its strategic plan for 2023 to 2026, which outlines UKHSA's goals and strategic priorities for the next 3 years to protect the nation's health from current and future threats. To support longer term planning and strategic decision making, UKHSA is seeking to gain a better understanding of the long-range view of public health threats that could impact the UK.
- 4.3. Research objectives. Through the use of research methods: such as: futures wheel; future personas; driver analysis; scenario development and horizon scanning the service required includes:
- 4.3.1. Stakeholder mapping
 - 4.3.2. Horizon scanning to identify key drivers for future health scenarios.
 - 4.3.3. The development of a minimum of 4 future scenarios or a series of case studies that enable us to explore and articulate how health hazards could likely manifest over the next 30 years (this could be a 15-20 year or 20–25-year timeframe).
 - 4.3.4. Produce threat matrix based on longer time horizons showing the change in key chronic factors e.g., climate change and Antimicrobial Resistance.
- 4.4. Target participant group. The main audience is senior officials in UKHSA and DHSC. It could also be made available to other Government departments. It currently is not intended to be released to the public.
- 4.5. Suggested approach and analysis. This project would look to bring together a range of subject matter experts, working across public health, government, academia, and other relevant policy themes to identify and understand the key



drivers and emerging issues that will shape the future from a public health perspective. For example, the work would look to consider how climate change, migration, use of the internet (including the evolution of mis/dis-information) and public attitudes will impact possible future scenarios (in the form of studies, short stories, or vignettes) and from these inform the types of health hazards we could face.

4.6. Outputs. The outputs required are:

- 4.6.1. The provision of a minimum of 4 future scenarios that explore and articulate how health hazards could likely manifest over the next 30 years (this could be a 15-20 year or 20–25-year timeframe).
- 4.6.2. Threat matrix based on future scenarios and change in key chronic factors e.g., climate change and antimicrobial resistance.
- 4.6.3. Report that outlines key findings and what public health impact might be.

4.7. Timing. December 2023 to 31 March 2024

4.8. Budget. The budget is currently £200,000 (excl. VAT) for core deliverables outlined in this requirements document. A further budget of £10,000 or £20,000 would be considered for optional enhancements where these were judged to be providing additional value and additional budget was available. Please outline clearly what optional enhancements you would deliver for each additional price bracket and what value or insight they add to the core deliverables. These are for outputs which are not core but would, for example, help to create a better understandings of future health threats.

4.9. Form of proposal. Your proposal should address the following:

- 4.9.1. Your ability to deliver a 10-to-30-year horizon analysis at pace to meet the deadline of 31 March 2024. Please demonstrate the
- 4.9.2. relevance and quality of the proposed approach for a budget of £200,000 (ex VAT) including details of the chosen method, your rationale for choosing it, suggested analysis and client and other stakeholder involvement in scenarios and outputs. Also outline what optional enhancements could be provided if additional budget could be made available for £10,000 or £20,000 (ex VAT), clearly identifying what would be available in each price bracket. These enhancements are not meant to deliver what is in the core requirement but to add value to them.
- 4.9.3. Details of the personnel to be involved including their role in relation to this project, their relevant experience working on similar projects, demonstration of their profile and standing among key external stakeholders and their skills to work with UKHSA staff to develop the scenarios and research. Project team CVs can be included as an appendix.
- 4.9.4. Details of how you plan to engender and then continue to demonstrate a genuine commitment to understanding and supporting the UKHSA, including a willingness to learn about the challenges we



face in engaging with and delivering in collaboration with a wide range of external stakeholders.

- 4.9.5. Address how you will retain a team over the length of the programme and maintain an excellent quality of relationship and output. Provide details of practices and processes you will put in place to ensure that there is minimal loss in continuity in how the project is managed.
- 4.9.6. Evidence that you have a breadth and depth of understanding of public health scenarios, drivers, and chronic factors in the public sector/on behalf of central government departments and/or agencies, and how that can be applied to this project. How would you contextualise the baseline data against other similar work you have done? Please provide two relevant case studies as an appendix.
- 4.9.7. Your ability to communicate insights effectively on a number of fronts such as the ability to take survey feedback and integrate this into scenarios and/or wider research.
- 4.9.8. Include details of how you propose to share information with us as clients and bring the scenarios to life, in a compelling way for audiences with non-research backgrounds. Please provide examples of impactful outputs.
- 4.9.9. Demonstrate your ability to deliver this project/work to a high standard and in a timely fashion through good planning, ensuring compliance with all necessary requirements, such as data protection laws and industry standards, plus proactive and regular contact with the UKHSA day-to-day lead throughout the contract.

Annex B – Supplier Proposal

Tender proposal submitted by School of International Futures in response to
Technical Questions 4 –5 Health Security Threat Assessment (Future Scenarios)
Dated 24/11/2023

4.1.a Skills, capability and experience in horizon scanning and public health

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The following are some of the most common types of fraud:

- Identity Theft: This occurs when someone steals your personal information, such as your name, address, and Social Security number, and uses it to commit crimes or obtain credit.
- Credit Card Fraud: This occurs when someone uses your credit card without your permission to make purchases or withdraw cash.
- Check Fraud: This occurs when someone writes a check that they do not have the funds to cover, or when they alter the amount or payee of a check.
- Wire Transfer Fraud: This occurs when someone sends money electronically to a fraudulent account or to a person who does not exist.
- Investment Fraud: This occurs when someone sells you securities or other investments that are either nonexistent or worth less than what was advertised.

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FROM

Customer	Secretary of State for Health and Social Care acting as part of the Crown through the UK Health Security Agency 10 South Colonnade, London, E14, 4PU ("Customer")
Service Address	10 South Colonnade, London, E14 4PU
Invoice Address	Invoices should be e-mailed to payables@ukhsa.gov.uk Please ensure the details in the invoice contain the UKHSA issued Purchase Order reference and are ad-dressed as follows: UK Health Security Agency UKHSA Accounts Payable, 10 South Colonnade, London, E14 4PU VAT registration number: 888 851 648
Contact Ref:	[REDACTED] [REDACTED] [REDACTED]
Order Number	LSRS309 C233260 Health Security Threat Assessment (Future Scenarios)
Order Date	16 January 2024

TO

Supplier:	School of International Futures Onega House, 112 Main Road, Sidcup, DA14 6NE ("Supplier")
For the attention of:	[REDACTED] [REDACTED] [REDACTED]
Address	Onega House, 112 Main Road, Sidcup, DA14 6NE

1. SERVICES REQUIREMENTS
(1.1) Services [and Deliverables] Required: The requirement is to provide UKHSA with a better understanding of the long-range view of public health threats that could impact the UK using a variety of research methods. The service required should include:



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- Stakeholder mapping
- Horizon scanning to identify key drivers for future health scenarios.
- The development of a minimum of 4 future scenarios or a series of case studies that enable us to explore and articulate how health hazards could likely manifest over the next 30 years (this could be a 15-20 year or 20–25-year timeframe).
- Produce threat matrix based on longer time horizons showing the change in key chronic factors e.g., climate change and Antimicrobial Resistance.

As set out in Section 2, Part B (Specification) of the Framework and refined by: the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B

(1.2) Commencement Date: 16 January 2024

(1.3) Price Payable by Customer

The total contract value shall not exceed two hundred thirteen thousand one hundred forty-three Pounds Sterling excluding VAT (£213,143)

(1.4) Completion Date: 31/03/2024

2 ADDITIONAL REQUIREMENTS

(2.1) Supplemental Requirements in addition to Call-Off Terms and Conditions: None

(2.2) Variations to Call-Off Terms and Conditions: Yes, extension of zero value financial commitment of time only

3. PERFORMANCE OF THE SERVICES [AND DELIVERABLES]

(3.1) Key Personnel of the Supplier to be involved in the Services [and deliverables]: [REDACTED]

(3.2) Performance Standards: Not applicable

(3.3) Location(s) at which the Services are to be provided:

10 South Colonnade,
London,
E14 4PU

(3.4) Quality Standards: Not applicable



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(3.5) Contract Monitoring Arrangements:

School of International Futures will appoint a named, suitably qualified individual who will be the main point of contact with UKHSA and will keep UKHSA fully briefed and involved in agreeing the details of the work.

The UKHSA day-to-day contact for this work will be [REDACTED]

[REDACTED] She will be acting on behalf of [REDACTED]
[REDACTED]

4. CONFIDENTIAL INFORMATION

(4.1) The following information shall be deemed Commercially Sensitive Information or Confidential Information: None

(4.2) Duration that the information shall be deemed Commercially Sensitive Information or Confidential Information: None

BY SIGNING AND RETURNING THIS ORDER FORM THE PROVIDER AGREES to enter a legally binding contract with the Customer to provide the Service specified in this Order Form together with, where completed and applicable, the mini-competition order (additional requirements) set out in section 2 of this Order Form. Incorporating the rights and obligations in the Terms and Conditions set out in the Framework Agreement entered into by the Provider and The Department for Science, Innovation and Technology and any subsequent signed variations to the terms and conditions.

Signed:

For and behalf of the Supplier SOIF:	For and behalf of the UKHSA:
<p>DocuSigned by:</p> <p>[REDACTED]</p>	<p>DocuSigned by:</p> <p>[REDACTED]</p>
<p>Full Name: [REDACTED]</p>	<p>Full Name: [REDACTED]</p>
<p>Job Title/Role: [REDACTED]</p>	<p>Job Title/Role: [REDACTED]</p>
<p>Date Signed: 18/01/2024</p>	<p>Date Signed: 18 Jan 2024</p>



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Future Framework Agreement



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