Annex A: Completed Commissioning Letter

███████

TNS UK LTD T/A Kantar Public

███████████
████████

3rd October 2017

Dear █████

Research and Evaluation Framework Agreement – Lot 3 - CCSN17A15 Process Evaluation of Safer Roads Fund for Department for Transport

Thank you for your response to the Specification for the above Commission by Department for Transport (the Customer) through the Research and Evaluation Framework dated 15th September 2017 between (1) Secretary of State for Business, Innovation and Skills; and (2) Kantar Public (the Framework Agreement).

Annexes:	A.	Supplemental Tender dated 15th September 2017
	B.	Specification for Evaluation of Safer Roads Fund
	C.	Clarification Questions and Answers
	D.	Call–Off Terms and Conditions

Department for Transport accepts your Supplemental Tender (Annex A), submitted in response to our Specification (Annex B), as clarified or modified by the correspondence between us (Annex C).

The Call–Off Terms and Conditions for this Contract are those set out in Annex D to the Framework.

The agreed total charges are £99,336.00 exclusive of VAT which should be added at the prevailing rate.

All invoices should be sent to ████████████████████████████
█████████████████████

You are reminded that any Customer Intellectual Property Rights provided in order to perform the Services will remain the property of the Customer. The following deliverables have been agreed:

Milestone	Description	Timeframe

1	Inception meeting	Within week 2 of Contract Award
2	Delivery of phase 1 interim findings slide pack	Within week 16-18 of Contract Award
3	Presentation at Steering Group meeting	Within week 18-20 of Contract Award
4	Delivery of phase 1 findings, draft report	Within week 20-22 of Contract Award
5	Delivery of phase 1 findings final report incorporating DfT comments	Within week 22-24 of Contract Award
Project review / break point		After delivery of phase 1 final report
6	Delivery of phase 2 interim findings	2019/20 (exact timings to be confirmed)
7	Presentation at Steering Group meeting	2019/20 (exact timings to be confirmed)
8	Delivery of phase 2 findings, draft report	2019/20 (exact timings to be confirmed)
9	Delivery of phase 2 findings final report incorporating DfT comments	2019/20 (exact timings to be confirmed)

The Services Commencement Date is 2nd October 2017.

The Completion date is 31st March 2020. If the extension option of 6 months is utilised then the Completion date will be 30th September 2020.

The Contract may be terminated for convenience by giving notice in accordance with clause 37 of the Call-off Terms and Conditions.

Your invoice(s) for this work must include the following information:
Commission number: CCSN17A15.

The Authorised Representative for this Commission will be ▇▇▇▇▇▇▇▇ (Principal Research Officer, Road User Licensing, Insurance and Safety, Department for Transport) who can be contacted at ▇▇▇▇▇▇▇▇▇▇▇ Mobile: ▇▇▇▇▇▇.

Congratulations on your success in being selected to undertake this Commission.

Yours sincerely

Signed for and on behalf of Department for Transport ("the Customer")

Name: ▇▇▇▇▇▇
Signature:

Date: 3ʳᵈ October 2017

BY SIGNING AND RETURNING THIS COMMISSIONING LETTER THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in this Commissioning Letter and Annexes incorporating the rights and obligations in the Call-off Terms and Conditions set out in the Framework Agreement.

Signed on behalf of Kantar Public

Name: █████████

Signature: ███████████████

Date: 29ᵗʰ September 2017

Annex A: Supplemental Tender

REDACTED   REDACTED

Figure 1 - Kantar Public – Pricing   *Figure 2 - Kantar Public Tender*

Annex B: Specification

REDACTED

Figure 3 - Statement of Requirements

Annex C: Pre & Post-tender Clarification

REDACTED

Figure 4 Pre tender clarification questions

REDACTED

Figure 5 - Post tender clarification questions