

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment



Dear Sirs

Letter of Appointment

This letter of Appointment dated 22nd February 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:	TBC con_18704
From:	Ministry of Justice 102 Petty France, 5.15, 5 th floor, London SW1H 9AJ ("Customer")
To:	Alma Economics Limited 24 Stoke Newington Rd London N16 7XJ ("Supplier")
Effective Date:	22 February 2021
Expiry Date:	End date of Initial Period: 21 May 2021 End date of Maximum Extension Period: N/A Minimum written notice to Supplier in respect of extension: N/A

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: The Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B;
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Key Individuals:	[Supplier] [REDACTED]
	[Customer] [REDACTED] Future Prisons Policy Team [REDACTED] , Future Prisons Policy team
[Guarantor(s)]	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	The total cost of the project, objective 1 and objective 2, will be £98,900.00 (exclusive of VAT). The tables below provide a detailed breakdown of these costs. Daily Rates have been discounted against the maximum framework rates given by CCS for the Research Marketplace DPS framework, RM6018.
Payment Milestones	Payment for work done will be in accordance with the milestones as below: [REDACTED] These payments are subject to the milestones being met, unless a change has been agreed by the customer, and receipt of a compliant invoice clearly stating the purchase order number and contract reference. Invoices that do not show the purchase order number will be returned by SSCL and the purchase order will go on hold delaying payment.
Customer billing address for invoicing:	All invoices must be sent, quoting a valid purchase order number (PO Number), to: SSCL – Her Majesty's Courts and Tribunal Service, PO Box 745 Newport Gwent NP10 8FZ [REDACTED] Within 10 Working Days* of receipt of your countersigned copy of this letter, we will send you a unique PO Number.

	<p>You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>*can be subject to change</p>
[REDACTED]	
[REDACTED]	
Insurance Requirements	As per terms (Clause 19 of the Contract Terms)
Liability Requirements	Suppliers limitation of Liability (Clause Error! Reference source not found. of the Contract Terms);

GDPR	See Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects]
Alternative and/or additional provisions (including Schedule 8 (Additional clauses)):	N/A

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:

Name:	[REDACTED]
Title:	[REDACTED]
Signature:	[REDACTED]
Date:	[REDACTED]

For and on behalf of the Customer:

Name:	[REDACTED]
Title:	[REDACTED]
Signature:	[REDACTED]
Date:	[REDACTED]

ANNEX A

Customer Project Specification Document

Title of Request:	Long-term prison estates strategy – literature review
Estimated Total Value:	£100k (exclusive VAT)
Duration of Engagement:	2 months
Required Commencement Date:	February 2021

1. Introduction / Background to the requirement

The Government is taking forward an ambitious programme of work to reform the criminal justice system and ensure that it works for everyone, protects the public from harm, gets justice for victims, and gives a second chance to those who have served time and want to make a fresh start. Ensuring that prisons can hold offenders who have been caught, charged and sentenced is a crucial part of the Government's effort to create a more effective justice system and that is why the Ministry of Justice (MoJ) is investing £4 billion in improving and expanding the prison estate.

This includes creating four new prisons over the next six years and expanding another four prisons over the next three years. Construction is well underway on HMP Five Wells, the new prison at Wellingborough in Northamptonshire, and works have started at Glen Parva, Leicestershire. These prisons will provide safe, decent, and secure environments to support effective rehabilitation.

As we modernise the estate, we have committed to setting out vision for the prison estate and to set the direction for the next generation of prisons. We are therefore developing a long-term prisons estates strategy to:

- ensure we meet our public protection obligations;
- create a more resilient and sustainable estate
- drive improvements across the estate and provide places that are decent, safe and secure
- set up the estate to best support rehabilitation
- make better use of digital and technology to improve outcomes

To create a robust and evidence-led strategy, we are looking to draw on best practice internationally, other closed environments and the most up to date academic research on the prison environment. A comprehensive literature review will inform this research, strengthen our current evidence base and help shape our longer-term vision for the prison system.

2. Requirement

Aims

The main aim of the research is to develop and add to our vigorous evidence base on what works in prisons estates both in the UK and internationally and how this could inform our future approach. The research should outline how the estates and individual establishments can be set out to enable rehabilitation and ensure public protection. Additionally, the research should provide evidence on how to best manage, improve and maintain existing estates.

Research Scope

The proposed scope of the strategy will be shared with the contractor on appointment but we anticipate that the key research questions will include:

Prison environment

- What evidence is there that the prison environment can affect prisoner outcomes and any other evidence?
- Are there any direct links between crowded conditions in prisons and levels of violence / instability and self-harm in prisons?
- Are there any direct links between the environment / crowding and patterns of substance abuse/ misuse?
- What evidence is there about how prison crowding can impact access to purposeful activity?
- How have other jurisdictions approached improving decency / conditions in their estate? What impact has this had on safety and security in prisons?
- What prison designs / styles have proved effective in supporting rehabilitation and improving outcomes? How can prisons in England and Wales be designed to reduce recidivism, improve health and reduce violence? How can this be balanced with the operational effectiveness of the prison?
- What are the benefits of the prison normalisation principle and can this be adapted for the English and Welsh context?
- What is the impact of interiors (colours, light, artwork etc.) on prison outcomes?
- How have other jurisdictions used digital technologies to manage security / safety and drive efficiencies? What evidence is there of digital technologies creating risks to the security of the estate, and/ or the safety of prison residents? How have these risks been mitigated against successfully?
- How have other jurisdictions used digital technologies in prisons to enable rehabilitation? What evidence is there that these technologies can boost learning outcomes, improve wellbeing, help to maintain relationships with friends and family and help secure employment on release?
- Are there any patterns or links in maintenance and repair needs of an establishment and levels of prisoner violence/ stability?

International evidence

- What different approaches are there to building a prison and what is the speed / cost of construction?
- What is the mix between public and private provision in other prison estates?
- What is the standard of accommodation and size of maintenance backlog in other jurisdictions?

- Do other jurisdictions distinguish between their treatment of and the purpose of imprisonment of women offenders?
- What digital technology is used and how does this work in practice?
- Is the purpose of prisons defined elsewhere?

Staff wellbeing

- What evidence is there that the prison environment can affect staff outcomes and recruitment / retention levels?

Cohort specific approach

- In other jurisdictions, to what extent has a cohort-specific approach been adopted or developed, and what outcomes has this led to?
- Which groups would benefit from cohort specific approach in prisons? What would a cohort specific model for prisons look like, and how can it ensure we can meet the needs of all prisoner types? What outcomes would such a model lead to?
- How do other jurisdictions support prisoners who may need to move between different cohorts, and what risks need to be managed in these processes? For example, prisoners who move from young adult prisons to adult prisons?

Women's estate

- What evidence is there about the impact of multi-purpose prisons on the impact of women's prisoner safety/ security/ recidivism
- What evidence is there about the impact of estate environment on women prisoner outcomes, including self-harm incidents.
- How do maintenance and repair needs in the women's estate compare to maintenance and repair needs in the men's estate.
- To what extent does gender shape the type of prison environment needed to maximise prisoner outcomes?
- Trauma-responsive approach to prisoners – does investment in addressing trauma of women offenders have a positive impact on the wider regime?

Wider impact

- How can we reduce the environmental impact of prisons and improve their sustainability?
- What is the economic and social impact of prisons?
- What types of prison building / designs are the most environmentally sustainable?

Methodology

We want the contractor to:

- 1) Outline your ideas and approach to each stage of the evidence review, including:
 - a. Agree clear aims, research questions and expectations of what can be achieved with MOJ policy teams and communication approach throughout the project

- b. Search approach – how you will decide on engines, search terms etc. MOJ will forward some papers but we expect some work will be done via search engines or via expert networks.
 - c. Scope – how you will manage the scope depending on the search results, and ensure this is clearly agreed with the MOJ Prison Policy Team
 - d. How the reliability of evidence will be systematically assessed and findings weighted accordingly in the final report – what criteria will you use, and how will you deal with evidence that doesn't fit the criteria?
 - e. How you will draw out key themes in a systematic way, taking into account your assessment of reliability?
 - f. How a clear audit trail will be maintained to ensure that we can trace findings back to original papers, assessment of evidence etc as needed, and understand what search terms did and did not result in papers
 - g. What barriers you expect and how you will overcome them eg. language in international evidence
 - h. How you will monitor quality during the process and of final outputs
 - i. How you will ensure that the final product:
 - i. Reports findings in a plain English, engaging way
 - ii. Indicates how strong the evidence is behind each finding
 - iii. Highlight evidence gaps – including efforts made to fill them
 - iv. Outlines the methods used in detail to build confidence in the findings
- 2) Identify and manage risks such as:
- a. Delivery – the time allocated for this project is very short. We need findings by early Feb, and a publication in April. How will you ensure delivery and that quality of outputs is maintained?
 - b. Impact - Within these constraints, we need to maximise the time policy teams have to absorb the findings of this project. How will you manage this risk and give policy teams bite sized findings, with more detail as required?
 - c. Scope – we have deliberately ensured a wide scope and would want to discuss with the successful contractor where to focus resource. There is also a possibility that further questions could be added.
 - d. Understanding of subject area - Given the short timescales it seems likely that multiple people will need to work on this. How will you manage this eg. getting people up to speed with the subject quickly to enable them to contribute in the short timescales? How will you draw in subject experts?
 - e. Low or high positive results during search stages – how will you manage this? What scope would there be to expand or reduce the scope (and costs) during the project?

It is expected that a draft report will be delivered at the date specified in the timeline below. As we expect this work to be delivered at a rapid pace, the MoJ will provide ample support and oversight on the scope and direction of work throughout the drafting process to facilitate speed and correct scope in the review.

Provider Criteria

Essential Criteria:

- An interest in issues around criminal justice system;
- Experience of carrying out literature reviews and successfully delivering similar projects to short time scales:

- Strong Project Management skills including ability to provide regular progress updates to the customer;
- Strong communication and stakeholder management skills;
- Proactive approach to work responsibilities and the ability to work effectively on your own, whilst ensuring colleagues and stakeholders are kept informed and feed in where appropriate.

Desirable Criteria:

- Experience in the justice space;
- Educated to degree level (or equivalent).

Security arrangements for Consultants

- Baseline Personnel Security Standards (of which Disclosure Scotland is a part) are a default requirement in any Research contract.

<https://www.gov.uk/government/publications/government-baseline-personnel-security-standard>

3. Timetable

Provisional Timetable Following Award

Contractors must confirm that they can meet the below timetable and outline how they will organise their team to ensure this. In their bid they should expand on this timetable, detailing the timings of specific planned data collection activities.

The timetable is flexible if the bidder provides justification that the project will benefit from being undertaken to a different timeframe. In this case, bidders should propose adjustments to the timetable for the project.

Key stage / Milestone	Date
Agree research plan	February 25th 2021
Commence research	February 25th
Weekly keep-in-touch telephone call	Ongoing
Interim presentation of findings	March 11 th 2021
Interim report	March 26 th 2021
Final presentation of findings	April 9 th 2021
Draft final report	April 9 th 2021
Agreed final report	April 23 rd 2021

CONSENT ARRANGEMENTS

The Department and the successful contractor shall agree in advance of any survey or interview activity taking place. All participants should be informed of the purpose of the research, that the Contractor is acting on behalf of the Department and that they have the option to refuse to participate (opt out). Contact details should be provided including a contact person at the Department.

SECURITY

The successful contractor must ensure that some or all staff working on the project must have or be willing/ able to obtain a Baseline Personnel Security Standard (BPSS) check, as set out in Annex C This will be necessary for the HMCTS records with user contact details to be shared.

DATA PROTECTION

All data will be collated and stored in accordance with the Data Protection Act 2018, Freedom of Information Act 2000, the General Data Protection Regulation (Regulation (EU) 2016/679) and Government Economic and Social Research Team guidelines - <http://www.civilservice.gov.uk/networks/gsr>¹. All published output from the evaluation will be anonymous. The successful contractor must comply throughout the project with the MoJ data protection policy, as set out in Annex D.

Tenderers shall demonstrate their processes for dealing with data securely and as a minimum how they will comply with Ministry of Justice data protection guidance for contractors and subcontractors (Annex C). Proposals must cover how data will be transported / transferred, handled, analysed and stored including retention schedules.

FREEDOM OF INFORMATION

Ministry of Justice is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2005. Accordingly, all information submitted to the Department may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the Department should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

¹ See information under GSR Code: Products i.e. legal and ethical subsection.

List of annexes:

Annex A: Contact detail data table and quota sampling
Annex B: MoJ Publications Guidance for External Authors
Annex C: Security Vetting for contractors on analytical contracts
Annex D: Data Protection Policy

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ANNEX B

Supplier Proposal

To be determined at Call for Competition stage



ALMA - 1.1.4
Suitability of the me



ALMA - 1.1.5 Project
management and re



ALMA - 1.1.6
Responsiveness to r

[REDACTED]

Part 2: Contract Terms

See separate document con_18704 - RM6018-Contract-terms-v8