

LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: **Letter of Appointment**

Dear Sirs



Letter of Appointment

Valuation Office Agency

This letter of Appointment dated 30/10/2020, 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:	VOA/2020/019
From:	The Valuation Office Agency ("Customer")
To:	Frontier Economics Limited ("Supplier")

Effective Date:	03/11/2020
Expiry Date:	End date of Initial Period: 04/05/2021 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; and
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Key Individuals:	Contract/Work Manager: REDACTED Email: REDACTED Commercial Manager: REDACTED Email: REDACTED Supplier Contact: REDACTED
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	Email: REDACTED Supplier Contact: REDACTED Email: REDACTED
Guarantor(s)	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	£52,980
Insurance Requirements	Product liability insurance cover all risks in the provision of Deliverables under the Contract, with a minimum limit of £1,000,000 for each individual claim. The Supplier shall make best efforts to maintain insurance coverage against legal liabilities arising out of or in connection with the performance, or otherwise, of its obligations under this Call Off Contract, subject always to the availability of such insurance on commercially reasonable terms.
Liability Requirements	Suppliers limitation of Liability (Clause 18.2 of the Contract Terms); The aggregate liability of the Supplier in respect of all other Losses howsoever caused, whether arising from breach of this Call Off, the supply or failure to supply of the Services, misrepresentation (whether tortious or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed a sum equal to the greater of 125% of the Charges paid or payable to the Supplier.
Customer billing address for invoicing:	Payments will be made via an electronic payments system, SAP Ariba P2P (MYBuy). Invoices should be provided for each milestone within one month of agreement of deliverables by the Geospatial Commission and sent to REDACTED copying in contract manager email address (including the purchase order provided). Payments will be made into the bank account provided by the supplier.

GDPR	[complete 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:	The Commissioners For Her Majesty's Revenue & Customs acting through Valuation Office Agency
Name and Title: REDACTED	Name and Title: REDACTED
Signature: REDACTED	Signature: REDACTED
Date: 20/11/20	Date: 27/11/20

ANNEX A

Customer Project Specification

To be determined by the Customer at Call for Competition stage

REQUIREMENT

3.1 The VOA is seeking to commission a contractor to undertake three key tasks as detailed below.

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3.2 Task 1 requires the contractor to prepare a report and storyboard containing feedback and potential value of Published Correlation Relationships. This task is comprised of four deliverables (3.2.1 – 3.2.5).

3.2.1 Analysis of the download statistics for the published correlation relationship models.

3.2.2 Analysis of feedback from users and Subject Matter Experts of the correlation data models, specifically to capture user journeys (as storyboards) and impact (time, effort, cost savings, quality) of the availability of correlation data models. Contractor is expected to also consider and propose additional metrics based on their own expertise.

3.2.3 Presentation of methodology and final results.

3.2.4 Running online workshops to collect response from users.

3.2.5 Write up of the evidences gathered and outputs from the analyses.

3.3 Acceptance criteria for Task 1 (3.3.1 – 3.3.5):

3.3.1 Contractor will engage with other government departments and industry experts at data architecture and policy levels.

3.3.2 Analysis on the ROI of the relationship data will be based on evidences.

3.3.3 Report will be supplied in MS Word Format.

3.3.4 Storyboard illustration and images will be of quality suitable for print media.

3.3.5 Report will have to be signed-off by Geo6 and Geospatial Commission.

3.4 Task 2 requires the contractor to prepare a document containing results of Public User Testing and Requirements Gathering using Correlation Relationship Sharing Wireframe Portal. This task is comprised of four deliverables (3.4.1 – 3.4.4).

3.4.1 Running Usability Testing of the Correlation Sharing Wireframe Portal with questions such as 'How quickly can users locate the correlation of interest?' and 'What are the most used functions and options of filtering a correlation?' Contractor is expected to also consider and propose additional metrics based on their own expertise.

3.4.2 Presentation of methodology and final results.

3.4.3 Write up of evidences gathered and recommendations on revising wireframes based on user testing.

3.4.4 Organising online workshops to collect response from users.

3.5 Acceptance criteria for Task 2 (3.5.1-3.5.4):

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3.5.1 Evidence that a suitable sample of users were consulted in research.

3.5.2 User Testing will be based on Wireframe designed in the Linked Identifier project 3.

3.5.3 Report will have to be supplied in MS Word Format.

3.5.4 Report will have to be signed off by Geo6 and Geospatial Commission.

3.6 Task 3 requires the contractor to consult with key market actors to find out the correlation relationship of interest to the market and general public. It is composed for three deliverables (3.6.1-3.6.3).

3.6.1 Online or email-based or telephone-based consultation with key market actors to find out which correlation relationships would be of most interest to the market and general public. This will require contacting a list of predefined set of market actors and those from independent research.

3.6.2 Presentation of methodology and final results.

3.6.3 Write up of the methodology, evidences gathered, conclusions and recommendations from the consultation.

3.7 Acceptance criteria for Task 3 (3.7.1-3.7.2):

3.7.1 Report will have to be supplied in MS Word Format.

3.7.2 Report will have to be signed off by Geo6 and Geospatial Commission

ANNEX B: Supplier Tender Response: REDACTED