

CONSULTANCY+
CLIENT ORDER FORM (Ref: 003 Op. Soteria Research)
pursuant to Framework Agreement (Ref: YPO 940_ *Crown Prosecution Service*)

FROM:

Contracting Authority	The Crown Prosecution Service
Address	Commercial Team, Zone A, 10th Floor, The Crown Prosecution Service 102 Petty France, Westminster, London SW1H 9EA
Invoice Address	Crown Prosecution Service – Commercial Team Kings Pool Third Floor 1 -2 Peasholme green York YO1 7PX Email: dpu@cps.gov.uk
Contact Ref:	Ref: PR 2022 063 – Op Soteria Research Name: Redacted Under FOIA Section 40 Phone: Redacted Under FOIA Section 40, Personal Information e-mail: Redacted Under FOIA Section 40, Personal Information Name: Redacted Under FOIA Section 40 e-mail: Redacted Under FOIA Section 40, Personal Information

TO MSP:

CONSULTANCY+	Reed Talent Solutions Limited, trading as Consultancy+
Address	5 The Peak, Wilton Rd, Victoria, London SW1V 1AN
Contact Details	Name: Redacted Under FOIA Section 40 Phone: Redacted Under FOIA Section 40, Personal Information Email: Redacted Under FOIA Section 40, Personal Information
MSP Delivery Team	Redacted Under FOIA Section 40 – Principal Consultant Redacted Under FOIA Section 40 – Escalations

1. TERM

1.1 Effective Date

1.1.1 This Contract shall commence on: 14th June 2022

1.2 Expiry Date

1.2.1 This Contract shall expire on: 30th June 2024

1.2.1 This Contract may be extended beyond the 30th June 2024 at no extra cost to account for delays to revision or query of findings/research. This can be communicated up to and including the date of expiry.

2. SERVICES

2.1 Services

The Supplier shall ensure that they meet the Service Deliverables below with further detail outlined in Appendix A.

Phase 1a 1st July 2022-31st Oct 2022 (4 months)

Undertake initial research & baselining;
liaise with local CPS re data collection;
recruit PDRA & PhD RA;
commence of case file analysis;
produce & deliver [Redacted Under FOIA Section 40, Personal] Position Paper to CPS.

Phase 1b 1st Nov 2022 – 28th Feb 2023 (4 months)

Complete data collection as outlined in Phase 1b above;
conduct coding and preliminary analysis of data;
produce & deliver [Redacted Under FOIA Section 40, Personal] Emerging Findings Briefing Report to CPS.

Phase 2a 1st March 2022 – 31st May 2022 (3 months)

Complete coding and further analysis of Phase 1 data;
review data collection plan.

Phase 2b 1st June 2022 – 30th Nov 2023 (6 months)

Complete data collection as outlined in Phase 2b;
conduct coding and analysis of Phase 2 data; synthesise findings across Phases 1 and 2;
produce & deliver [Redacted Under FOIA Section 40, Personal] Final Report & [Redacted Under FOIA Section 40, Personal] Short Form Report to CPS.

2.2 Service levels

The Supplier shall ensure that they meet or exceed the following Service Levels:

As described in the "Format for Proposal: Op Soteria -Professor [Redacted Under FOIA Section 40, Personal] University of Warwick" dated 28th May 2022 and included at Appendix A

2.3 Base Location

To be agreed with the Client as required from time to time.

3. SECURITY & VETTING

3.1 Security and Vetting Requirements

University of Warwick research team to clear DBS with Crown Prosecution Service.

4. SPECIAL CONDITIONS

Redacted Under FOIA Section 43, Commercial Interests



Redacted Under FOIA Section 43, Commercial Interests



Redacted Under FOIA Section 43, Commercial Interests



Redacted Under FOIA Section 43, Commercial Interests




Redacted Under FOIA Section 43, Commercial Interests



5. MILESTONE PROVISIONS

Project/Statement of Work Price

Prices below are exclusive of the  Framework/MSP mark-up fee. Any subsequent invoices will come with mark-up applied (excluding expenses).

Phase 1a / Invoice 1

Undertake initial research & baselining;
liaise with local CPS re data collection;
recruit PDRA & PhD RA;
commence of case file analysis;
produce & deliver **Research Under Focus** Position Paper to CPS.

Redacted Under FOIA Section 43, Commercial Interests

Phase 1b / Invoice 2
1st Nov 2022 – 28th Feb 2023 (4 months)

Complete data collection as outlined in Phase 1b above;
conduct coding and preliminary analysis of data; produce & deliver [REDACTED] Emerging Findings
Briefing Report to CPS.

Redacted Under FOIA Section 43, Commercial Interests

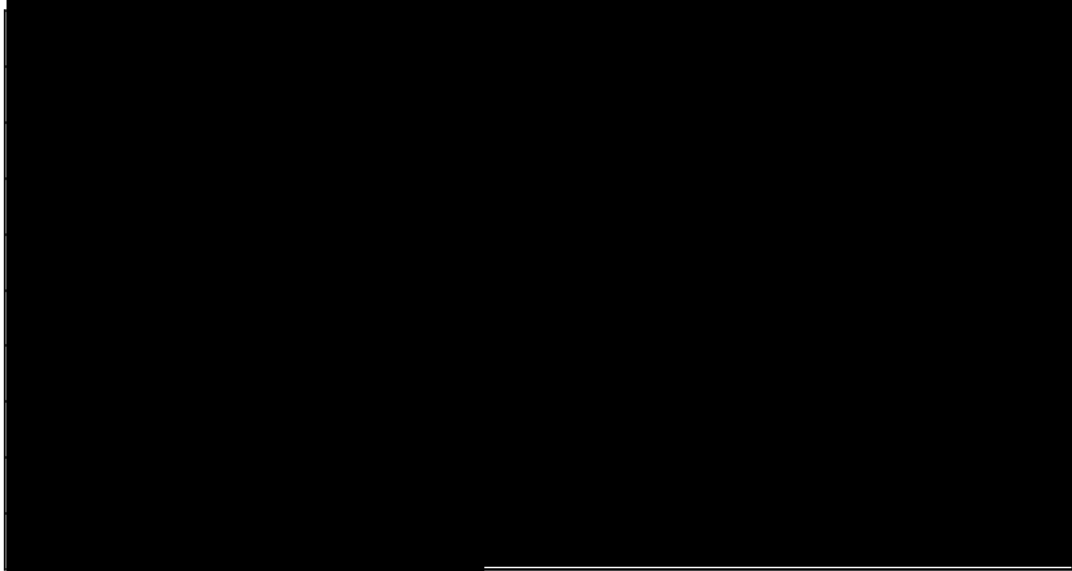
£127,074.41

Phase 2a / Invoice 3

1st March 2023 – 31st May 2023 (3 months)

Complete coding and further analysis of Phase 1 data;
review data collection plan.

Redacted Under FOIA Section 43, Commercial InterestsRedacted Under FOIA Section 43, Commercial Interests



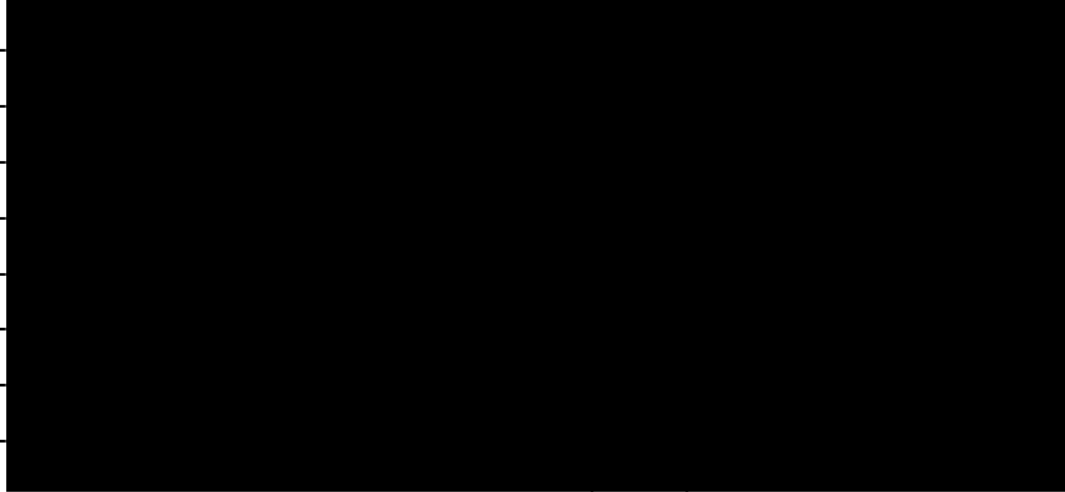
£75,998.07

Phase 2b / Invoice 4

1st June 2023 – 30th Nov 2023 (6 months)

Complete data collection as outlined in Phase 2b; conduct coding and analysis of Phase 2 data;
synthesise findings across Phases 1 and 2;
produce & deliver [REDACTED] Final Report & [REDACTED] Short Form Report to CPS.

Redacted Under FOIA Section 43, Commercial Interests



Redacted Under FOIA Section 43, Commercial Interests

£154,915.46

Summary Costs (including Expenses Provision)

	Days	Costs
Redacted Under FOIA Section 43, Commercial Interests		
		£432,372.77

Redacted Under FOIA Section 43, Commercial Interests

TOTAL

£466,829.54 [Excluding VAT]

Invoicing Arrangements

The Consultant/Professional and Consultancy Organisation shall submit invoices to the MSP via the project portal in line with agreed milestones, which are set out as Phases 1a, 1b, 2a, 2b of Service 2.1, setting out the work that the Consultant/Professional and Consultancy Organisation has completed for the MSP for benefit of the Contracting Authority and any value added tax payable (if applicable). The Consultant/Professional and Consultancy Organisation will raise and submit pro-forma invoices via the MSP's system and template for approval by the Contracting Authority. The MSP will subsequently send a related VAT invoice as per the Contracting Authority instructions. Once the Contracting Authority approval is actioned via the portal, the MSP will take that as agreement that values invoiced are agreed for payment and associated works/services have been completed.

6. CONFIDENTIAL INFORMATION

Without prejudice to the generality of clause 31 of the General Conditions, the following information shall be deemed Confidential Information:

Please refer to the Data Sharing Agreement between the Consultant/Professional and Consultancy Organisation and the Contracting Authority.

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7. PERSONAL DATA PROCESSING	
	Please refer to the Data Sharing Agreement between the Consultant/Professional and Consultancy Organisation and the Contracting Authority.
Subject Matter	Redacted Under FOIA Section 43, Commercial Interests
Duration	14 th June 2022 – 30 th June 2024
Nature and Purpose	Processor to conduct research and finding on service improvement within RASSO.
Data Categories	Email addresses.
Data Subjects	Employees.

Redacted Under FOIA Section 40, Personal Information

Signed for and on behalf of
Reed Talent Solutions Limited

Redacted Under FOIA Section 40, Personal Information

Name and Position

Signed for and on behalf of
Redacted Under FOIA Section 40, Personal Information

Redacted Under FOIA Section 40, Personal Information

Signed for and on behalf of
Crown Prosecution Service

Redacted Under FOIA Section 40, Personal Information

Head of Commercial
Date

Appendix A

Format for Proposal **Redacted Under FOIA Section 43, Commercial Interests**

Redacted Under FOIA Section 43, Commercial Interests



CPS Activity in Op Soteria is focused on 6 Key Strands:

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Total = £432,372.76

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Project Milestones

As set out above, the project will be broken down into Phase 1a and 1b, Phase 2a and 2b, and Phase 3. Key deliverables to the CPS will be tied (broadly) to completion of Phases 1 and 2 (with Phase 3 involving institutionally matched support to facilitate academic publications beyond the CPS report).

Phase 1a 1st July 2022-31st Oct 2022 (4 months) - £74,384.83

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Phase 1b 1st Nov 2022 – 28th Feb 2023 (4 months) - £127,074.41

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Phase 2b 1st June 2023 – 30th Nov 2023 (6 months) - £154,915.46

Redacted Under FOIA Section 43, Commercial Interests

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