



Crown
Commercial
Service

Letter of Appointment

Contract Reference: CCZZ20A21 Evaluation of the Coastal
Communities Fund

LETTER OF APPOINTMENT

IFF Research Ltd

REDACTED INFORMATION

Letter of Appointment

This letter of Appointment dated 3rd June 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.

This letter and the attached Terms and Conditions form the contract.

Order Number:	TBC
From:	Ministry of Housing Communities and Local Government ("Customer")
To:	IFF Research Ltd ("Supplier")

Effective Date:	5 th June 2020
Expiry Date:	End date of Initial 31 st March 2021 End date of Maximum Extension Period – No extensions permitted 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 Specification attached at Annex A and the Supplier's Proposal attached at Annex B; and
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Key Individuals:	Customer: REDACTED INFORMATION Supplier: REDACTED INFORMATION
Guarantor(s)	Not Applicable

Contract Charges (including any applicable discount(s), but excluding VAT):	<p>The maximum contract value is £80,000.00 (exc VAT)</p> <p>A breakdown of the charges are provided in Schedule 6 of the attached contract terms and conditions and summarised as follows:</p> <p>REDACTED INFORMATION</p>
Insurance Requirements	<p>Insurance Requirements</p> <p>Additional public liability insurance to cover all risks in the performance of the Call-Off Contract, with a minimum limit of £1 million for each individual claim.</p> <p>Additional employers' liability insurance with a minimum limit of £1 million indemnity.</p> <p>Additional professional indemnity insurance adequate to cover all risks in the performance of the Call-Off Contract with a minimum limit of indemnity of £1 million for each individual claim.</p> <p>Product liability insurance cover all risks in the provision of Deliverables under the Call-Off Contract, with a minimum limit of £1 million for each individual claim.</p>
Liability Requirements	<p>Supplier's limitation of Liability (Clause 18.2 of the Contract Terms);</p> <p>125% of the Contract charges payable to the Supplier under this Contract.</p>
Customer billing address for invoicing:	<p>Ministry of Housing, Communities and Local Government</p> <p>REDACTED INFORMATION</p>

GDPR	As Per Schedule 7 (Processing, Personal Data and Data Subjects]
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	Not Applicable

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:

For and on behalf of the Customer:

Name and Title:

Name and Title:

Signature:

Signature:

Date:

Date:

ANNEX A

Customer Project Specification As provided as part of the Procurement Process

1. Scope of Requirement

- 1.1 The CCF has been running since 2012 but no evaluation has ever been undertaken of the effectiveness of the projects funded in delivering successful outcomes.
- 1.2 The research will help to provide an assessment of the effectiveness of the Coastal Communities Fund (CCF) in meeting its overall outcomes and inform the future development of policy towards coastal communities. This will be achieved through both quantitative and qualitative research.
- 1.3 The high level outputs required are:
 - 1.3.1 Impact Evaluation of up to 30 CCF projects spanning rounds 1 to 5 as described in Section 2
 - 1.3.2 Retrospective Evaluation of Rounds 1-4 of the CCF as described in Section 2
 - 1.3.3 Project Plan
 - 1.3.4 Risk Register
 - 1.3.5 Written progress reports at weeks ten (10) and thirty (30)
 - 1.3.6 Interim progress report after six (6) months
 - 1.3.7 Final Report
- 1.4 These high level outputs will address the objectives described in Section 2, The Requirement.
- 1.5 The scope of the study is English regions.
- 1.6 Out of Scope
 - 1.6.1 No Welsh, Scottish or Northern Irish regions will need to be surveyed as part of this research.
- 1.7 A full list of projects funded by the CCF over its Five (5) rounds can be found in Appendix A of this document.

2. The Requirement

- 2.1 The objectives of the research are to:
 - 2.1.1 To review the outputs (round 5) and outcomes (completed projects Rounds 1-4) of a sample of up to 30 CCF projects along the English coast, selected from all five CCF bidding rounds. Research must address whether the projects achieved the aims outlined in their application, and with the aim of understanding the impact projects had on the local economy in terms of jobs attracted and economic growth and whether this represents value for money.

- 2.1.2 To answer questions such as, but not be limited to: What did the programme deliver? Who benefited from it and how? What would have happened without the intervention? These questions must be answered with the aim of the fund in mind (section 2.8) and the Customer encourages Bidders to propose questions they consider would help this evaluation.
 - 2.1.3 To review the wider economic development and regeneration impact of CCF projects. This will draw on both quantitative and qualitative information supplied by individual projects in their annual monitoring returns (which the Customer will provide), and the results of an internal review by The Customer of how different types of project have delivered their forecast outputs and outcomes over the CCF funding period and beyond. It will also involve looking at how the Fund is supporting effective planning and partnership working, for example by Coastal Community Teams and other public, voluntary and private sector bodies operating in coastal areas.
 - 2.1.4 To assess the impact the Fund may have had on specific stakeholder groups, including any evidence on compliance with the Public Sector Equality Duty (PSED) – section 149 of the Equality Act 2010.
 - 2.1.5 To identify any learning and good practice lessons that can be shared more widely for replicating the successful outcomes in any future funding rounds and in other related funding programmes such as the [Towns Fund](#)¹ and [Future High Streets Fund](#)².
- 2.2 The Supplier will be expected to undertake two specific elements for this commission. These are outlined in paras 2.1.1 and 2.2.2.
- 2.2.1 Impact evaluation on a sample of up to 30 projects in rounds 1 to 5 selected by the Customer. These projects will be identified once the contract commences and will be from the following regions of England: South East; South West; North East, North West, Yorkshire & Humber; East of England and East Midlands. No evaluations will take place in Scotland, Wales or Northern Ireland.
 - 2.2.1.1 The Customer does not know at this stage how many case studies for the Impact Evaluation are achievable within their budget and so there are not definitive contractual volumes.
 - 2.2.1.2 The Customer does not commit to a minimum number of CCF projects for review as part of the Impact Evaluation. The number of projects to be reviewed will be discussed and agreed with the Successful Supplier following Contract Commencement as part of an agreed Statement of Works at the Inception Meeting.
 - 2.2.1.3 Costs for the Impact Evaluation will be based on the Successful Supplier's Rate Card.
 - 2.2.2 A more general retrospective evaluation of Rounds 1-4 drawing on monitoring data the Customer has collected in projects from the first four rounds. This will include a review of the wider economic development and regeneration benefits of the CCF, drawing on

¹ THE CUSTOMERTowns Fund Prospectus, November 2019
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/843843/20191031_Towns_Fund_prospectus.pdf

² THE CUSTOMERFuture High Streets Fund - Call for proposals, December 2018
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/783531/Future_High_Streets_Fund_prospectus.pdf

the monitoring information supplied by individual projects and an in-house analysis of how well CCF projects have delivered on their forecast outputs and outcomes.

- 2.3 In conducting an assessment of the economic impact and value of the Coastal Communities Fund, the research will be aware that a key function of the research is to inform economic appraisal of future projects and programmes. Such appraisal will need to comply with the [HMT Green Book](#)³, and the [Ministry of Housing and Local Government \(MHCLG\) Appraisal Guidance](#)⁴ (in relation to productivity and job creation (Green Book, p39) and additionally (MHCLG's Appraisal Guidance p40) in particular)). Therefore, the research will clearly distinguish between impacts that can be recognised in economic appraisals according to current appraisal guidance and those which cannot. Notwithstanding the above, the research will seek to cover all material impacts of the CCF.
- 2.4 The research will also seek to differentiate between impacts that are additional at the national level, and those that are additional at the local level but may simply displace economic activity from elsewhere in the UK.
- 2.5 The Supplier will be required to attend a telephone Inception meeting within one week of the contract award.

3. Key Milestones and Deliverables

- 3.1 The contract will end 31st March 2021 when CCF Round 5 is due to end.
- 3.2 The following Contract milestones/deliverables shall apply:
4. REDACTED INFORMATION

5. Management Information/Reporting

REDACTED INFORMATION

6. Volumes

REDACTED INFORMATION

7. Continuous Improvement

- 7.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 7.2 The Supplier will present new ways of working to the Customer during quarterly Contract review meetings.
- 7.3 Changes to the way in which the Services are to be delivered must be brought to the Customer's attention and agreed prior to any changes being implemented.

8. Sustainability

- 8.1 There are no sustainability considerations.

³ HMT The Green Book, 2018
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/685903/The_Green_Book.pdf

⁴ The DCLG Appraisal Guide, December 2016
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/576427/161129_Appraisal_Guidance.pdf

9. Quality

- 9.1 The case studies and in depth reviews will be conducted in line with the Customer's objectives and the ethical standards set out in the Government Social Research code. <https://www.gov.uk/government/publications/the-government-social-research-code-people-and-products> Research will be analytically robust, and ethically conducted.
- 9.2 All contractable deliverables must be of publishable quality under the Customer's name. The Customer will convene meetings at the interim and final report stages with the Supplier, to assess the quality of the deliverables when complete and to provide final sign off on the Report.
- 9.3 The Supplier will adhere to Social and Market Research and Data Protection standards. Quality standards will comply with RM6018 Research Market Place Contract Terms and Conditions which can be viewed at Attachment 5 – Terms and Conditions.
- 9.4 The Supplier must have sound processes for quality assurance in place.

10. Staff and Customer Service

- 10.1 The Supplier shall provide a sufficient level of resources throughout the duration of the Contract in order to consistently deliver a quality episode service.
- 10.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.
- 10.3 The Supplier shall ensure that staff understand the Customer's purpose and objectives and respond to queries raised by the Customer within 48 hours throughout the duration of the Contract.

11. Service Levels and Performance

REDACTED INFORMATION

12. Security and Confidentiality Requirements

- 12.1 The Supplier will store data, which may include personal data, in accordance with the Data Protection Legislation requirements. The Supplier must follow the appropriate requirements for this.
- 12.2 The Supplier will provide assurance that all data will be destroyed after six years from completion of the project.
- 12.3 The Customer will retain full Intellectual Property Rights for the work completed. This is in accordance with the Attachment 5 – RM6018 Terms and Conditions.

13. Payment and Invoicing

- 13.1 Payment can only be made following satisfactory quality of reports and delivery of Key Milestones (section 7). Guidance on the quality of reports will be given at the monthly meetings.
- 13.2 The payment schedule is as follow:

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- 13.3 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

Invoices will be submitted to: REDACTED INFORMATION

14. CONTRACT MANAGEMENT

- 14.1 The Customer will ensure all contractual obligations are adhered to and managed accordingly. A key contact will be identified within the Customer as the Contract Manager to oversee the project. Any Supplier queries will be addressed and responded to within three (3) working days by the Contract Manager. The Customer will provide suitably qualified persons to attend and chair supplier meetings when required to do so.
- 14.2 The Customer will manage Supplier meetings, arranging venues if necessary, times, producing agendas and minutes. Attendance at Contract Review meetings shall be at the Supplier's own expense.

15. Location

- 15.1 The Services will primarily be carried out at the Supplier's premises with visits to the Customer's offices and CCF in-depth review locations in England, if required, following discussions with the Customer.
- 15.2 In line with social distancing measures, during the COVID 19 pandemic crisis, the Supplier is required to work remotely where ever possible and ensure that suitable provisions are made to allow their staff to work from home wherever practical.
- 15.3 Where working from home is not a feasible option for staff, the Supplier shall ensure that social distancing measures are maintained in any used office environments.
- 15.4 Where the Supplier, and any of its staff/representatives, are required to attend site (Government Office) all efforts will be made to adhere to the social distancing and safety recommendations.

Appendix A
COASTAL COMMUNITIES FUND PROJECTS

REDACTED INFORMATION

ANNEX B

Supplier Proposal

As submitted during the Procurement Process

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