



Department
for Environment
Food & Rural Affairs

Contract Change Note

Contract Change Note Number	CCN01
Contract Reference Number and Title	ecm_60159 - Contract for the Provision of Research and Development for Survey to Understand Household Water Practices in England and Wales.
Variation Title	Additional work at extra cost in order to prepare 2 surveys per wave.
Number of Pages	3

Whereas BMG Research Ltd and the Authority entered into a Contract for the provision of Survey to Understand Household Water Practices in England and Wales dated 01/12/2020 (the "Original Contract") and now wish to amend the Original Contract.

It is agreed as follows:

1. With effect from 06/04/2021 the Original Contract shall be amended as set out in this Contract Change Note:

Change Requestor / Originator	[REDACTED]	
Summary of Change	To enable BMG to conduct two surveys concurrently which are split into individual and household water use practices. This approach will allow for more information to be gathered which will enable more targeted interventions.	
Reason for Change	Discussions at the inception meeting and subsequent steering group meeting made it apparent that the survey needs to be split into two: one for households and one for individuals. Running two surveys will ensure robust and usable evidence is collected for Defra.	
Revised Contract Price	Original Contract Value	£495,150.00
	Contract Change Note CCN01	£45,000.00
	New Contract Value	£540,150.00
Revised Payment Schedule	See Annex B	
Revised Specification	See Annex A	
Revised Contract Period	N/A	
Change in Contract Manager(s)	As Per Original Contract	
Other Changes	N/A	

2. Save as herein amended all other terms and conditions of the Original Contract shall remain in full force and effect.

Execution of the Contract Change Note is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The revised Contract is formed on the date on which both Parties communicate acceptance of its terms on the Authority's electronic contract management system ("Bravo").

Annex A

Revised Specification

The additional work to be included below was discussed by the Authority and BMG Research Limited.

Task
<ul style="list-style-type: none">• Additional work in order to prepare and split the survey into two: one for households and one for individuals ie.• Additional production, scripting and testing of two surveys instead of one survey.• extra analysis and reporting associated with two surveys instead of one survey.

Annex B

Schedule 2 Pricing

Delete all of existing Clause 1 and insert

1. The Authority will pay to the Contractor no more than the fixed sum of **£540,150.00** (excluding VAT).

Delete all of existing Clause 8 and insert

8. The Contractor will be paid on receipt of invoice following satisfactory completion of each Milestone as set out below.

Date (weeks commencing)	Milestone	Price (£) ex Vat (Survey 1)	Price (£) ex Vat (Surveys 2-4)
9	One: Finalised set of survey questions delivered to Defra after review. [based on tasks 1-3]		
13	Two: Final report of Output 2 including; analysis plan, sampling framework, mode of survey administration and data handling plan delivered to Defra after review.		
25	Three: Produce a short (max 4 pages) mid-term written update on the survey progression; date it goes live, number of respondents from each demographic group, any issues encountered and resolutions found.		
40	Four: Final report and accompanying data		