

**HM REVENUE & CUSTOMS SERVICE ORDER
SOCIAL AND ECONOMIC RESEARCH FRAMEWORK AGREEMENT**

1. HMRC Information	
Purchase Order to be issued under separate cover	
Project Information	LOT: 4, 9, 11 Project Reference: 1617.PT.09
Purchase / Limit Order No:	8500005361
HMRC – Social and Economic Research Framework – Commercial Contact	
Name:	Personal Information: Redacted under section 40 of the Freedom of Information Act
Contact Tel No:	Personal Information: Redacted under section 40 of the Freedom of Information Act
Email:	Personal Information: Redacted under section 40 of the Freedom of Information Act
HMRC Budget Manager & invoice enquiries	
Name:	Personal Information: Redacted under section 40 of the Freedom of Information Act
Contact Tel. No:	Personal Information: Redacted under section 40 of the Freedom of Information Act
Email:	Personal Information: Redacted under section 40 of the Freedom of Information Act
HMRC – Invoice payment	
All invoices should be sent to the HMRC Invoice Processing Centre	
Address:	Personal Information: Redacted under section 40 of the Freedom of Information Act
Contact Tel No:	Personal Information: Redacted under section 40 of the Freedom of Information Act
Email:	Personal Information: Redacted under section 40 of the Freedom of Information Act
HMRC – Budget Authorising Officer	
Name:	Personal Information: Redacted under section 40 of the Freedom of Information Act
Contact Tel No:	Personal Information: Redacted under section 40 of the Freedom of Information Act
Email:	Personal Information: Redacted under section 40 of the Freedom of Information Act
HMRC Project Manager	
Name:	Personal Information: Redacted under section 40 of the Freedom of Information Act
Contact Tel No:	Personal Information: Redacted under section 40 of the Freedom of Information Act
Email:	Personal Information: Redacted under section 40 of the Freedom of Information Act

2. Contractor Information	
Vendor (Supplier):	NatCen Social Research
Contact:	Personal Information: Redacted under section 40 of the Freedom of Information Act
Contact Tel No:	Personal Information: Redacted under section 40 of the Freedom of Information Act
Contact Address:	Personal Information: Redacted under section 40 of the Freedom of Information Act
Email:	Personal Information: Redacted under section 40 of the Freedom of Information Act
Consultant / Key Personnel:	Personal Information: Redacted under section 40 of the Freedom of Information Act

3. Contractual Detail	
Contract Ref: Incl. Framework name e.g. Catalyst, and relevant section. Also include URN for Catalyst and Cipher call offs.	DWP Social and Economic Research Framework 2013 This Service Order is subject to the DWP Social and Economic Research Research Framework (2013) Terms and Conditions of contract and Clause D3 and D4 relating to the Official Secrets Acts and related Legislation, and Confidentiality, as detailed in Annex B – additional contractual information.

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<p>Special Terms and Conditions: e.g. overtime, expenses, travel & subsistence, notice period.</p>	<p>HMRC will review its position after each of the milestones detailed in the specification on an ongoing basis and reserves the right to terminate the contract (for any reason) prematurely. For the purpose of this engagement the notice period will be 1 month.</p> <p>HMRC will review whether to proceed with the optional Missing Not at Random analysis specified in the attached proposal. The decision will be based on an assessment of the emerging data to ensure that MNAR is the most suited analysis to the specifics of the data; HMRC and NatCen will discuss and agree whether to proceed with MNAR, an alternative analysis or review the value of the milestone to reduce it by the estimated cost for MNAR if no additional analysis is required.</p>
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4. Project Information	
Project Title:	The Sharing Economy – understanding user characteristics and tax reporting behaviours
Start Date:	11 October 2016
End Date:	29 March 2017

5. Payment Schedule			
#	Milestone	Anticipated delivery date*	Total charge (excluding VAT) (£)
1	Milestone 1	16 November 2016	Redacted under section 43 of the Freedom of Information Act
2	Milestone 2	16 January 2016	
3	Milestone 3	6 February 2017	
4	Milestone 4	29 March 2017	
* - The anticipated delivery date is not a fixed invoice point. Payment is made upon satisfactory receipt of services, certified by the Project Manager.		Grand Total (£) exclusive of VAT:	107,983

Invoices relating to this Service Order should be sent to the HMRC Invoice Processing Centre (provided at 1. above) by email in pdf format, unless otherwise indicated. All invoices must quote the Purchase Order Number.

Invoices received without a Purchase Order number may be rejected.

6. Summary of Requirements / Role Description / Deliverables
<p>The section below should be used to provide clear summary of the requirements for delivery of the project/assignment. It should include, where appropriate, milestones / key deliverables with dates, and any proposals for skills transfer (where relevant).</p>
<p>Summary of Requirements</p>

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HMRC's specification of requirements covers two main research aims:

- To understand the extent and size of the Sharing Economy, both in terms of income generated by, and the number and characteristics of, those who participate for profit ('Providers'), and
- To understand the knowledge, attitude, and decision-making processes of providers in relation to taxation of income generated in the Sharing Economy.

Further details of research aims and objectives are specified in the ITT document



HMRC_Sharing_Economy_ITT.pdf

Summary of supplier's proposal

Services will be provided by NatCen Social Research as set out in their tender dated 3/10/16, subject to the following clarifications:

- the summary of questionnaire testing findings will be replaced with an early findings summary
- a decision on whether the MNAR analysis will be required will be made at the end of milestone 2 based on an early review of the quantitative data

Commercially Sensitive Information: redacted under section 43 of the Freedom of Information Act

Deliverables and payment milestones

Commercially Sensitive Information: redacted under section 43 of the Freedom of Information Act

Any subsequent amendments or clarifications to the original response are to be delivered as agreed with the HMRC Project Leader or his/her nominated representative.

7. Confidential Information

As part of the Government's Transparency Agenda, this agreement and any associated winning tender may be published. The contractor **must** notify the project manager (provided at 1. above) of any commercially sensitive information to be considered for redaction prior to publication.

(7.1) The following information shall be deemed Commercially Sensitive Information or Confidential Information:-

Commercially Sensitive Information: redacted under section 43 of the Freedom of Information Act

(7.2) Duration that the information shall be deemed Commercially Sensitive Information or Confidential Information:-

Three years from the date of this agreement

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BY SIGNING AND RETURNING THIS ORDER FORM THE PROVIDER AGREES to enter a legally binding contract with the Authority to provide the Service specified in this Order Form together with, where completed and applicable, the mini-competition order (additional requirements) set out in section 3 of this Order Form. Incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement entered into by the Provider and the Authority on 1st July 2013 and any subsequent signed variations to the terms and conditions.

For and on behalf of the Provider:-

Name	Personal Information: Redacted under section 40 of the Freedom of Information Act
Capacity	
Signature	
Date	26/10/16

For and on behalf of the HMRC:-

Name	Personal Information: Redacted under section 40 of the Freedom of Information Act
Capacity	
Signature	
Date	31/10/16