

## DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

### Part 1: Letter of Appointment



Dear Sirs

#### Letter of Appointment

This letter of Appointment dated 9<sup>th</sup> March 2021, 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:	TBC <b>con_18827</b>
From:	<b>HM Inspectorate of Probation</b> Civil Justice Centre Manchester M3 3FX <b>("Customer")</b>
To:	<b>University of Greenwich</b> Old Royal Naval College Park Row SE10 9LS <b>("Supplier")</b>
Effective Date:	15th March 2021
Expiry Date:	<b>End date of Initial Period:</b> 9 <sup>th</sup> July 2021 <b>End date of Maximum Extension Period:</b> Due to Covid and potential challenges with recruitment we have a degree of flexibility with this. <b>Minimum written notice to Supplier in respect of extension:</b> HM Inspectorate of Probation would like to be notified of any delays to completion as soon as these are identified. A

	discussion can then be held to work out any reasonable extension required.
--	----------------------------------------------------------------------------

Services required:	<p>Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by:</p> <p>The Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B;</p>
--------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Key Individuals:	<p>[Customer] [REDACTED]</p>
	<p>[Supplier] [REDACTED]</p>
[Guarantor(s)]	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	<p>The total cost of the project, objective 1 and objective 2, will be <b>£28,790.72</b> (exclusive of VAT). The tables below provide a detailed breakdown of these costs.</p> <p>Daily Rates have been discounted against the maximum framework rates given by CCS for the Research Marketplace DPS framework, RM6018.</p>
Payment Milestones	<p>Payment for work done will be in accordance with the milestones as below:</p> <p>[REDACTED]</p> <p>These payments are subject to the milestones being met, unless a change has been agreed by the customer, and receipt of a compliant invoice clearly stating the purchase order number and contract reference. Invoices that do not show the purchase order number will be returned by SSCL and the purchase order will go on hold delaying payment.</p>
Customer billing address for invoicing:	<p>All invoices must be sent, quoting a valid purchase order number (PO Number), to:</p> <p>[REDACTED]</p> <p>Within 10 Working Days* of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name</p>

	<p>and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>*can be subject to change</p>
[REDACTED]	
[REDACTED]	
Insurance Requirements	As per terms (Clause 19 of the Contract Terms)
Liability Requirements	Suppliers limitation of Liability (Clause <b>Error! Reference source not found.</b> of the Contract Terms);

GDPR	See 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:**

<b>Name:</b>	[REDACTED]
<b>Title:</b>	Deputy Vice-Chancellor, Research & Enterprise
<b>Signature:</b>	[REDACTED]
<b>Date:</b>	[REDACTED]

**For and on behalf of the Customer:**

<b>Name:</b>	[REDACTED]
<b>Title:</b>	Senior Commercial Manager
<b>Signature:</b>	[REDACTED]
<b>Date:</b>	[REDACTED]

## ANNEX A

### Customer Project Specification Document

<b>Title of Request:</b>	Working with trauma in adult probation
<b>Estimated Total Value:</b>	£30k excluding VAT
<b>Duration of Engagement:</b>	4 months
<b>Required Commencement Date:</b>	15 <sup>th</sup> March 2021

#### 1. Introduction

Her Majesty's Inspectorate of Probation (HMI Probation) is the independent inspector of youth offending and probation services in England and Wales. We report on the effectiveness of probation and youth offending service work with adults and children.

In a recent statutory consultation exercise, we proposed undertaking primary research into working with trauma and trauma-informed practice (TIP) in adult probation. TIP originated in healthcare organisations but is now increasingly being adopted by a range of frontline services, including the criminal justice system. Trauma-informed services are those that are provided for problems other than trauma but require staff and services to have knowledge concerning the impact of trauma. This is differentiated from trauma-specific services, which are services and intervention models that directly address the consequences of trauma. This piece of research is interested in looking at both TIP and trauma-specific services.

HMI Probation do not currently inspect to see whether adult probation services are working specifically in a trauma-informed way, although examples of work with trauma have been highlighted throughout our recent inspection reports, with this mainly taking place within Community Rehabilitation Companies (CRCs). In a recent report into Trauma-informed approaches for women by the Centre for Mental Health and Agenda: the alliance for women and girls at risk<sup>1</sup>, it was recommended that not only should all public services be trauma-informed, but that all inspectorate bodies should inspect against the extent to which trauma-informed principles are being adopted and implemented. Whilst this piece of work is not intended as inspection, we believe it will play an important role in gaining a sense as to the extent to which probation services are currently working with trauma or applying the principles of TIP. It will also allow for innovative or promising practice to be illustrated, as well as providing an understanding of the enablers and barriers.

And while there is no current explicit expectation for adult probation services to be working in a trauma-informed way, there is some indication that this may be more ingrained in future probation practices. Within the 'Draft Target Operating Model for the Future of Probation Services in England and Wales'<sup>2</sup>, it is stated that in selecting interventions, these should 'include strength-based and trauma-informed approaches where relevant'. Trauma is again mentioned with regard to services and interventions most likely to meet the needs of female service users, stating that it should be ensured that 'services take into account gender and trauma and are designed by, or in consultation with, experts in this area'. Finally, the model recognises that experiences of trauma are common for those who experience domestic abuse or are sex workers. As such, this piece of work would be timely in supporting the newly reformed probation service to consider ways in which this could be achieved. It could also be an important resource for capturing practice which is currently taking place within the CRCs but is at risk of being lost when the CRC contracts end in mid-2021.

<sup>1</sup> [https://www.centreformentalhealth.org.uk/sites/default/files/2019-11/CentreforMH\\_ASenseOfSafety\\_0.pdf](https://www.centreformentalhealth.org.uk/sites/default/files/2019-11/CentreforMH_ASenseOfSafety_0.pdf)

<sup>2</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/873093/A\\_Draft\\_Target\\_Operating\\_Model\\_for\\_the\\_Future\\_of\\_Probation\\_Services\\_in\\_England\\_and\\_Wales\\_in\\_English.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/873093/A_Draft_Target_Operating_Model_for_the_Future_of_Probation_Services_in_England_and_Wales_in_English.pdf)

## 2. Background to the Requirement

This project is an exploratory and qualitative appraisal in respect to how probation services work with those service users who have experienced trauma.

As noted above, those who are in contact with the criminal justice system, including those under probation supervision, are likely to have high levels of trauma. As such, it would seem appropriate for probation services to be providing services which take these needs into consideration (as part of a personalised approach).

Initially it had been intended that this research would focus solely on TIP, gaining a sense of the extent to which this was being embedded across probation areas. This is something we are still very keen to explore. However, as significant cultural shifts are required for an organisation to be working in a truly trauma-informed way, it is felt that it is unlikely that TIP will be fully embedded in many areas. As such, a decision was made to widen the scope to also consider areas which are working with trauma, i.e. offering trauma-specific services. This could, for example, be work with military personnel diagnosed with post-traumatic stress disorder (PTSD), with sex workers, or other service users who have been assessed as having experienced trauma. While there will likely be some overlap, it is important to establish that there is a distinction between working in a trauma-informed way with all service users and offering trauma-specific services to a more limited number. Findings should be presented clearly with this in mind.

## 3. Requirement

### Purpose

Those who are in contact with the criminal justice system are significantly more likely to have experienced trauma or Adverse Childhood Experiences (ACEs). Working with a probation population in a trauma-informed way is thus appropriate and likely to produce benefits for service users and society. TIP aims to increase service providers' awareness of how trauma can negatively impact on service users, so that they can avoid practices that might inadvertently cause further trauma. Whilst there is evidence of good work taking place in prisons (Allcock, 2016), there are currently no specific trauma-informed interventions or best practice ways of working with trauma which are widely available across adult probation providers.

When considering approaches to addressing trauma, it is important to be mindful that women and men may experience and respond to trauma in different ways. As such, it is important that interventions or services are also gender informed.

This research project intends to identify and highlight enablers and good practice, as well as challenges, in relation to working with trauma within adult probation services, including the use of TIP.

### Activity to be Undertaken

The Contractor will be required to undertake the following activity to meet the requirement:

We anticipate that a minimum of five areas will be included as part of this research. Looking closely at a small number of areas is likely to be the best way to be able to identify any innovative or promising practice which is emerging.

As the focus of this work is on gaining a greater understanding of the current approaches to working with trauma in adult probation, we would expect to see the following (but we welcome further/alternative suggestions from bidders to maximise the quality/value of the research):

- Interviews with key staff who are involved in the design or delivery of trauma-specific interventions/services. This could include organisational senior leaders, policy leads, psychologists, and

relevant probation staff, as well as any service users who had specific involvement in the design/delivery of trauma interventions/services (as opposed to those who have simply accessed the services/interventions).

- Focus groups with a range of frontline probation staff from both the NPS and CRCs in order to gain an understanding of the extent to which they are working in a trauma-informed way or feel trained to work with service users who have experience trauma. We would also like these focus groups to explore the extent to which frontline staff feel that they have received training/support in working with this population of service users, as well as support they have received for any secondary trauma they may themselves be experiencing. This could include a mix of Probation Officers, Trainee Probation Officers, and Probation Support Officers.
- Photographs and observations from site visit. We appreciate that due to Covid-19 restrictions this may not be possible. However, as environment is an important factor in working with trauma, we invite bidders to suggest how this information could be obtained remotely.

Contractors should also gather as many examples of strategy and practice documents as possible from key contacts, as well as other material which would seem relevant to gaining a wider picture.

Due to the potentially sensitive nature of this work and the possibility that some frontline staff may be experiencing secondary trauma, we will need to see that the bidders are looking to undertake this work in a way which seeks to avoid any potential traumatisation. We would also like to see consideration given to the welfare of both those staff who are interviewed, as well as the researchers who are undertaking the interviews, to ensure that they have not been affected by any of the issues which have emerged from this study.

Written informed consent must be obtained by the contractor for all interviews/focus groups. As a minimum, the interviewer will be expected to take extensive notes from all interviews/focus groups. Ideally, we would like these to be audio recorded (with permission) on a secure device and transcribed verbatim. This will be the best approach to allow for exact quotes to be used in the analysis of the data.

Due to Covid-19, we are extremely mindful of the need to ensure that all research is carried out in a safe manner, which keeps risk to the absolute minimum both for probation staff/service users and the researchers undertaking this work. Before any work is carried out, a risk assessment needs to be completed and agreed by Her Majesty's Prison and Probation Service (HMPPS) National Research Committee. As such, the contractors would need to be able to outline how their research design has considered the response to Covid-19, with appropriate regard being given to maintaining a safe environment for all, and to outline control measures which will be in place to manage the risks identified. While a fuller response will be required from the successful contractor, we would like to see some consideration given to this in the bid.

In addition, we are also mindful that this is an extremely busy and challenging time for probation services and wish to minimise any additional burden which is placed on probation staff by taking part in this research. We would expect to see that this had been given consideration by the contractor, including the degree of flexibility regarding when interviews/focus groups can be undertaken and to any last-minute changes which mean these need to be moved. HMI Probation can assist with making initial contact and negotiating the timing of site visits/interviews.

Due to both the need to ensure that this work is carried out in a safe manner, and to minimise the impact on probation services, we are happy to have some flexibility with regard to the proposed timetable. If the contractors become aware of factors which are likely to cause a delay at any stage, these should be discussed with the HMI Probation research team at the earliest opportunity.

Templates will need to be produced for all interviews and focus groups. While it is not essential to produce these as part of this bid, it would be desirable to see that some consideration has been given to the content of these. Templates should be informed by the following research areas:

- **Evidence:** What do staff consider to be the main benefits of working in a trauma-informed way or working with trauma (both for service users and for staff)?
- **Approaches:** What trauma-informed approaches or ways of working with trauma are currently being used across adult probation? How widely is this taking place? Are these approaches also gender-informed? Are

service users with lived experience of trauma involved in the design and/or delivery of interventions? Are interventions being evaluated?

- **Staff training and support:** Is good quality training available to staff to support them in working with trauma and/or in a trauma-informed way? How are staff supported in working with service users who have experienced trauma in order to support their own wellbeing?
- **Culture and environment:** How have changes to organisational culture been introduced to enable trauma-informed ways of working to be established and embedded? How have environments been adapted in order to reduce the risk of re-traumatisation?
- **Enablers and barriers:** What do staff see as enablers to working in a trauma-informed way? What do staff see as the main barriers or challenges?

A final report of no more than 35 sides (excluding appendices) of A4 in Ariel 11-point text is the final product expected from the contractor. This final report should consist of:

- An executive summary of key findings
- A main body outlining the methodology and main findings. Findings should be produced from a suitable form of qualitative analysis, which includes a number of pertinent quotes.
- Examples of innovative or promising practice
- A conclusion summarising the report

All transcripts and materials gathered will be supplied to the HMI Probation Research team at the end of the project. The contractor will need to maintain a log of transcripts and materials and provide this to HMI probation alongside the associated documents.

The transcripts, materials, and final report will be the property of HMI Probation. Suppliers must confirm their agreement to this in their bid.

The final report will be published as a HMI Probation Research and Analysis Bulletin<sup>3</sup>.

We are keen that the contractors consider further dissemination activity to promote the research findings through conferences, journal articles, blogs, social media, and industry press, but this is not a contractual requirement.

HMI Probation have set aside a budget of £30,000 to fund this research. Suppliers should be mindful of this in their bids. Any requests for variation in costs by the successful bidder are unlikely to be acceptable and must be agreed in advance and in writing with the Head of Research before any spending is committed.

## Relevant Experience

Contractors must:

1. Demonstrate a good understanding of the probation service
2. Demonstrate a track record working on sensitive topics, preferably within a criminal justice setting
3. Have experience of producing resources and materials that are of publishable standard and provide relevant examples
4. Have experience of using qualitative approaches to gathering and analysing data

Contractors must include:

- Details of the project team that will be involved in working on the project, outlining their roles and responsibilities and the number of days on the project broken down by key areas of work within the three phases
- Details of the skills and experience of the project team in the areas specified above
- How the contract will be delivered in the event of staff changes during the project
- How they will keep HM Inspectorate of Probation updated on the progress of the project

---

<sup>3</sup> <https://www.justiceinspectorates.gov.uk/hmiprobation/research/research-analysis-bulletins/>



- Describe in detail how they will manage this project to ensure that it runs smoothly, specifying the project management techniques that will be used.
- Identify risks associated with the successful completion of the project and how they plan to mitigate them. Contractors must provide a full risk register for all elements of the project (see also section 10).
- Details of planned quality assurance procedures.

## Project Costs

Contractors should fill in the blank Excel Pricing Schedule. In addition, staff rates must be specified and a detailed breakdown of the proportion of time spent by key staff on the different elements of the research provided. Costs should be exclusive of taxes and VAT. The proposed costs should be submitted as a separate document from the rest of the bid and uploaded to the question level under the Commercial Tab. You should include details of the data collection and data analysis costs; what activities each member of the research team will conduct, time allocated and their daily rate. It should also include any costs associated with the design of the published materials.

The maximum estimated budget for the work is £30,000 excluding VAT. All bids should be within budget. We welcome bids at lower costs if they meet the research aims in more effective ways.

## 4. Aims

The aims of this project are to explore:

- The current evidence for TIP/trauma work within an adult probation context.
- The extent to which TIP/trauma work is taking place across probation services.
- Some of the current approaches used by adult probation for working in a trauma-informed way or providing trauma-informed interventions.
- The extent to which TIP/trauma work is gender informed.
- The ways in which the environments for the delivery of services and interventions have been adapted to make them trauma-informed.
- Evidence of service user involvement in the design or delivery of trauma-informed services/interventions.
- Evidence of evaluations of trauma-informed interventions.
- How shifts in organisational culture for becoming trauma-informed have been established and embedded.
- The degree and quality of training provided to staff to support them in working with trauma.
- The support available to staff who are working with service users who have experienced trauma.
- The benefits of working in a trauma-informed way (both for staff and service users).
- Enablers to working in a trauma-informed way or providing TIP interventions.

- Key challenges or barriers for working in trauma-informed ways or providing trauma interventions in probation services.

It is anticipated that the HMI Probation Research team will address the first two aims, although we would welcome any additional input from the contractors.

## 5. Objectives (Measurable Outputs)

The objectives are to:

- To produce a high-quality report for an open access HMI Probation Research and Analysis Bulletin.
- To produce case studies of innovative or promising approaches to working with trauma or implementing TIP.
- To identify enablers and barriers to (i) working with trauma and (ii) implementing TIP.
- To produce timely recommendations for the reunified National Probation Service to improve outcomes for probation service users who have experienced trauma.

## 6. In Scope, Out of Scope

### In scope

For this qualitative research project, we anticipate that a minimum of five sites should be visited (remotely or on-site), and that each area will have the equivalent of at least two days of time spent undertaking interviews or focus groups with staff, managers, or partners. Potential sites will be identified by the HMI Probation Team who are planning to conduct an electronic survey of NPS areas and CRCs to identify where there may be some promising or innovative practice in the area. We would, of course, also welcome any knowledge which the contractor may also have regarding work taking place. The nature of this work (remote or on-site) will be dependent on current government guidance around Covid-19 restrictions, while also ensuring that both staff at the sites and the contractors are comfortable with risk management procedures in place.

### Out of scope

The focus of this project is on working with trauma in adult probation. As such, speaking with service users who have personal experience of trauma is out of scope. One exception to this, however, would be speaking with any service users who have played a role in designing or delivering trauma interventions. We would expect the contractors to be mindful that these individuals may themselves have experienced trauma and to consider the most appropriate method of engaging with them.

## 7. Location of Assignment

The research is to be carried out with probation services – both the NPS and CRCs. Whether this work is carried out on-site, remotely, or through a combination of these two methods, will very much depend on national guidance around Covid-19. We also wish to ensure that whatever decision is made, both probation staff as well as the contractors are comfortable with the risk management procedures in place.

This is a sensitive piece of work which ideally would be done face-to-face. However, we anticipate that with some thought, this could also be undertaken remotely without compromising on either the quality of the research or the wellbeing of probation staff or contracted researchers.

Probation services have continued to operate effectively during the pandemic, holding virtual meetings (via Skype, Zoom, Microsoft Teams etc) and engaging with service users via a variety of platforms.

We invite the bidders to clarify how they would anticipate working both on site and remotely.

## 8. Regulatory requirements

Contractors should as a minimum be able to comply with:

- The Government's Social Research Code and publications protocol <https://www.gov.uk/government/publications/the-government-social-research-code-people-and-products>
- Ethical Assurance for Social Research in Government <https://www.gov.uk/government/publications/ethical-assurance-guidance-for-social-research-in-government>
- [Publishing Research and Analysis in Government](#)

## 9. Service Levels

This is a short-term contract with the following key deliverable:

- To produce a high-quality report for an open access HMI Probation Research and Analysis bulletin which should include (i) case studies of innovative or promising practice to working with trauma or implementing TIP (ii) identifying enablers and barriers to working with trauma and/or implementing TIP (iii) timely recommendations for the reunified NPS to improve outcomes for probation service users who have experienced trauma.

Once the contract is let HM Inspectorate of Probation research team will work with the contractor to confirm the delivery dates for each stage of the project. Initial dates have been provided in the Requirements (section 3).

HM Inspectorate of Probation research team will hold regular meetings with the Contractor to review progress, to ensure that milestones are met and to quality assure the final product to ensure it is of a high standard, meets the specification and is publishable. A payment schedule will be drawn up to reflect milestones and final sign off.

## 10. Security arrangements for Consultants

- Baseline Personnel Security Standards (of which Disclosure Scotland is a part) are a default requirement in any Research contract.

<https://www.gov.uk/government/publications/government-baseline-personnel-security-standard>

The successful contractor must:

- Ensure that all staff working on the project have had a Baseline Personnel Security Standard (BPSS) check
- Detail any data protection issues and how they will be addressed.
- Produce a risk management plan which includes any future impacts from Covid-19 and how they would be mitigated
- Detail how confidentiality and anonymity will be preserved through remote (and home working) working
- Detail what measures they have in place to ensure that the wellbeing of both probation staff as well as researchers undertaking the work is protected to a great a degree as possible, as well as the support which will be available to both should any distress arise as a result of this project.
- HM Inspectorate of Probation will retain the intellectual property rights to the reports and resource produced.

## 11. Timetable (\*subject to change at the Authorities Discretion, suppliers will be notified of any changes via the CCS DPS Portal)

### Provisional Timetable Following Award

Contractors must confirm that they can meet the below timetable and outline how they will organise their team to ensure this. In their bid they should expand on this timetable, detailing the timings of specific planned data collection activities.

The timetable has some degree of flexibility if the bidder provides justification that the project will benefit from fieldwork being undertaken to a different timeframe. In this case, bidders should propose adjustments to the timetable for the project.

Key stage	Date
Project initiation meeting (HMI Probation/MoJ will not be liable for any costs incurred by the supplier until the contract is signed by both parties)	w/c 15 March 2021
Agree research plan and fieldwork materials	26 March 2021
Identify sites using HMIP survey and other intelligence	2 April 2021
Agree access with sites	16 April 2021
Commence fieldwork	26 April 2021
Weekly keep-in-touch telephone call	Ongoing
Draft final report	25 June 2021
Agreed final report	9 July 2021
HMI Probation: Synthesis of fieldwork report and survey to Research and Analysis Bulletin	30 July 2021
Dissemination activity	Onwards

## Payment

[REDACTED]

## 12. Outcome

### Outcome

The outcome of this project will be to:

- To produce a high-quality report for an open access HMI Probation Research and Analysis Bulletin.
- To produce case studies of innovative or promising approaches to working with trauma or implementing TIP
- To identify enablers and barriers to (i) working with trauma and/or (ii) implementing TIP
- To produce timely recommendations for the reunified National Probation Service to improve outcomes for probation service users who have experienced trauma

### Escalation

HM Inspectorate of Probation research team will agree milestones with the Contractor for the delivery of each stage of the project. The project will have an identified HM Inspectorate of Probation project manager who will be responsible for liaising with the Contractor and managing the project according to project management principles e.g. monitoring progress, managing risks and escalating risks and issues. The Contractor will actively manage risks, seek to mitigate them and develop contingency plans if necessary. The Contractor will be expected to nominate a lead person with overall responsibility for delivery with the same expectations around project and risk management.

As a first stage, if any difficulties arise, it is anticipated they would be resolved through the respective HM Inspectorate of Probation and Contractor's project managers. If concerns persist or become more serious HM Inspectorate of Probation will escalate concerns to the Senior Management Team and seek guidance on the next steps.

### Exit Strategy

This is a time limited piece of work intended to provide a Research and Analysis Bulletin for HM Inspectorate of Probation. The end product will be uploaded to the HM Inspectorate of Probation website, with appropriate communication activity to promote this.

We are keen that the contractors consider further dissemination activity to promote the research findings through conferences, journal articles, blogs, social media, and industry press, but this is not a contractual requirement.

## CONSENT ARRANGEMENTS

The Department and the successful contractor shall agree in advance of any survey or interview activity taking place. All participants should be informed of the purpose of the research, that the Contractor is acting on behalf of the Department and that they have the option to refuse to participate (opt out). Contact details should be provided including a contact person at the Department.

## **SECURITY**

The successful contractor must ensure that some or all staff working on the project must have or be willing/ able to obtain a Baseline Personnel Security Standard (BPSS) check, as set out in Annex C This will be necessary for the HMCTS records with user contact details to be shared.

## **DATA PROTECTION**

All data will be collated and stored in accordance with the Data Protection Act 2018, Freedom of Information Act 2000, the General Data Protection Regulation (Regulation (EU) 2016/679) and Government Economic and Social Research Team guidelines - <http://www.civilservice.gov.uk/networks/gsr><sup>4</sup>. All published output from the evaluation will be anonymous. The successful contractor must comply throughout the project with the MoJ data protection policy, as set out in Annex D.

Tenderers shall demonstrate their processes for dealing with data securely and as a minimum how they will comply with Ministry of Justice data protection guidance for contractors and subcontractors (Annex C). Proposals must cover how data will be transported / transferred, handled, analysed and stored including retention schedules.

## **FREEDOM OF INFORMATION**

Ministry of Justice is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2005. Accordingly, all information submitted to the Department may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the Department should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

### **List of annexes:**

Annex A: Contact detail data table and quota sampling  
Annex B: MoJ Publications Guidance for External Authors  
Annex C: Security Vetting for contractors on analytical contracts  
Annex D: Data Protection Policy

---

<sup>4</sup> See information under GSR Code: Products i.e. legal and ethical subsection.

[REDACTED]

## **ANNEX B**

### **Supplier Proposal**

To be determined at Call for Competition stage

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]