



Ministry  
of Justice

No of Letter of Appointment being varied: **Con\_17676**

Variation Form No: **02**

BETWEEN:

**Ministry of Justice ("the Customer ") and**

**Get The Data ("the Supplier")**

- 1) Due to the impact of Covid-19, this Contract was varied a first time in June 2020 to pause the fieldwork and continue only with scoping and feasibility work.
- 2) This contract is now being varied to start the remaining aspects of work outlined in the original contract (Phase 1 and Phase 2 of fieldwork, and delivery of a publishable research report).
- 3) This contract variation shall commence on the date which it is signed by both Parties:

**Terms and Conditions - Schedule 2: Statement of works**

***Project Start Date (p39) [remains as specified in contract variation 1]***

- 4) 1<sup>st</sup> June 2020

***Contract Expiry Date [amended to]***

- 5) 26<sup>th</sup> August 2022.

***Key individuals (p39) [remains as specified in contract variation 1]***

**REDACTED** – Customer Project Manager  
**REDACTED** – Supplier Project Manager  
**REDACTED** – Commercial/ contract queries

***Services and deliverables***

***Text at start of section [remains as specified in contract variation 1]***

- 6) The 'Evaluation of MoJ Youth Justice Reform Programme: Specification of requirements' section from pages 39-59 was provided to potential suppliers to assist them in submitting a tender for the current project. The Supplier has already provided a tender and is not required to undertake this exercise again. The following sections detail the scope, aims, and research questions of the project which the Supplier is undertaking, and remain valid:
  - a) Project requirements: (17)
  - b) Scope of requirements (18, 20, 21, 23)

- c) Out of scope (24)
- d) Aims and research questions (25-27, 29-39)

***Remove: Methodology Section (40- 50)***

- 7) All text under this heading to be removed.

***Additions:***

- 8) Supplier to deliver the project as outlined in their tender, attached below (file name YJRP tender GTD PDF, submitted by the Supplier to the Customer in February 2020) – subject to any changes required due to the impact of Covid-19. All changes to delivery must be mutually agreed by the Supplier and Customer.

***REDACTED***

- 9) A full, updated risk management log is to be provided by the Supplier to the Customer upon commencement of the project and reviewed by the Supplier on a weekly basis.
- 10) The full project timetable included in the tender has been revised and mutually agreed upon by the Supplier and Customer. This is further detailed in Table 1 of this contract variation. This will be reviewed jointly on a regular basis.
- 11) Precise methodology to be used during fieldwork may vary from that outlined in the original Supplier tender due to restrictions around site visits during the Covid-19 pandemic. In-person access will be reviewed on a site by site basis, at each phase of fieldwork. A single point of contact (SPOC) from each site will be identified by the Customer. The supplier will liaise with each SPOC to establish local circumstances, restrictions, and arrangements at key decision points leading up to fieldwork periods. Fieldwork will be conducted as originally planned where possible. Where necessary, alternatives may include virtual interviews and focus groups (using software such as Microsoft Teams where possible), virtual observation (such as live streaming of an activity on site for a specified time period), and surveys conducted remotely with children via laptop. Any variation from the methodology originally proposed must be mutually agreed upon by the Customer and Supplier. No additional costs are anticipated, any changes to methodology should remain within the same budget originally agreed.
- 12) Due to the impacts of Covid-19, delivery of some components of the reform programme have been paused, adjusted or stopped since the evaluation project was originally commissioned in March 2020. The YCS are currently undertaking a review of the programme to realign the work packages considering lessons learned since Covid-19 began to impact the secure estate. The overarching programme aims and objectives will remain the same, with a minority of the original work packages either moving out of the reform programme into other teams, being delivered with adjustments, or being halted entirely. The evaluation aims and objectives will remain the same, and the reform programme should be evaluated against its original aims, objectives, and design to include any work packages which have been halted or moved out of the programme. Where any adjustments to work strands and packages are made, these must also be captured within the evaluation fieldwork. The Customer will provide regular feedback to the Supplier detailing any changes to work strands or work packages and will liaise with the YCS Project Board and work strand leads to ensure all fieldwork materials capture the key reform activities.

### **Scoping stage**

- 13) Site profiles have been produced by the Supplier as part of the Scoping work already conducted in line with Contract variation 1. The remaining activities outlined in the Suppliers tender will now commence, subject to any timing and methodological alterations required based on local circumstances around the Covid-19 pandemic.
- 14) A series of telephone calls with representative from MoJ and YCS (central and strategy personnel) will be conducted in December 2020/January 2021. These are to be conducted as one-to-one or paired interviews over the phone/ MS Teams, lasting between 30-60 minutes each. The final list of personnel to include is to be mutually agreed upon by the Supplier and Customer. **REDACTED**
- 15) Two workshops with children are to be conducted in collaboration with Leaders Unlocked. Each workshop will include 4 children, and may be conducted virtually or in person, depending on site status and any restrictions to access. The two sites will be jointly decided on based on feedback the Supplier receives from SPOCs, and mutually agreed between the Supplier and Customer. Workshops to be completed by the end of January 2021.
- 16) Site profiles to be reviewed by the Supplier and updated if necessary.

### **Inclusion of private sites in fieldwork**

- 17) During Phase 1, most of the private site fieldwork outlined in the tender will be conducted at Rainsbrook STC. One representative from each of Parc YOI and Oakhill STC should be included in interviews; these interviews will mainly focus on the planning and sequencing stages.
- 18) During Phase 2, private site interviews are expected to cover Rainsbrook and Oakhill STCs and Parc YOI. All three sites should have begun implementation of their reform packages prior to phase 2 fieldwork.
- 19) The precise samples will be discussed and mutually agreed between the Supplier and Customer prior to recruitment at each fieldwork phase.

### ***Amended text: Outputs (51)***

- 20) Over the period of the contract the Supplier must provide:
  - a) Weekly progress updates (via telephone or email); frequency may be adjusted subject to agreement between the Supplier and Authority.
  - b) A detailed research plan and project timeline (following a project inception meeting with MoJ)
  - c) Regularly updated Risk Register (reviewed monthly)
  - d) Research tools (e.g. data collection tools/ discussion guides/ surveys and protocols for consent in line with GDPR requirements). All documents must be signed off by the Customer prior to use.
  - e) Monthly updates for the evaluation steering group; to include emerging findings during fieldwork periods
  - f) Draft and finalised interim report of findings after phase one of fieldwork
  - g) Final report of publishable standard covering entire evaluation project
    - i) Outline of final report structure (by end of Dec 2021)
    - ii) Draft full report (by end of Jan 2022)

- iii) In-person presentation of the results (Feb 2022)
- iv) Final report of publishable standard (by end of March 2022)
- h) Quantitative data set and cross tabs with both the interim and final report.

***Remove: Timetable (64 – 65, Table 1)***

***Addition:***

21) Initial scoping study has been completed as per Contract Variation 1, with Feasibility work underway. The remainder of the project will now commence to be delivered to the expected timetable below.

***Table 1: Expected timetable for project***

DATE	ANTICIPATED MILESTONES
Q2 2020	Contract awarded (w/c 25 <sup>th</sup> May)
	Customer to provide background documents on reform package (w/c 8 <sup>th</sup> May)
Q3 2020	Supplier to provide Site Profiles (w/c 6 <sup>th</sup> July)
Q4 2020	Fieldwork start-up call (w/c 9 <sup>th</sup> Nov)
	Interviews with central/ strategy personnel (late Dec/ early Jan)
	YCS Data request submitted (end Dec)
Q1 2021	MoJ Data requests submitted (Mid Jan)
	CYP Consultation workshops (mid-end Jan)
	All Feasibility data received by Supplier (End Jan)
	Phase 1 fieldwork materials finalised and signed off (End Jan)
	Phase 1 fieldwork commences (mid Feb)
	Feasibility report submitted (by end Feb)
	Steering Group Meeting 1 (start March)
	Quarterly MI data (1) provided to the Supplier (March)
QuaQ2 2021	Phase 1 fieldwork completed (April)
	Feedback on quarterly MI data (1) received from Supplier (April)
	Interim Report (May)
	Quarterly MI data (2) provided to the Supplier (June)
	Steering Group Meeting 2 (June)

Q3 2021	Feedback on quarterly MI data (2) received from Supplier (July)
	Phase 2 fieldwork materials finalised and signed off (August)
	Phase 2 fieldwork commences (September)
Q4 2021	Quarterly MI data (3) provided to the Supplier (October)
	Feedback on quarterly MI data (3) received from Supplier (Nov)
	Phase 2 fieldwork completed (November)
Q1 2022	Quarterly MI data (4) provided to the Supplier (January)
	Draft final report and tables received (January)
	Feedback on quarterly MI data (4) received from Supplier (Feb)
	Presentation of findings and steering group meeting 3 (February)
	Final report for publication signed off (end March)

22) Timings are subject to change upon mutual agreement between the Customer and Supplier, based on any subsequent changes to the Covid-19 pandemic status. For example, any severe outbreaks at sites may result in a further delay to fieldwork.

**Remove: Project costs (66-70).**

**Addition:**

23)

**REDACTED.**

**Revise: Payment Milestones (71)**

**Table 2: Suggested payment milestones**

25) The Milestone Payments outlined in the original evaluation specification have been reviewed. A new Milestone payment 1 was agreed upon in Contract Variation 1 as follows:

26) Milestone 1 Payment of **REDACTED** for the new deliverable to be paid on receipt of a satisfactory feasibility study report. The remaining amount from the original Milestone 1 payment **REDACTED** to be added onto Milestone 2. The remaining cost of the project will be split as per the Payment Milestone payment percentages.

27) **REDACTED**

**Table 2: Anticipated milestone payments**

Milestone	Amount	Estimated expenses	Total	Estimated Date
<b>Scoping and feasibility work (Contract Variation 1)</b>				
1) Initial scoping work, delivery of site profiles	<b>REDACTED</b>	<b>REDACTED</b>	<b>REDACTED</b>	Invoiced

2) Delivery of feasibility report	REDACTED	REDACTED	REDACTED	REDACTED
<b>Remainder of scoping work, fieldwork, and reporting</b>				
3) Start-up costs (upon contract variation 2 being signed)	REDACTED	REDACTED	REDACTED	REDACTED
4) Scoping – Central/strategy personnel interviews completed and transcribed, two CYP focus groups completed with summary of emerging findings provided	REDACTED	REDACTED	REDACTED	REDACTED
<b>Phase 1</b>				
5) Receipt and approval of information/consent sheets, discussion guides, and questionnaires for staff and CYP	REDACTED	REDACTED	REDACTED	REDACTED
6) Completion of half of all qualitative interviews	REDACTED	REDACTED	REDACTED	REDACTED
7) Completion of all data collection (qualitative interviews and surveys)	REDACTED	REDACTED	REDACTED	REDACTED
8) Receipt and approval of final Interim Report, data files, and tables	REDACTED	REDACTED	REDACTED	REDACTED
<b>Phase 2</b>				
9) Receipt and approval of information/consent sheets, discussion guides, and questionnaires for staff and CYP	REDACTED	REDACTED	REDACTED	REDACTED
10) Completion of half of all qualitative interviews	REDACTED	REDACTED	REDACTED	REDACTED
11) Completion of all data collection (qualitative interviews and surveys)	REDACTED	REDACTED	REDACTED	REDACTED
12) Receipt of draft final report, data files and tables, presentation of findings delivered, receipt and sign off of final research report (of publishable standard)	REDACTED	REDACTED	REDACTED	REDACTED
<b>Total maximum costs</b>	REDACTED	REDACTED	REDACTED	REDACTED

**Remove: Response (79)**

**Remove: Tender evaluation (80-94, including Tables 3-8)**

**Remove: List of Annexes**

28) There is no fundamental change to the works being delivered or overall project costs (with a minor increase for an additional task, as outlined in this variation). These changes are to allow delivery to commence on work which was previously paused due to Covid-19 concerns.

29) Words and expressions in this Variation shall have the meanings given to them in this Contract.

30) This Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Supplier:	
Name:	REDACTED
Title:	REDACTED
Signature:	REDACTED
Date:	REDACTED

Signed by an authorised signatory for and on behalf of the Customer:	
Name:	REDACTED
Title:	REDACTED
Signature:	REDACTED
Date:	REDACTED