

Appendix E: Completed Commissioning Letter



Friday, 24th May 2024

Dear 

PS21174 - Energy and Climate Change Behavioural Science Framework -
PS24136 - Primary research informing the development of the energy efficiency voucher (EEV) scheme.

Thank you for your response to the Specification for the above Commission by The Department for Energy Security and Net Zero (DESNZ) (the Customer) through PS21172 – Energy and Climate Change Behavioural Science Framework dated Friday, 24th May 2024 between (1) **Department for Energy Security and Net Zero** (DESNZ); and (2) **Verian Group UK Limited** (the Framework Agreement).

Annexes: A. Call off Quote Specification
 B. GDPR Processing
 C. Supplier Submitted Tender

Department for Energy Security and Net Zero (DESNZ) accepts your Tender from Appendix C – Call off Quote submitted in response to our Specification (Annex A).

The Call-Off Terms and Conditions applicable to this contract are those set out in PS21172 – S3 – Services Purchasing Contract to the Framework.

The agreed total charges are £39,723.00 exclusive of VAT which should be added at the prevailing rate.

All invoices should be sent to - DESNZ c/o UKSBS, Queensway House, West Precinct, Billingham, TS23 2NF
ap@uksbs.co.uk

You are reminded that any Customer Intellectual Property Rights provided in order to perform the Services will remain the property of the Customer. The following deliverables have been agreed:

Deliverables – Please see Annex A Specification.

The Services Commencement Date is Monday, 3rd June 2024

The Completion date is Friday, 30th August 2024

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The Contract may be terminated for convenience by giving 30 days' notice in accordance with clause A3-8 of the PS21174 – S3 – Services Purchasing Contract, Call-off Terms and Conditions.

Your invoice(s) for this work must include the following information:

Commission number: PS24136 - Primary research informing the development of the energy efficiency voucher (EEV) scheme.

Where GDPR applies, The Supplier shall only process in accordance with the instructions as advised in Appendix C and comply with any further written instructions with respect to processing by the Contracting Authority.

The Authorised Representative for this Commission will be [REDACTED] who can be contacted at [REDACTED]

Congratulations on your success in being selected to undertake this Commission.

Yours sincerely

[REDACTED]

UK Shared Business Services Limited

BY SIGNING AND RETURNING THIS COMMISSIONING LETTER THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in this Commissioning Letter and Annexes incorporating the rights and obligations in the Call-off Terms and Conditions set out in the Framework Agreement.

Signed on behalf of (Contracting Authority)

Name and Title	[REDACTED]
Signature	[REDACTED]
Date	

Signed on behalf of (supplier)

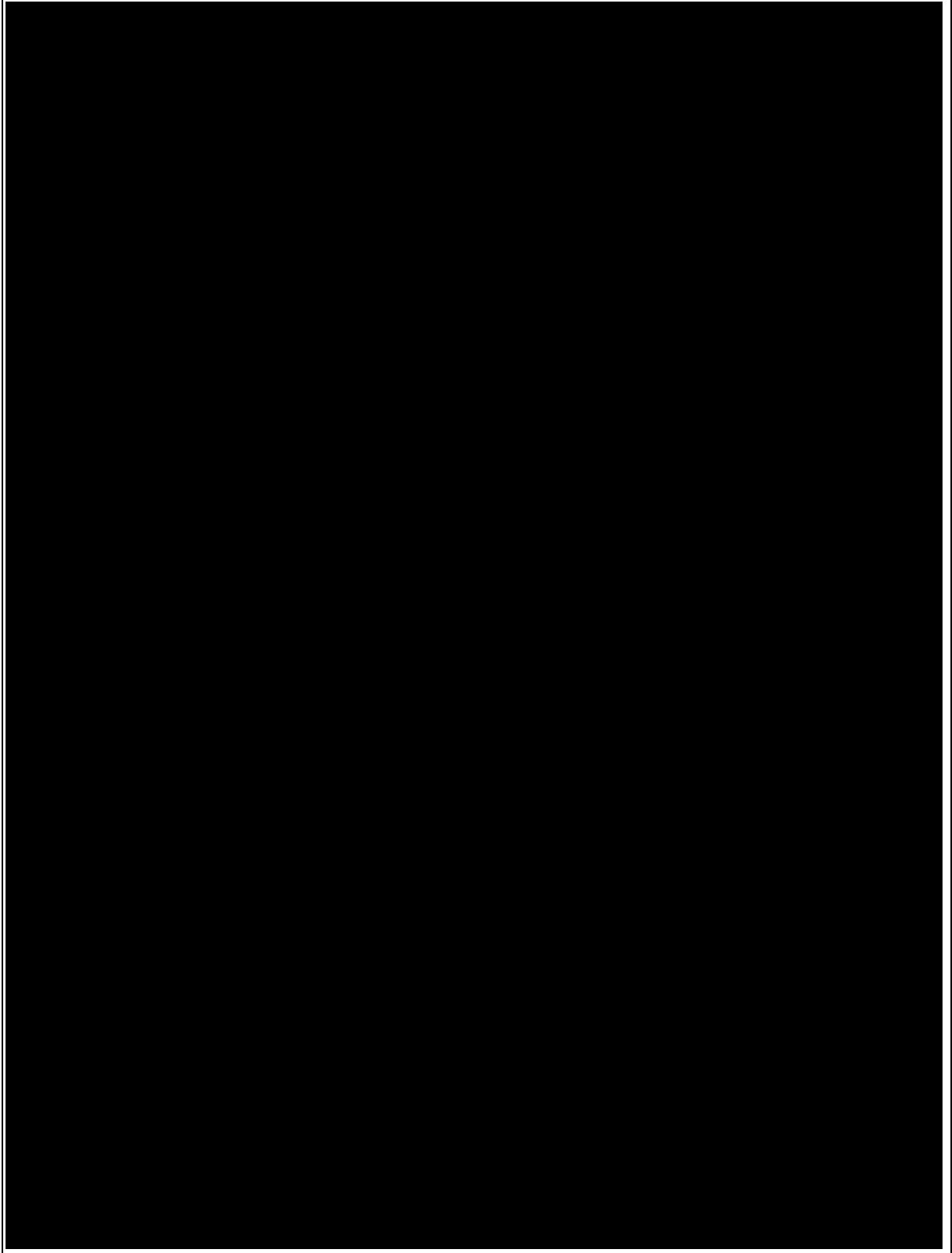
Name and Title	[REDACTED]
Signature	[REDACTED]
Date	

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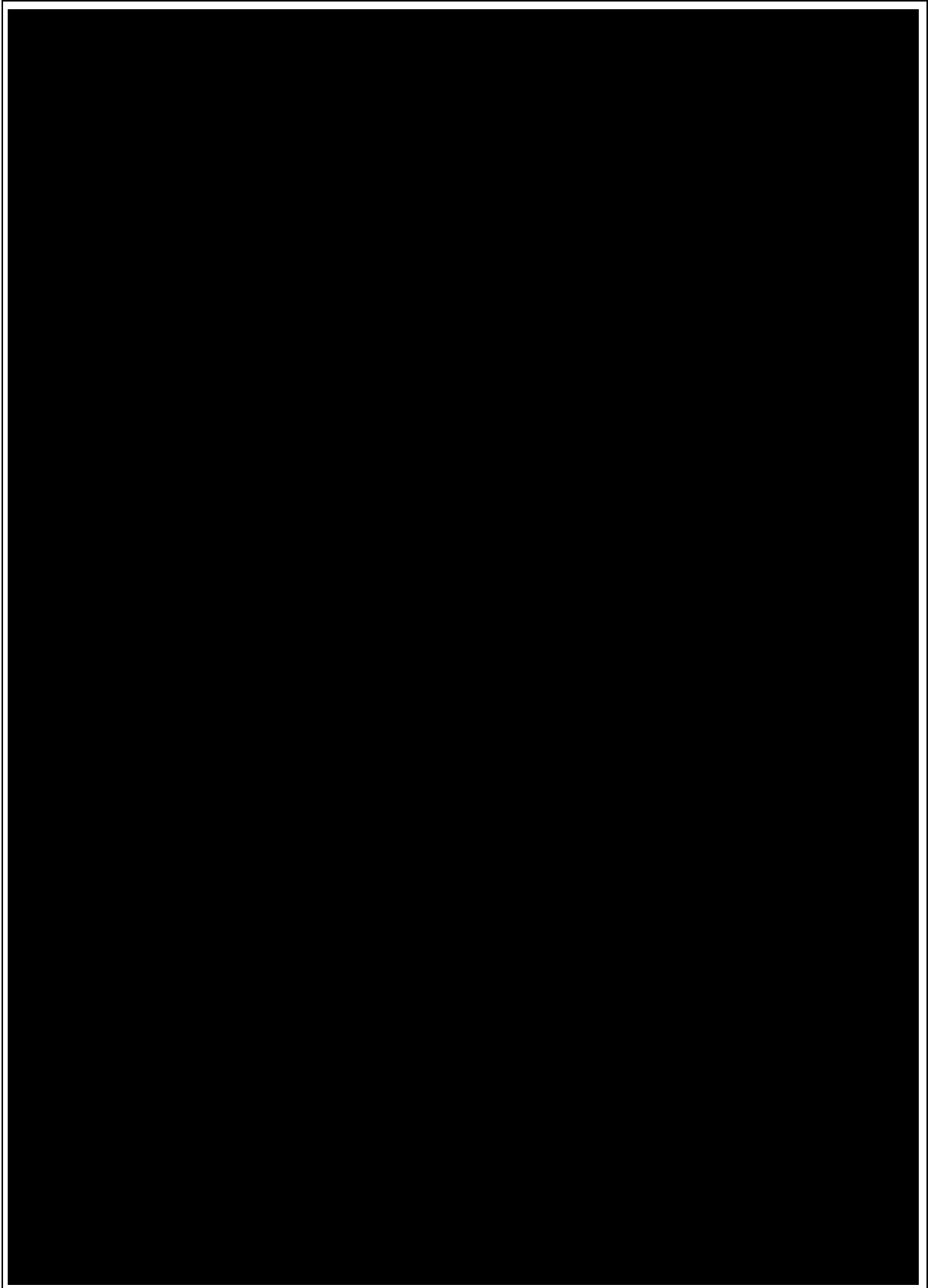
Annex A - Specification

Requirement

Please see below full details of our requirement:



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Annex B - GDPR Processing

Schedule of Processing, Personal Data and Data Subjects

Description	Details
Subject matter of the processing	<p>This project will process qualitative responses from consumers on the topic of installing energy efficiency measures and clean heat technologies in homes.</p> <p>The processing of names and business contact details of staff of both Contracting Authority and Contractor will be necessary to deliver the services exchanged during the course of the Contract, and to undertake Contract and performance management.</p> <p>The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Contractor involved in managing the Contract.</p> <p>The Supplier will need to confirm that they are UK GDPR or GDPR (if operating in the EEA) compliant when submitting a bid.</p>
Duration of the processing	The data will be collected and processed between June 2024 and August 2024 (3 months total).
Nature and purposes of the processing	<p>The nature of the processing: collection, recording, storage and analysis. Qualitative data will be collected via interviews with consumers. The interviews will take place online or over telephone and will be recorded by the Supplier to assist with analysis. All recordings will be deleted following transcription.</p> <p>The supplier will produce a non-disclosive summary report based on this analysis.</p> <p>The nature of processing will also include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the services and to undertake the Contract and performance management. The Contract itself will include the names and business contact</p>

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	<p>details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p> <p>The purpose of the processing is: to generate evidence to inform the development of a government policy initiative to provide grants to owner-occupiers and landlords to help them to install energy efficiency measures in their home.</p> <p>The findings of the research will be used internally within DESNZ and across other Government departments.</p> <p>DESNZ may elect to publish the final report. The supplier can only publish results of their analysis with DESNZ's permission.</p> <p>A presentation on the findings will be given soon after the final report to allow DESNZ colleagues to ask questions and seek clarification.</p>
Type of Personal Data	<p>Sociodemographic characteristics: A range of characteristics including socio-economic group.</p> <p>Attitudes, behaviours, choices: Responses to questions relating to the installation of energy efficiency measures and clean heat technologies.</p> <p>Names, business telephone numbers and email addresses, office location and position of staff of both the Contracting Authority and the Supplier as necessary to deliver the services and to undertake the Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
Categories of Data Subject	<p>Members of the public in Great Britain.</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within the Contract management.</p>
Plan for return and destruction of the data	<p>The supplier should anonymise the data immediately following data collection. After</p>

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<p>once the processing is complete UNLESS requirement under union or member state law to preserve that type of data</p>	<p>expiry of the Contract, the supplier should delete all Personal Data and erase the Personal Data from any computers, storage devices and storage media that are to be retained by the Supplier after the expiry of the Contract. The Supplier will certify to the Contracting Authority that it has completed such deletion.</p> <p>Where Personal Data is contained within the Contract documentation, this will be retained in line with the Department's privacy notice found within the Procurement Documents.</p>
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Annex C – Suppliers Submitted Tender

Timescales

The tentative timescales of this Project are:

Start date:	Monday, 20 th May 2024
End date:	Monday, 30 th September 2024

Please confirm that you are able to complete by the timescales detailed above: **Yes**

Price

Please confirm your Firm price for completion of this project (you are required to ensure that your rates do not exceed the maximum rates submitted for the Framework)

N.B. This should include all costs relating to the projects as well as Travel, Subsistence and Overhead costs (For clarity, only the figure quoted will be accepted as firm and final):

Firm and Fixed Price:	£ 39,723 Ex VAT
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Please confirm that in addition to providing your firm and fixed price above, that you have also attached a breakdown of the Staff to deliver, hours and rates applicable (so these can be cross referenced with the Framework rates).

Breakdown of staff to deliver, hours and rates provided with quotation response:	Yes – Please complete the below table
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Job Title	Standard Day Rate	Discounted Day Rate (Framework)	Number of Days

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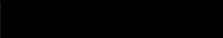
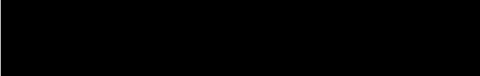
Special Clause(s)

Where special contract clauses are required for an individual Call-Off Contract these will be provided here. Please note that special contract clause agreement will be mandatory and therefore should the Supplier be unable to accept, we will be unable to award this project to you and will move to the next ranked Supplier on the Framework.

[Insert clause]

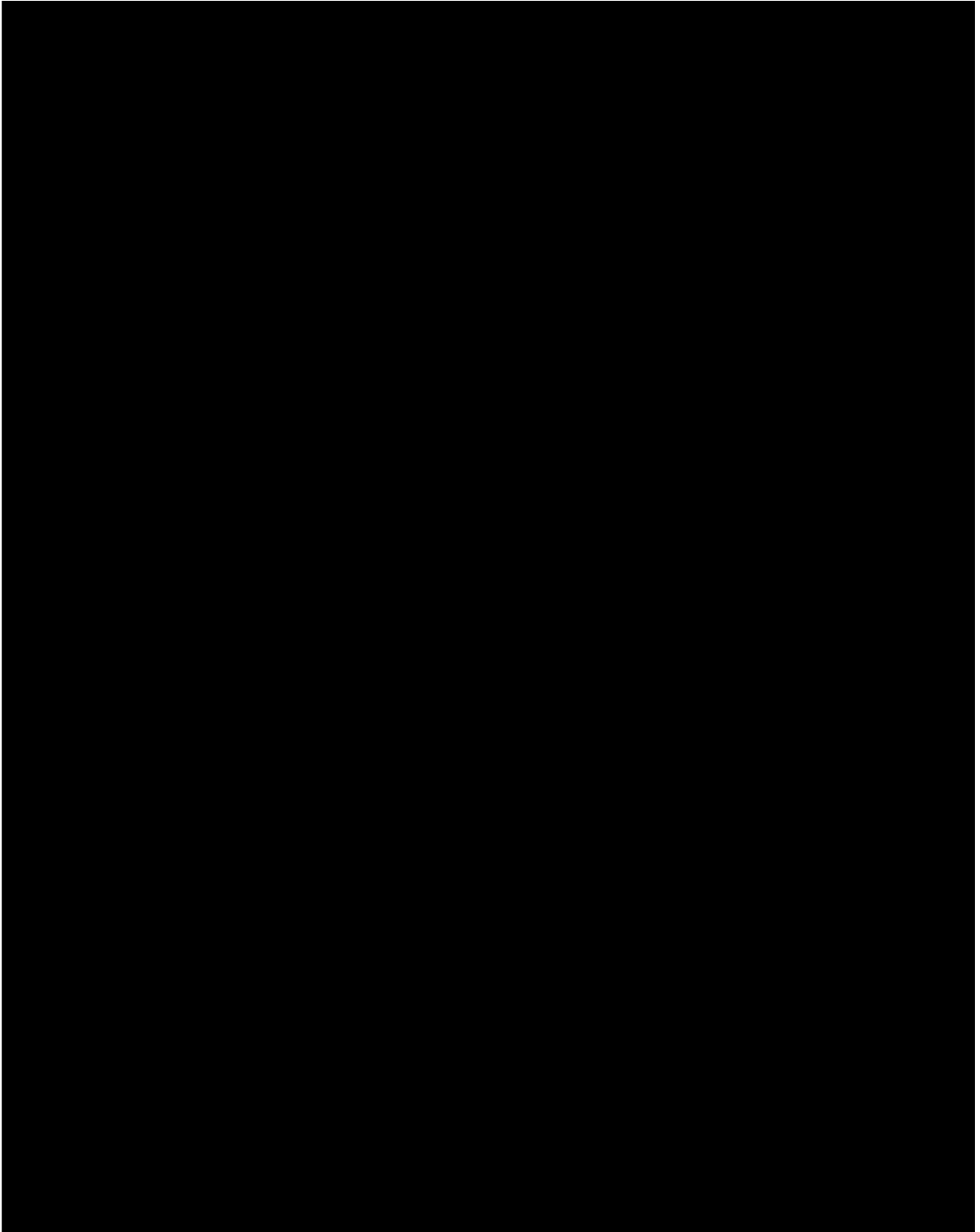
Please confirm your acceptance to the special clause:	N/A - (no clause inserted)
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Supplier Signature

Supplier Name:	Verian Group UK Ltd 
Signature	

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Suppliers Proposal



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