

Completed Commissioning Letter

REDACTED

Group Head
NatCen Social Research
35 Northampton Square
London EC1V 0AX

Date: 22 December 2017

Dear **REDACTED**

Award of contract for the supply of Rules of Origin: Volume Engagement – Contract Reference: CCCC17A92

Research and Evaluation Framework Agreement – Lot 1 - Commercial, Economic and Social Impact Assessment and Analysis

Thank you for your response to the Specification for the above Commission by **REDACTED** (the Customer) through the Research and Evaluation Framework dated 20/12/17 between (1) Secretary of State for Business, Innovation and Skills; and (2) NatCen Social Research (the Framework Agreement).

Annexes: A. Supplemental Tender dated 20/12/17
 B. Specification for Rules of Origin: Volume Engagement
 C. Call-Off Terms and Conditions

REDACTED accepts your Supplemental Tender (Annex A), submitted in response to our Specification (Annex B).

The Call-Off Terms and Conditions for this Contract are those set out in Annex C.

The agreed total maximum charges are £82,500.00 exclusive of VAT which should be added at the prevailing rates in Annex A.

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

All invoices should be sent to:

REDACTED

You are reminded that any Customer Intellectual Property Rights provided in order to perform the Services will remain the property of the Customer.

The Services Commencement Date is 02/01/18

The Completion date is 16/02/18. There is also an option to extend by up to 4 months with an end date of 15/06/18.

The Contract may be terminated for convenience by giving 10 days' notice in accordance with clause 37 or 38 of the Call-off Terms and Conditions. The Customer also wishes to reserves the right to invoke clause 37 or 38 once the Feasibility Stage of the work is complete should the remaining elements of work be no longer required by the Customer under this Contract. The Customer has agreed to pay up to £24,391.25 (excl VAT) for this stage of work as outlined in Annex A (Appendix E). Milestones three (3) to five (5) will be paid on Time and Materials in line with the agreed rates in Annex A.

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

Contract Reference number: CCCC17A92

The Authorised Representative for this Commission will be **REDACTED** who can be contacted at **REDACTED** and **REDACTED**. Please make contact with **REDACTED** to set up your first briefing session in the week commencing 01/01/18. At this briefing session, the Customer will talk through a number of suggestions for modification of the proposed approach, as well as talking through some of the technical detail of the project.

You are reminded that this work is of a sensitive nature, and is covered by the security requirements as set out in the statement of requirements for this project. The Customer is content that there will be staff cleared only to Baseline standard, rather than Security Cleared standard and, reflecting this, will be slightly modifying the information provided.

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

Yours sincerely

Signed for and on behalf of **REDACTED**

Name:

Signature:

Date:

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 NatCen Social Research

Name:
Signature:
Date:

Annex A - Supplemental Tender

REDACTED
Annex B

REDACTED

Annex C
REDACTED