

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 8th 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 con_18826
From:	HM Inspectorate of Probation Civil Justice Centre Manchester M3 3FX ("Customer")
To:	Sheffield Hallam University Howard Street Sheffield S1 1WB ("Supplier")
Effective Date:	10 March 2021
Expiry Date:	End date of Initial Period: 2 nd July 2021 End date of Maximum Extension Period: Due to Covid and potential challenges with recruitment we have a degree of flexibility with this. Minimum written notice to Supplier in respect of extension: 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.
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Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: The Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B;
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Key Individuals:	[Supplier] [REDACTED] [REDACTED] [REDACTED]
	[Customer] Sheffield Hallam University [REDACTED] - Reader in Criminology [REDACTED] – Associate Dean
[Guarantor(s)]	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	The total cost of the project, objective 1 and objective 2, will be £26,009.00 (exclusive of VAT). The tables below provide a detailed breakdown of these costs. Daily Rates have been discounted against the maximum framework rates given by CCS for the Research Marketplace DPS framework, RM6018.
Payment Milestones	Payment for work done will be in accordance with the milestones as below: [REDACTED] 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.
Customer billing address for invoicing:	All invoices must be sent, quoting a valid purchase order number (PO Number), to: [REDACTED] 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>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 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 Error! Reference source not found. 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:

Name:	[REDACTED]
Title:	[REDACTED]
Signature:	[REDACTED]
Date:	[REDACTED]

For and on behalf of the Customer:

Name:	[REDACTED]
Title:	[REDACTED]
Signature:	[REDACTED]
Date:	[REDACTED]

ANNEX A

Customer Project Specification Document

Title of Request:	Staff experiences of supervising service users at risk of self-harm and/or suicide
Estimated Total Value:	£30k excluding VAT
Duration of Engagement:	4 months
Required Commencement Date:	8 th 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 the risks of suicide and self-harm for probation service users, with a particular emphasis on the experience of the staff who supervise them. Staffing is one of four areas covered within Domain 1 of our Standards for Inspecting Probation Services¹.

There are a number of reasons as to why we wish to undertake this research. There are relatively high rates of suicide and suicide risk factors in the probation population. Those under probation supervision have been found to be over eight times more likely to die by suicide than people in the general population, and almost one and a half times more likely to die by suicide than people in prison. Many of the risk factors for suicide disproportionately affect those in the criminal justice system, such as homelessness, financial difficulties, childhood trauma, mental health difficulties, and substance misuse. In addition, a number of events associated with the criminal justice journey have been found to heighten risk of suicide, including transitions from prison to community, recall, breach and legal proceedings, move-on from Approved Premises (APs), and change in key support professionals. And while self-harm can act as a coping mechanism for managing difficult thoughts and feelings and does not always mean someone is suicidal, self-harm is considered to be a high-risk factor for later suicide and does need to be factored into assessments.

Despite the fact that the probation population has been found to be at high risk of suicide, deaths outside custodial settings are less understood, and receive much less scrutiny and public attention than equivalent deaths that occur in custody. Those individuals supervised in the community (except to some extent, those in APs) are not considered to be in the care of HM Prison and Probation Service (HMPPS) in the same way as when in custody. Subsequently, the level of responsibility and accountability of the probation service for the mental health and any resultant self-harm or suicides of service users is substantially different from those in custody. Whilst probation staff can, and should, encourage service users to address issues which are having an impact on their wellbeing, an officer's ability to manage these issues are limited. This is even more challenging given the high caseloads which are being experienced. Nevertheless, probation staff should still be proactive around assessing, managing, and sharing information on risk of suicide and self-harm.

¹ <https://www.justiceinspectorates.gov.uk/hmiprobation/wp-content/uploads/sites/5/2020/09/Probation-2019-20-standards-March-2020.pdf>

2. Background to the Requirement

This project is an exploratory and qualitative appraisal of staff experiences of supervising service users at risk of self-harm and/or suicide.

As noted above, there are concerns about high rates of self-harm and suicide in service users under probation supervision. It is important to note, however, that while these figures are higher than the general population, reported figures currently relate to all self-inflicted deaths, including deaths from drug overdoses (whether intentional or accidental). For this current research, we are only interested in deaths which have occurred as the result of suicide.

In addition, as also noted, probation do not have the same levels of accountability with regard to deaths in the community as in prisons. As such, the intention of this work is in no way to be critical or look for fault. We wish to be able to capture innovative and promising practice, while highlighting enablers and barriers or challenges.

Due to changes due to take place in the probation landscape, as of June 2021, the private-sector led Community Rehabilitation Companies (CRCs) will no longer have responsibility for low to medium risk offenders, as most probation services will be delivered by the reunified National Probation Service (NPS). An important part of this research is to ensure that effective practice currently taking place in the CRCs is not lost.

3. Requirement

Purpose

Evidence suggests that there are often misconceptions amongst criminal justice staff with regard to suicide and self-harming behaviour, with this at times being misinterpreted as attention-seeking and manipulative. Staff do not always receive sufficient training in this area and as such can be left unable to spot the potential signs that there is a risk or that this risk is escalating. Even in cases where a potential risk is identified, staff may be uncomfortable in discussing this with the service user and may also be unclear as to where to signpost. Finally, research has shown that where a service user does self-harm, attempt, or die by suicide, this can have a significant impact on the member of staff, who is left with concerns that they could have done more to address this.

This research project intends to identify and highlight enablers and good practice, as well as challenges, in relation to the ways in which staff are currently supporting probation service users at risk of self-harm and/or suicide. It will also look at the support made available to probation staff who may have been negatively impacted by any self-harm/suicide by those under their supervision.

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. If recruiting staff from these areas proves challenging, we invite the contractor to suggest ways in which interview/focus could be carried out remotely with staff from a wider number of sites/locations.

As the focus of this work is on gaining a greater understanding of staff experiences of supervising service users at risk of self-harm and/or suicide, we would expect to see the following (but we welcome further/alternative suggestions from bidders to maximise the quality/value of the research):

- Focus groups with a range of frontline probation staff from both the NPS and CRCs in order to gain an understanding of their experience in supervising service users at risk of self-harm and/or suicide. This will include a mix of Probation Officers, Trainee Probation Officers, and Probation Support Officers. This could also include staff from Approved Premises.
- Interviews or focus groups with Senior Probation Officers to gain further insight into the ways in which they are able to support their staff, as well as identifying any barriers to this.
- Interviews with staff who lead on suicide prevention or training at an organisational level, as well as other key policy/practice/ leads.

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 sensitive nature of this topic, we do not wish for the bidders to specifically target or seek to identify those staff who have direct experiences of supervising service users who have self-harmed, attempted, or died by suicide. This could have been a potentially difficult experience for them, and we would in no way wish for these staff to be expected to take part in this study. While it is hoped that some with direct experience would be willing to take part, we are also keen to get the views of staff without these direct experiences. We would also anticipate the contractors having prior experience in working sensitively with participants who may have experienced potentially traumatising experiences.

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 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:

- **Attitudes:** What do staff consider to be the main risks factors for self-harm and suicide? Are staff aware of any differences between sub-groups (e.g. gender, ethnicity, age etc)?
- **Confidence:** To what extent are staff confident in recognising the signs and behaviours which relate to risk of self-harm and /or suicide? How comfortable are staff in having conversations with service users

whom they believe may be at risk of self-harm and/or suicide? What factors do or could help them gain confidence?

- **Training:** What training is currently available for probation staff relating to self-harm and suicide? How available and accessible is this? Is this of good quality? How useful do staff find it?
- **Oversight:** To what extent are staff receiving regular, high quality supervision and management oversight on cases where there is a risk of self-harm and/or suicide?
- **Support:** For those staff who have experienced self-harm/suicide in one of their service users, to what extent did they feel they had adequate support? Where did this support come from? Where was it lacking?
- **Partnership working:** What support is currently available from relevant partners? What are the enablers and barriers to good partnership working?
- **Key transition points:** How are staff supported to facilitate key transition for those at risk of self-harm and/or suicide, notably from youth to adult services, custody into the community, if recalled to custody, when moving on from an AP, and at the end of sentence?
- **EDM/Recovery:** What challenges have been experienced in both supporting service users and supporting affected staff while working under EDM and during recovery?

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 Bulletin².

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 excluding VAT 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 probation services
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:

² <https://www.justiceinspectorates.gov.uk/hmiprobation/research/research-analysis-bulletins/>

- 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
- 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 attitudes (and potential misconceptions) which probation staff have around their service users' risk of self-harm and/or suicide.
- The extent to which staff feel confident in: (i) spotting the signs or behaviour which could indicate that service users are at risk of self-harm and/or suicide; and (ii) discussing any identified risks of self-harm/suicide with service users.
- The availability, accessibility, quality, and suitability of training for staff on self-harm/suicide risk.
- The quality and frequency of staff supervision and managerial oversight in relation to cases with risk of self-harm and/or suicide.
- The support which staff are receiving if they have been personally impacted by the self-harm/suicide or a service user.
- The support available from partner organisations as well as the enablers and barriers to good partnership working.
- How staff are supported to manage service users at key transition points for those at risk of self-harm and/or suicide, notably from youth to adult services, from custody into the community, if recalled into custody, when moving on from an Approved Premises (AP), and at the end of sentence.

- The challenges experienced in both supporting service users at risk of self-harm/suicide and staff receiving support themselves while working under Exceptional Delivery Models (EDM) and during the recovery period.

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 around staff training and/or support to reduce self-harm and suicide amongst probation service users.
- To identify enablers and barriers to staff both (i) providing support to service users at risk of self-harm and/or suicide and (ii) being in receipt of the relevant training and support.
- To produce timely recommendations for the reunified National Probation Service to improve outcomes for probation service users regarding self-harm and suicide.

6. In Scope, Out of Scope

In scope

For this qualitative piece of work, we anticipate that a minimum of five sites should be included within the research, and that each area will have the equivalent of at least two days of time spent doing interview/focus groups with staff. 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 work is on staff experiences of supervising service users at risk of self-harm/suicide. As such, speaking with service users who have personal experience of self-harm or previous attempts at suicide is out of scope.

7. Location of Assignment

The research is to be carried out with probation services – both the NPS and CRCs. Whether this work is undertaken 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 the probation staff taking part, 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 and 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 around staff training and/or support to reduce self-harm and suicide amongst probation service users; (ii) the identification of enablers and barriers to staff both providing support to service users at risk of self-harm and/or suicide and being in receipt of relevant training and support; and (iii) timely recommendations for the reunified NPS to improve outcomes for probation service users regarding self-harm and suicide.

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 will be put in place to ensure that the wellbeing of both probation staff as well as the 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.

[REDACTED]

Payment Milestones

[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 around staff training and/or support to reduce self-harm and suicide amongst probation service users.
- To identify enablers and barriers to staff both (i) providing support to service users at risk of self-harm and/or suicide and (ii) being in receipt of the relevant training and support.
- To produce timely recommendations for the reunified National Probation Service to improve outcomes for probation service users regarding self-harm and suicide.

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>³. 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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

³ See information under GSR Code: Products i.e. legal and ethical subsection.

ANNEX B

Supplier Proposal

To be determined at Call for Competition stage

[REDACTED]

[REDACTED]

Part 2: Contract Terms

See separate document con_18826 - RM6018-Contract-terms-v8