

Schedule 5 – Variation Form



Ministry of Housing,
Communities &
Local Government

ICF Consulting Services Ltd

Contract Ref. CCCO18A31
Procurement Ref: CPD/004/118/129

30th April 2020

Dear Contractor,

Embedded Researchers – Covid Response.

Please find attached an amendment to the above-mentioned contract. Please confirm acceptance of this amendment as soon as possible by signing and returning this document to the undersigned.

MHCLG will accept a signed hard copy or a PDF version.

I look forward to hearing from you.

Yours faithfully

Joanna Means
Procurement Manager
Ministry of Housing, Communities and Local Government

Annex 1 to Schedule 5 Variation Form

No of Letter of Appointment being varied:

Variation Form No: 3

BETWEEN:

[Ministry of Housing Communities and
Local Government] ("**the Customer** ")

and

[ICF Consulting Services Limited] ("**the Supplier**")

1. This Contract is varied as follows and shall take effect on the date signed by both Parties:

To cover tasks as done by the Embedded Researchers during COVID 19 until its effects are better understood and evaluation can continue.

Full details of amendment are at Annex 1 of this Variation Form.

2. Words and expressions in this Variation shall have the meanings given to them in this Contract.
3. 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 Customer

Signature

Date

Name (in

Capitals)

Address

Signed by an authorised signatory to sign for and on behalf of the

Supplier Signature

Date

Name (in

Capitals)

Address

Annex 1 to Schedule 5 Variation Form

Schedule 4 Letter of Appointment and Contract Terms

Value of this Amendment: £44,862 taken from the 2020/2021 financial profile

Annex A Statement of Requirement

Insert: Addendum to Annex A Statement of Requirement (as detailed in Appendix 1 of this document)

Annex B Supplier Proposal

Insert: Embedded Researchers March – June IFC Proposal

05 Price Clarification Part 1 Phase 2 Scenario

Delete: Embedded Researchers Cost £288,400

Insert: Embedded Researchers Cost £333,262

Appendix 1 to Schedule 5 Variation Form

Addendum to Annex A Statement of Requirement

COVID 19 Response

Annex 1 to Schedule 5 Variation Form

1. PURPOSE

- 1.1 The Ministry of Housing, Communities and Local Government (hereafter referred to as the Authority) have commissioned a formative, process, impact and economic evaluation of the three Regional Housing First Pilots.
- 1.2 The Authority would like to vary the awarded contract.

2. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 2.1 The Housing First Pilots are being delivered in three combined authority regions – Liverpool City Region, Greater Manchester and West Midlands. These three regions cover 23 Local Authority areas – 10 in Great Manchester, 6 in Liverpool, and 7 in the West Midlands. The combined authorities and their elected mayors will be the strategic leads for the pilots.
- 2.2 The contract included a break clause for the impact study in March 2020 to review progress and decide whether it was viable to complete this aspect of the evaluation. ICF completed the co-design phase in July 2019, which was a required pre-requisite to the decision on the impact study. Since August 2019 ICF have been collecting initial baseline data from Housing First clients, which was also required to assess whether sufficient numbers of clients would participate for the impact study to succeed. It was agreed that the impact work would continue and the further contract was due to be in place for April 2020.
- 2.3 As part of the impact study ICF employed three embedded researchers (ER's) to collect primary data from their respective pilot region. As their contracts are tied to the impact study, the salary costs would be covered under the new contract.
- 2.4 However, due to the covid-19 outbreak, the contract renewal has been put on hold. This is due to the unknown impact of the outbreak on the Housing First pilots, in terms of its effect on the client group and workforce and the length of time such impact will be felt.
- 2.5 While the face-to-face work for the ER's has been postponed, there are a number of research activities they can undertake while the effects of the pandemic on the Pilots and evaluation are assessed. This would support the delivery of the evaluation by ICF under business as usual, as well as providing insight and findings on the role of the Housing First funding during the emergency phase. This will include providing real-time feedback to facilitate cross-pilot learning and best practice in the pilots' responses, and longer-term learning for the Ministry's Homelessness and Rough Sleeping Directorate.
- 2.6 The work conducted by the Supplier contributes to meeting Objective 2 in the original contract.

3. SCOPE OF REQUIREMENT

- 3.1 The aim of this requirement is to extend the contract to cover the embedded researcher salary costs to end June 2020, and the associated costs for ICF to manage their work.
- 3.2 The work carried out by the ER's will contribute to meeting objective 2 in the original evaluation contract, to:

“Understand to what extent any change in the intervention group's outcomes is attributable to the Housing First intervention.”

Annex 1 to Schedule 5 Variation Form

3.3 There will be agreed workstreams and outputs for the ER's, which will evidence their continued work on the evaluation.

3.4 The Authority will:

- a) Agree the work priorities and outputs for the ER's in advance;
- b) Review progress on a weekly basis;
- c) Request ad hoc work to be carried out as required.

3.5 The Supplier will:

- a) Have regular management calls with the ER's to review progress and report to MHCLG analysts weekly;
- b) Provide training as required for the ER's to complete tasks;
- c) Oversee the completion of and provide relevant outputs to MHCLG.

3.6 The tasks and associated outputs for the ER's are:

- a) The development of process maps for each Pilot – to map out the 'client journey' through the stages of each programme. This will benefit the evaluation in the longer-term, and will allow 'pre-Covid' arrangements to be compared against emerging delivery models.

This will involve an introductory briefing session led by ICF, desk-based development of the maps by the ER's, with support and QA from ICF throughout. The output will be a report featuring the models and accompanying narrative.

- b) Structured weekly calls with a Pilot representative and frontline workers as appropriate, to discuss and reflect on adopted practices in the Pilots' responses to the covid-19 outbreak, and wider learning around for example the impact on staff and client wellbeing. This will feed into the wider evaluation reports, and be used to facilitate cross-pilot learning to inform their own practices in real-time through the lockdown and exit phases.

Outputs will be a weekly report for each Pilot to be shared with Ministry officials only, and a fortnightly cross-pilot report produced for wider circulation, and with the Pilots in the first instance. These reports will provide valuable learning from the Pilots which may in time feed into best practice and innovation materials, to be shared with policy teams, Rough Sleeping Advisers, and other local authorities.

- c) Support to design and develop plans for the peer research activities, while group planning exercises in their usual form are currently limited. This task for the ER's will allow for this aspect of the process evaluation to start developing during the covid crisis.

Output will be a plan for the peer research developed with the ICF team, Pilot staff and lived experience representatives (as isolation restrictions allow).

- d) Open text analysis of baseline questionnaires from Housing First clients, for the forthcoming initial baseline and comparison group report, for inclusion in the report.

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Output will be a short report setting out the key findings by question group / topic, which has been QA'd by ICF staff.

KEY MILESTONES

The supplier will update on the progress and welfare of the three ER's in a weekly call.

Outputs will be reviewed by the Authority upon receipt and progress monitored over the course of the three month period.