

## Schedule 1: Task Order template

### Part 1. This Task Order is dated 13th July 2023 and made between:

MIDLANDS AND LANCASHIRE COMMISSIONING SUPPORT UNIT (PART OF NHS ENGLAND an executive agency of the Department of Health) with offices at Heron House, 120 Grove Road, Stoke-on-Trent, Staffordshire, ST4 4LX, hereafter the "CSU" (the "**Main Contractor**").

Market & Opinion Research International Limited (trading as Ipsos) incorporated and registered in England and Wales with company number 00948470 whose registered office is at 3 Thomas More Square, London, E1W 1YW (the "**Subcontractor**").

### Part 2. Background

- (A) The Subcontractor can be procured as a direct award
- (B) The parties have agreed to collaborate in accordance with this Task Order.

### Part 3. Project provisions

The parties agree that:

#### 1. STRUCTURE

- 1.1 This Task Order forms part of the agreement.
- 1.2 The terms and conditions of the agreement apply to this Task Order. Each Party agrees that it shall perform its obligations set out in this Task Order in accordance with the agreement.
- 1.3 Unless otherwise defined in this Project Schedule, terms used in this Project Schedule shall have the meaning given to them in the agreement.

#### 2. DESCRIPTION OF PROJECT

1. TERM
<b>1.1. Effective Date</b> This Task Order shall commence on the 25 <sup>th</sup> May 2023.
<b>1.2. Expiry Date</b> This Task Order shall terminate, automatically on:  1.2.1. 31 <sup>st</sup> August 2024; or

- 1.2.2. at completion of the Services in accordance with section 3 of this Task Order. Whichever is the earlier unless terminated earlier in accordance with clause 18 of the agreement.

## **2. SERVICES REQUIREMENTS**

The Strategy Unit, hosted by the Midlands and Lancashire Commissioning Support Unit (MLCSU) requires qualitative programme evaluation services from the subcontractor Ipsos. These services are required to undertake an evaluation of the National Asthma Bundle of Care for Children and Young People on behalf of NHS England.

The services are detailed in section 3 of this Task Order and encompass; evaluation scoping activities, leading and facilitating client workshops, undertaking interviews with NHS staff and families, and analysis and reporting of qualitative findings.

## **3. PERFORMANCE OF THE SERVICES AND DELIVERABLES**

Milestone	Deliverables (bulleted list showing all Deliverables (and associated tasks) required for each Milestone)	Duration (Working Days)	Milestone Date	Lead Contractor's Responsibilities
Scoping and project initiation	<ul style="list-style-type: none"> <li>Project Charter</li> <li>Project Management Plan</li> </ul>	1	May 2023	<ul style="list-style-type: none"> <li>Define project scope, objectives, and deliverables</li> <li>Identify project stakeholders and their roles</li> <li>Develop project management plan</li> </ul>
	<ul style="list-style-type: none"> <li>Project Charter</li> <li>Project Management Plan</li> </ul>	1	May 2023	<ul style="list-style-type: none"> <li>Define project scope, objectives, and deliverables</li> <li>Identify project stakeholders and their roles</li> <li>Develop project management plan</li> </ul>
	<ul style="list-style-type: none"> <li>Project Charter</li> <li>Project Management Plan</li> </ul>	1	June 2023	<ul style="list-style-type: none"> <li>Define project scope, objectives, and deliverables</li> <li>Identify project stakeholders and their roles</li> <li>Develop project management plan</li> </ul>
	<ul style="list-style-type: none"> <li>Project Charter</li> <li>Project Management Plan</li> </ul>	1	July 2023	<ul style="list-style-type: none"> <li>Define project scope, objectives, and deliverables</li> <li>Identify project stakeholders and their roles</li> <li>Develop project management plan</li> </ul>
	<ul style="list-style-type: none"> <li>Project Charter</li> <li>Project Management Plan</li> </ul>	1	August 2023	<ul style="list-style-type: none"> <li>Define project scope, objectives, and deliverables</li> <li>Identify project stakeholders and their roles</li> <li>Develop project management plan</li> </ul>
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Main Phase of Evaluation	<ul style="list-style-type: none"> <li>Project Charter</li> <li>Project Management Plan</li> </ul>	1	August 2023	<ul style="list-style-type: none"> <li>Define project scope, objectives, and deliverables</li> <li>Identify project stakeholders and their roles</li> <li>Develop project management plan</li> </ul>
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	<ul style="list-style-type: none"> <li>Project Charter</li> <li>Project Management Plan</li> </ul>	1	September 2023	<ul style="list-style-type: none"> <li>Define project scope, objectives, and deliverables</li> <li>Identify project stakeholders and their roles</li> <li>Develop project management plan</li> </ul>
	<ul style="list-style-type: none"> <li>Project Charter</li> <li>Project Management Plan</li> </ul>	1	October 2023	<ul style="list-style-type: none"> <li>Define project scope, objectives, and deliverables</li> <li>Identify project stakeholders and their roles</li> <li>Develop project management plan</li> </ul>
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Milestone	Deliverables (bulleted list showing all Deliverables (and associated tasks) required for each Milestone)	Duration (Working Days)	Milestone Date	Lead Contractor's Responsibilities
Main Phase of Evaluation	<ul style="list-style-type: none"> <li>Develop and implement the evaluation framework and methodology.</li> <li>Conduct data collection and analysis.</li> </ul>	10	October 2023	<ul style="list-style-type: none"> <li>Develop and implement the evaluation framework and methodology.</li> <li>Conduct data collection and analysis.</li> </ul>
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	<ul style="list-style-type: none"> <li>Develop and implement the evaluation framework and methodology.</li> <li>Conduct data collection and analysis.</li> </ul>	10	November 2023	<ul style="list-style-type: none"> <li>Develop and implement the evaluation framework and methodology.</li> <li>Conduct data collection and analysis.</li> </ul>
Finalisation	<ul style="list-style-type: none"> <li>Develop and implement the evaluation framework and methodology.</li> <li>Conduct data collection and analysis.</li> </ul>	10	December 2023 – January 2024	<ul style="list-style-type: none"> <li>Develop and implement the evaluation framework and methodology.</li> <li>Conduct data collection and analysis.</li> </ul>
	<ul style="list-style-type: none"> <li>Develop and implement the evaluation framework and methodology.</li> <li>Conduct data collection and analysis.</li> </ul>	10	December 2023	<ul style="list-style-type: none"> <li>Develop and implement the evaluation framework and methodology.</li> <li>Conduct data collection and analysis.</li> </ul>
Programme evaluation	<ul style="list-style-type: none"> <li>Develop and implement the evaluation framework and methodology.</li> <li>Conduct data collection and analysis.</li> </ul>	10	April 2023- January 2024	<ul style="list-style-type: none"> <li>Develop and implement the evaluation framework and methodology.</li> <li>Conduct data collection and analysis.</li> </ul>
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#### 4. SECURITY REQUIREMENTS

All personal data will be processed in line with the processes detailed in the Data Protection Impact Assessment for this project.

#### 5. PAYMENT TERMS

5.1. The Fees applicable to the Services are £39,057.50 exclusive of taxes.

5.2. The Main Contractor shall pay the Fees set forth above to the Subcontractor within thirty (30) days from receipt of the invoice, in accordance with clause 12 of the agreement.

5.3. Charging mechanism

The fees are paid at a fixed price of £39,057.50.

5.4. Invoicing arrangements

Invoicing will take place to mirror the schedule agreed with the client; with 30% of the fees invoiced one month following client sign-off on the scoping report and the remaining 70% invoiced one month following client sign-off of the final report.

5.5. Travel and Subsistence

N/A.

#### 3. ADDITIONAL TERMS

N/A.

#### Part 4. Task Order's signatures

Signed for and on behalf of Ipsos Group S.A.: [REDACTED] DIRECTOR OF PUBLIC AFFAIRS, IPSOS

[REDACTED]

Signed for and on behalf of The Strategy Unit, MIDLANDS AND LANCASHIRE COMMISSIONING SUPPORT UNIT: [REDACTED] DIRECTOR OF THE STRATEGY UNIT

[REDACTED]