

Joint Schedule 2 (Variation Form)

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

Contract Details	
This variation is between:	Covid-19 UK Public Inquiry % Cabinet Office (" the Buyer ") And Ipsos (market research) Limited (" the Supplier ")
Contract name:	The Provision of the Listening Exercise (Research and Analysis) (" the Contract ")
Contract reference number:	CCZX22A21
Details of Proposed Variation	
Variation initiated by:	Buyer
Variation number:	2
Date variation is raised:	24/05/2023
Proposed variation	<p>13-Month time extension between 01/04/2023-31/05/2024, with an uplift in value of £171,000 which will be used for the purposes of additional interviews on exception and signed off by the UK Covid19 Inquiry Every Story Matters (Listening Exercise) Project Board.</p> <p>Clarity provided on the remaining contract deliverables, with detail on this being found in APPENDIX A - Remaining Contract Deliverables. This Appendix states the deliverables that were not able to be provided in the initial duration of the Contract (14/10/22-31/03/2023) due to internal delays.</p> <p>Amendment to 'Order Schedule 14 (Service Levels)' to include further Key Performance Indicators.</p> <p>Amendment to 'Order Schedule 20 (Order Specification) to include further additions to Section 2 'The Requirement'.</p>
Reason for the variation:	<p>To continue work already contracted for but delayed due to internal changes to the Inquiry timeline and delivery plans for the listening exercise. For the purposes of business continuity, it is important to have one supplier complete the research and analysis for Module 3, for which work has already been conducted.</p> <p>The additional budget has been added in as a contingency, in case additional interviews are required to explore new lines of enquiry as the Module 3 lawyers evolve their investigations.</p> <p>The Inquiry is procuring research and analysis services for Module 4 onwards, under a separate contract.</p>
An Impact Assessment shall be provided within:	14 days
Impact of Variation	

Joint Schedule 2 (Variation Form)

Crown Copyright 2021

Likely impact of the proposed variation:	Ipsos do not see the contract variation having an impact on the delivery of the contract. Project timelines and Ipsos management processes will be updated to meet the changes outlined in this document.
--	---

Outcome of Variation		
Contract variation:	<p>This Contract detailed above is varied as follows:</p> <ul style="list-style-type: none"> • 'ORDER EXPIRY DATE' of DPS Schedule 6 (Order Form Template and Order Schedules) amended to 31st May 2024, to reflect the 13-month extension • 'ORDER CHARGES' of DPS Schedule 6 (Order Form Template and Order Schedules) amended to £1,141,000, to reflect the £171,000 uplift in value • 'Order Schedule 5 (Pricing Details)' amended to include APPENDIX A – Remaining Contract Deliverables • 'Order Schedule 14 (Service Levels)' amended to include the additional KPIs found in APPENDIX B - Key Performance Indicators • 'Order Schedule 20 (Order Specification) Section 2: The Requirement' amended to include the requirement of the following: <ul style="list-style-type: none"> o Fortnightly meetings will be held between the Authority and the Supplier to provide key updates on delivery, KPIs and Risks and Issues. o The Supplier must facilitate the Ethical Advisory Group (EAG) and act on advice from proposed research approaches at key milestones and other milestones within the delivery plan. o Facilitate peer reviews process for each evidential report and act on advice from the peer reviewers, to ensure the research and analysis is robust and defensible. o The Supplier will work with the Authority to put in place an agreed <i>Delivery Plan</i> that includes deliverables and milestones, namely the number of interviews and associated dates, planned ethical and peer review, and delivery of draft reports and final reports. Both parties will work together to ensure that this plan is updated when relevant. 	
Financial variation:	Original Contract Value:	£970,000
	Additional cost due to variation:	£171,000
	New Contract value:	£1,141,000

1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by the Buyer.
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.

Joint Schedule 2 (Variation Form)

Crown Copyright 2021

3. The 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 Buyer:

Signature	REDACTED
Date	31/05/23
Name (In Capitals)	REDACTED
Address	REDACTED

.....

Signed by an authorised signatory for and on behalf of the Buyer:

Signature	REDACTED
Date	31/05/23
Name (In Capitals)	REDACTED
Address	REDACTED

.....

ALL REDACTED UNDER FOIA SECTION 40, PERSONAL INFORMATION

APPENDIX A - Remaining Contract Deliverables

Remaining deliverables to be delivered under the initial Total Contract Value of £970,000:

- Ethical Review - REDACTED
- Peer Review - REDACTED
- NLP analysis - REDACTED
- Targeted Research - REDACTED
- Interim report, including underlying analysis
- Final report, including underlying analysis
- Fortnightly progress reports

Deliverables covered in the (£171,000) value uplift of this extension:

- Budget for additional interviews above the REDACTED interviews referenced above to follow agreed Board approvals process (as specified in the 'Proposed Variation' Section of this document).

ALL REDACTED UNDER FOIA SECTION 43, COMMERCIAL INTERESTS

APPENDIX B - Key Performance Indicators

KPI	Service Area	KPI description	Target
1	Module Interviews	The supplier will undertake REDACTED interviews for Module 3 in line with the agreed <i>Delivery Plan</i> (as referenced in 'Contract Variation' section of this document)	99.5%
2	Report Delivery	The supplier will deliver all reports on time. <i>On time</i> means aligning to subjects in Key Lines Of Enquiry for Module 3 and aligning to the <i>Delivery Plan</i> (as referenced in 'Contract Variation' section of this document)	100%
3	Emotional Support	The supplier will offer emotional support to all participants in the targeted research, providing access details for the Inquiry's emotional support provider as required.	100%

ALL REDACTED UNDER FOIA SECTION 43, COMMERCIAL INTERESTS