



**DPS Framework Schedule 4: Letter of Appointment & Contract Terms**

**Part 1: Letter of Appointment**

Re: R&M153 Public Perception Tracker

Dear

This letter of Appointment dated 26<sup>th</sup> January 2022 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:	R&M153 Public Perception Tracker
From:	Secretary of State for Health and Social Care acting as part of the Crown through the UK Health Security Agency Nobel House, 17 Smith Square, London SW1P 3HX ("Customer")
To:	Basis Research. Co Registration Number: 03211544 Registered Address: 2264 Banbury Road, Oxford, OX2 7DY ("Supplier")

Effective Date:	26 <sup>th</sup> January 2022
Expiry Date:	The contract term is two years or until the value of commissions instructed reach the maximum contract value, whichever is the earlier. End date of Initial Period 25 January 2024 Minimum written notice to Supplier in respect of termination: four (4) weeks

Services Required:	Continuous tracker to assess public perceptions of Covid and NHSTT. Each tranche of months will be instructed via Purchase Order As set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: the Customer's Project
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	Specification attached at Annex A and the Supplier's Proposal attached at Annex B
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Key Individuals:	
[Guarantor(s)]	Additional cover is not required above that specified in the DPS Agreement (RM6018)

Contract Charges (including any applicable discount(s), but excluding VAT):	The total contract value shall not exceed one million nine hundred thousand pounds (£1.9m) excluding VAT. An initial PO will be issued for period Jan 22 – Mar 22 for XX.
Insurance Requirements	Additional cover is not required above that specified in the DPS Agreement (RM6018)
Liability Requirements	<b>Suppliers limitation of Liability</b> as detailed in Clause <b>Error! Reference source not found.</b> of the Contract Terms pursuant to the DPS Agreement (RM6018)
Customer billing address for invoicing:	Invoices should be e-mailed to XXX

GDPR	Additional cover is not required above that specified in the DPS Agreement (RM6018)
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	None

### 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.



# UK Health Security Agency

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:	For and on behalf of the Customer:
Name and Title:	Name and Title:
Signature:	Signature:
Date:	Date:

## ANNEX A

### Customer Project Specification

Determined by the Customer at Call for Competition stage; including the Capability Assessment, RFP issued 11 oct '21 and subsequent clarifications

**From:** TTResearchCommercial

**Sent:** 11 October 2021 12:21

**Subject:** R&M153 Public Perception Tracker

Weekly interviewing – 1000 interviews a week, 6 ethnic minority boosts (150 each month – Indian, Bangladeshi, Pakistani, Black African, Black Caribbean, 150 per quarter - Chinese),

### DELIVERABLES

- 2 weekly charts / standardised - with some flex
- Monthly report that we brief in and co – create / bespoke
- Deeper dive every c 2 months
- DisplayR dashboards & licenses

## ANNEX B

### Supplier Proposal

Determined by the supplier Proposal dated 19<sup>th</sup> October 2021 and subsequent clarifications

### Part 2: Contract Terms

SCHEDULE 2: RM6018 DPS Agreement Terms



Contract Terms v6.0

<https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6018-DPS-Agreement-Terms.pdf>