

DHSC Order Form

1. Contract Reference	UKHSA PRO5127 – Self Isolation Pilot Programme for Greater Manchester Pilot	
2. Date	7 th February 2022	
3. Buyer	Secretary of State for Health and Social Care acting as part of the Crown through the UK Health Security Agency	
4. Supplier	Behavioural Insights Limited 4 Matthew Parker Street, London SW1H9NP Registered no :08567792	
5. The Contract	<p>The Supplier shall supply the deliverables described below on the terms set out in this Order Form and the attached contract conditions and the attached Annex.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.</p>	
6. Deliverables	Goods	None
	Services	To be performed at the Supplier's premises, 4 Matthew Parker Street, London SW1H9NP Or other suitable premises

7. Specification	The specification of the Deliverables is as set out below (Or in Annexe A) :		
	Deliverable	Document name	Cost
	Final report incorporating peer review	[BIT] GM Self-Isolation Pilot - Final Report.pdf	
	Presentation for evaluators meeting	[BIT] GM Self-Isolation Pathfinder - impact evaluation findings .pdf	
	Total		£16,037.50
<p>1. Description of the Services</p> <p>Provision of Test & Trace Pilot Evaluation</p> <p>Delivery date: 17th Decemer 2022</p> <p>The Services will form part of the Trace Localisation Innovation and Pilots programme which is enabling regional and local authorities to innovate and pilot work that supports the joint outcomes of:</p> <ul style="list-style-type: none"> • identifying sources of transmission • preventing onwards transmission • delivering a personalised and exceptional service. <p>The Supplier shall coordinate and report across the breadth of the specified work package Click here to enter text. ensuring interdependencies are considered at the work package to include the following:</p> <p>Evaluation</p> <ul style="list-style-type: none"> • Co-creating a theory of change or logic model for the pilot and assessing likely effect sizes • Scoping and designing an implementation and process evaluation (IPE) • Identifying suitable local and national datasets for outcome measurement and confirm relevant outcome metrics • Scoping and designing the analytical strategy to identify impact, including power calculations to determine the sample size required and the length of time the pilots need to run for impact to be detected • Enabling a high degree of local flexibility and tailoring underpinned by insights from behavioural science 			

	<ul style="list-style-type: none"> • Developing a trial protocol illustrating our analytical strategy • A final slide deck with evidence from the impact evaluation and recommendations for rolling-out the intervention, which GM can incorporate in their final report • A presentation and discussion of the results at an internal (or external) roundtable for DHSC and/or GM <p>Ongoing Support</p> <ul style="list-style-type: none"> • A fortnightly slidedeck monitoring the quantitative IPE metrics with recommendations for iterative improvements • A summary IPE deck highlighting both the overall performance of the pilot and of the individual local authorities in time <p>1. Administration of the Services</p> <p>1.1. The Supplier shall have processes and systems in place to ensure costs and pricing are managed appropriately during the Call-Off Contract Term and will ensure that an effective mix of the grades are assigned to a project team and managed during the Call-Off Contract Term to deliver best value for money for the Buyer.</p> <p>1.2. In accordance with the Buyer's transparency obligations, the Buyer will provide the Supplier with a redacted version of the agreed Order Form after signature of this Call-Off Contract. The Supplier will review the redacted Order Form and notify the Buyer of any further redactions that it thinks are necessary within five (5) Working Days of receipt. Should no further redactions be requested by the Supplier within the five (5) Working Day period, the Buyer will be entitled to assume that the Supplier is content with the proposed redactions and to proceed to publish the redacted Order Form accordance with the Buyer's transparency obligations.</p> <p>1.3. From time to time, the Buyer may require that the Supplier Staff undergo mandatory compliance and regulatory training. The Buyer will provide a platform for the training and inform the Supplier of the dates by which the training is required to be completed. The Supplier will be responsible for ensuring all relevant Supplier Staff complete the training by the specified date.</p>
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- 1.4. At the end of the Call-Off Contract Period (or if earlier, the date upon which a specific member of Supplier Staff ceases work on the Services), the Supplier will communicate to the relevant Supplier Staff to agree a date with the Buyer to return any Buyer Assets (including any IT equipment). Such Buyer Assets must be returned by the Supplier Staff in the condition in which they were supplied within a maximum of 5 Working Days from the final day of the relevant Supplier Staff. If the Supplier Staff does not engage with the Buyer, the Supplier will send daily reminders to the Supplier Staff and support the Buyer to ensure the return of all Buyer Assets. The Buyer reserves the right to withhold final payments to the Supplier until such time that all Buyer Assets have been returned.

2. Delivery of Services using Intermediaries and IR35

NB For this Paragraph 3, an “Intermediary” shall be defined by reference to section 61M of the Income Tax (Earnings and Pensions) Act 2003 (“ITEPA”) in respect of which any of Conditions A – C within section 61N ITEPA are met and a “Contractor” shall mean an individual used in the delivery of the Services.

- 2.1. The Supplier confirms the below in relation to its delivery of the Services (select one only):

<p>No Intermediaries to be used</p> <p>(only applicable if this box is checked)</p>	<p>All Contractors will be directly engaged exclusively as an employee of the Supplier or Suppliers sub-contractors or an FCA regulated umbrella company for the purposes of and when delivering such Services (with all required Tax being withheld, deducted and/or accounted for in respect of any payments or other benefits provided to that Contractor) and that such engagement is not nor will be with any Intermediary of that Contractor.</p>
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		<p>Disclosed Intermediaries to be used.</p> <p>(only applicable if this box is checked)</p>	<p>One or more Contractors that the Supplier intends to use in the delivery of the Services will deliver their services through an Intermediary. Prior to the commencement of the delivery of the Services (or any part of them) by that Contractor, the Supplier shall obtain the prior written consent of the Buyer to the Contractor delivering their services through an Intermediary of that Contractor (such consent being at the absolute discretion of the Buyer). All other Contractors will be directly engaged exclusively as an employee for the purposes of and when delivering such Services (with all required Tax being withheld, deducted and/or accounted for in respect of any payments or other benefits provided to that Contractor) and that such engagement is not nor will be with any Intermediary of that Contractor.</p>	
		<p>Outcome based contracting.</p> <p>(only applicable if this box is checked)</p>	<p>The Buyer and the Supplier have agreed in writing that the Buyer will not be the 'client' in respect of any part of the Services for the purposes of the provisions of Chapter 10 of Part 2 ITEPA relating to the engagement of workers through intermediaries and the provisions of Social Security Contributions (Intermediaries) Regulations 2000/727 (or, in each case, any other provisions under any law having like effect) ("Off-Payroll Working Rules").</p>	

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8. Term	<p>The Term shall commence on 17th December 2021</p> <p>and the Expiry Date shall be 31st January 2022, unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.</p>

9. Charges

The Charges for the Deliverables shall be set out as below :

The cost of this Call-Off order is limited to £16,037.50 (Exclusive of Vat).

Deliverable	Document name	Cost
Final report incorporating peer review	[BIT] GM Self-Isolation Pilot - Final Report.pdf	
Presentation for evaluators meeting	[BIT] GM Self-Isolation Pathfinder - impact evaluation findings .pdf	
Total		£16,037.50

Table of grades & rates:

Day Rates (ex VAT)						
Director	Principal Advisor	Senior Advisor	Senior Research Advisor	Policy Advisor	Research Advisor	Associate Advisor



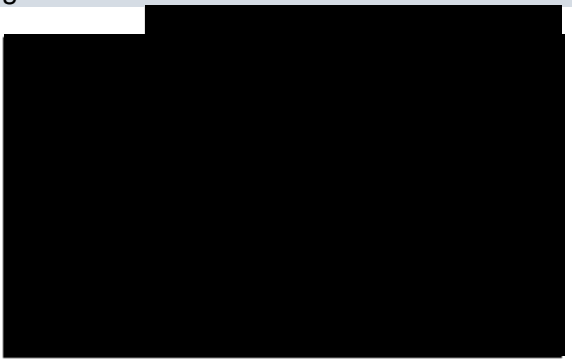
10. Payment	PAYMENT METHOD Monthly in arrears by BACs or alternative payment method as agreed between the Buyer and the Supplier. Submitted invoices must be accompanied by supporting information including: <ul style="list-style-type: none">• completed timesheets for amounts set out in the relevant invoice; and• such other information as the Buyer (acting reasonably) may require in order to verify the invoiced amounts. Invoice payments in respect of the period of 4 weeks before the end of the Call-Off Contract Period will be approved upon a completed knowledge transfer in accordance with Paragraph 11 of Call-Off Schedule 10 (Exit Management) (as inserted by Paragraph 5 of the Deliverables section of this Order Form). BUYER'S INVOICE ADDRESS: [REDACTED] UK Health Security Agency, Manor Farm Road, Porton Down, Salisbury, SP4 0JG UKHSA VAT No: GB888851648 Contact number for all invoice related queries: [REDACTED] [REDACTED]
11. Buyer Authorised Representative(s)	BUYER'S AUTHORISED REPRESENTATIVE

	<div><div>Commercial Manager</div><div>UK Health Security Agency, Manor Farm Road, Porton Down, Salisbury, SP4 0JG</div></div>
12. Address for notices	<div><div>Buyer: UK Health Security Agency, Manor Farm Road, Porton Down, Salisbury, SP4 0JG</div><div>Supplier: SUPPLIER'S AUTHORISED REPRESENTATIVE Name: <div></div> Role: Director, Legal and General Counsel <div></div> Address: Behavioural Insights Team, 4 Matthew Parker Street, London SW1H9NP</div></div>

13. Key Personnel	<p>SUPPLIER'S AUTHORISED REPRESENTATIVE</p> <p>Name: [REDACTED]</p> <p>Role: Director, Legal and General Counsel</p> <p>[REDACTED]</p> <p>Address:</p> <p>Behavioural Insights Team, 4 Matthew Parker Street, London SW1H9NP</p> <p>SUPPLIER'S CONTRACT MANAGER</p> <p>Name: [REDACTED]</p> <p>Role: Senior Research Advisor</p> <p>[REDACTED]</p> <p>Address:</p> <p>Behavioural Insights Team, 4 Matthew Parker Street, London SW1H9NP</p>
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14. Procedures and Policies	<p>The Buyer may require the Supplier to ensure that any person employed in the delivery of the Deliverables has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Contract, relevant to the work of the Buyer, or is of a type otherwise advised by the Buyer (each such conviction a "Relevant Conviction"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Deliverables.</p>
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Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer
Name: 	Name: 
Date: 10/02/2022	Date: 16 th Feb 2022
Signature: 	Signature: 