

APPENDIX D - CALL OFF AGREEMENT FORM



CALL OFF AGREEMENT FORM		
<p>This Form is to be used by the Client when requesting that work be undertaken within the terms of the Call Off Contract. The Parties agree that each completed and approved Form will form part of and be interpreted in accordance with the terms and conditions of that Call Off Contract.</p>		
<p>Project Title: WP26 MPs Survey</p>	<p>Reference:</p>	<p>FS107010</p>
	<p>Date:</p>	<p>27/10/2021</p>
<p>Client – Project Representative: [REDACTED]</p>	<p>Tel:</p>	
	<p>E-mail:</p>	[REDACTED]
<p>Supplier – Project Representative: [REDACTED]</p>	<p>Tel:</p>	
	<p>E-mail:</p>	[REDACTED]
<p>Project Start Date:</p>	<p>01/11/2021</p>	
<p>Project Completion Date:</p>	<p>28/02/2022</p>	
<p>Specification/ Scope of Work: <i>To include Background, Scope of Work, Parties Inputs, Approach and Method, Skills required, Timetable:</i></p>		

Background – please include

- details of any previous research commissioned in this area by FSA or other organisations

Ipsos MORI have already published an MP reputation tracker survey in winter 2020. This research aimed to find out the FSA's reputation amongst MPs, as well as how they compete amongst other organizations. In this year's winter survey we will also be going out to members of the Senedd in Wales too.

Findings showed that familiarity with the FSA is stable and remains relatively low, the FSA's position on favourability remains strong against comparators, and advocacy for the FSA has fallen slightly.

Previous surveys on this area show the importance of increasing familiarity among MPs in building reputation, as well as more targeted communications are needed to meet demands.

Objectives – please include

- why you wish to commission this work
- how the outputs from this work will be used
- what difference / impact you anticipate the research will make
- how does this align to FSA strategic priorities?
- How outputs will be used

Key research question/s:

To understand the FSA's reputation and communications amongst MPs.

To Explore what MPs' expectations are of organisations as the country restarts the economy and what comes next for public affairs planning and strategy.

Would MPs advocate for the FSA?

How do the FSA compare in terms of reputability to other organisations?

Methodology – please include (if available)

- sampling considerations
- recruiting considerations (identifying and recruiting your cohort)
- ethical considerations

Survey including open and close ended questions.

Research process

- would it be useful to observe any of the data collection?
- how will the questionnaire or topic guide be developed?

N/A

Analysis and review

- please set out any preferences or requirements on how you want data to be analysed

N/A

Outputs – (NB. all outputs must be in line with FSA brand guidelines and meet FSA accessibility requirements)

Presentation deck of findings and possible presentation to the FSA team.

How will the outputs of this research be disseminated for effective/maximum impact?
Comms division in England and Wales will be using this information to inform their stakeholder strategy.

Timescale milestones – please include any hard deadlines
please consider all above stages

Winter survey 2021 timescale:

Participation confirmed: Late September

Questions finalised: Early October

Fieldwork: November- December

Topline results: January 2022

Report/presentation: February 2022

Please could you provide separate costs for England and Wales.

Sub-Contractors	TakeNote
Deliverables:	See Annex A – Suppliers Response
Foreground IPR – Ownership	See Clause 15 – Intellectual Property Rights in overarching Contract
Personal Data (GDPR)	See Annex A – Suppliers Response
Price	See Annex B – Suppliers Financial Template
Payments & Invoicing	<p>Please submit invoices to [REDACTED] for work with FSA.</p> <p>Please include the referring FSA purchase order number in the email title and within the invoice to allow Invoice/Purchase Order matching. Note that invoices that do not include reference to FSA Purchase Order number will be returned unpaid with a request for valid purchase order through email.</p> <p>Further details can be found at Schedule 5 'Invoicing Procedure & No PO/ No Pay' in the Call Off Contract.</p>

We confirm receipt of this Form seeking approval for the above project to proceed. We agree to provide the goods and/or services requested according to the terms and conditions set out in the Call Off Contract between the FSA and Ipsos MORI

Signed on behalf of the FSA:

Name: [REDACTED]

Signature: [REDACTED]

Position: Commercial Advisor

Date: 02/11/2021

Signed on behalf of Ipsos Mori:

Name: [REDACTED]

Signature: [REDACTED]

Position: Associate Director

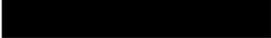
Date: 01/11/21

Annex A – Suppliers Response

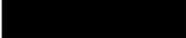
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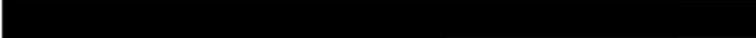
	
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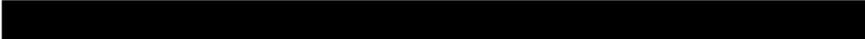








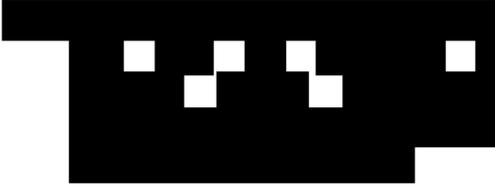
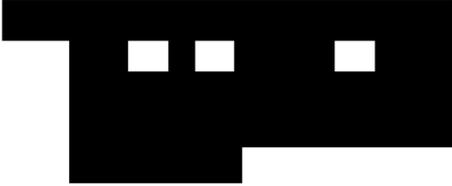
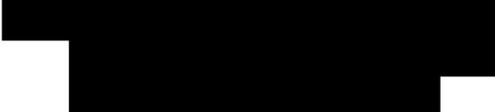
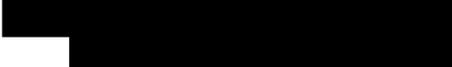








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[REDACTED]	[REDACTED]

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[Redacted]

The total cost will be £31,255 [Redacted]

[Redacted]

[Redacted]

[Redacted]

COST OR VOLUME DISCOUNTS - INNOVATION

The Food Standards Agency collaborates with our suppliers to improve efficiency and performance to save the taxpayer money.
A tenderer should include in his tender the extent of any discounts or rebates offered against their normal day rates or other costs during each year of the contract. Please provide full details below:

[Redacted]

SIGNATURE

[Redacted]

NAME

[Redacted]

DATE

19-Oct-2021

REVISION
DATE

Enter the effective date if this version of the template replaces an earlier version

Summary of Payments

	Year 1	
Financial Year (Update as applicable in YYYY-YY format)	[REDACTED]	Total
Total Amount	[REDACTED]	£ 31,255.00