

Commissioning Letter

IFF Research Ltd
St Magnus House
3 Lower Thames Street
London
EC3R 6HD

Friday 13th September 2019

**BIS Research and Evaluation Framework Agreement – Lot 1
Employee Experience of Workplace Rights Survey
CR19045**

Thank you for your response to the Specification for the above commission by the Department for Business, Energy and Industrial Strategy (BEIS) (the Customer) through the BIS Research and Evaluation Framework dated 2 January 2016 between (1) Secretary of State for Business, Innovation and Skills; and (2) IFF Research Ltd (the Framework Agreement).

- Annexes: A. Tender dated 15th August 2019
 B. Specification for Employee Experience of Workplace Rights Survey

The Department for Business, Energy and Industrial Strategy (BEIS) accepts your Tender (Annex A), submitted in response to our Specification (Annex B). This is what BEIS expects in the way of deliverables and outputs.

The Call-Off Terms and Conditions for this Contract are those set out in Schedule 5 to the Framework.

The agreed total charges for this assignment are **£300,265.00** exclusive of VAT which should be added at the prevailing rate. The agreed invoice schedule is as follows:

████	Delivery of agreed project plan	October 2019	██████████
████	Finalising the questionnaire	December 2019	██████████
████	Key milestone– the completion of fieldwork	March 2020	██████████
████	First draft of the final report	June 2020	██████████
████	Final report delivered	June 2020	██████████

All invoices should be sent to finance@services.ukpbs.co.uk or Billingham (UKSBS, Queensway House, West Precinct, Billingham, TS23 2NF). A copy of the invoice should be sent to ██████████ the BEIS Project Manager.

You are reminded that any Customer Intellectual Property Rights provided in order to perform the Services will remain the property of the Customer. The following deliverables have been agreed as per the below price schedule:

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UKSBS

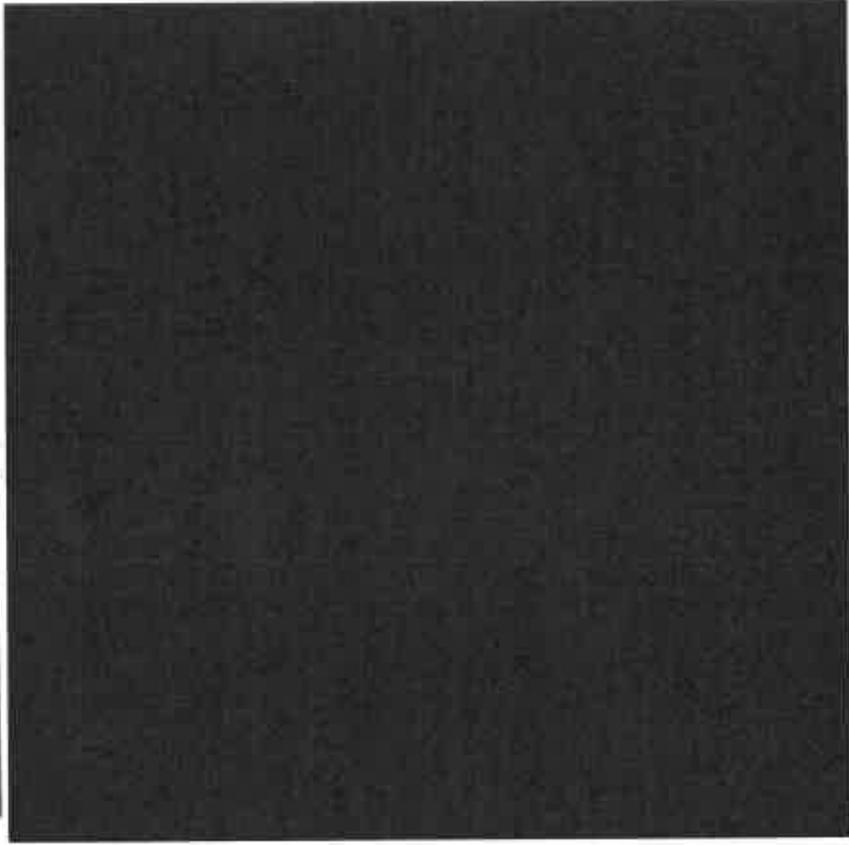
Shared Business Services

ISSUER NAME: **EF Research Ltd.**

Please complete the shaded yellow sections only.

Section 51 Total Project Costs (Summary)

The figure used for estimation of the Total Cost (ex VAT) provided in Section 1 Cell D.2. The total cost is the total cost (ex VAT) and the total travel and subsistence. Overhead costs, cost of production of materials and any all costs associated with the delivery of the project (ex VAT).

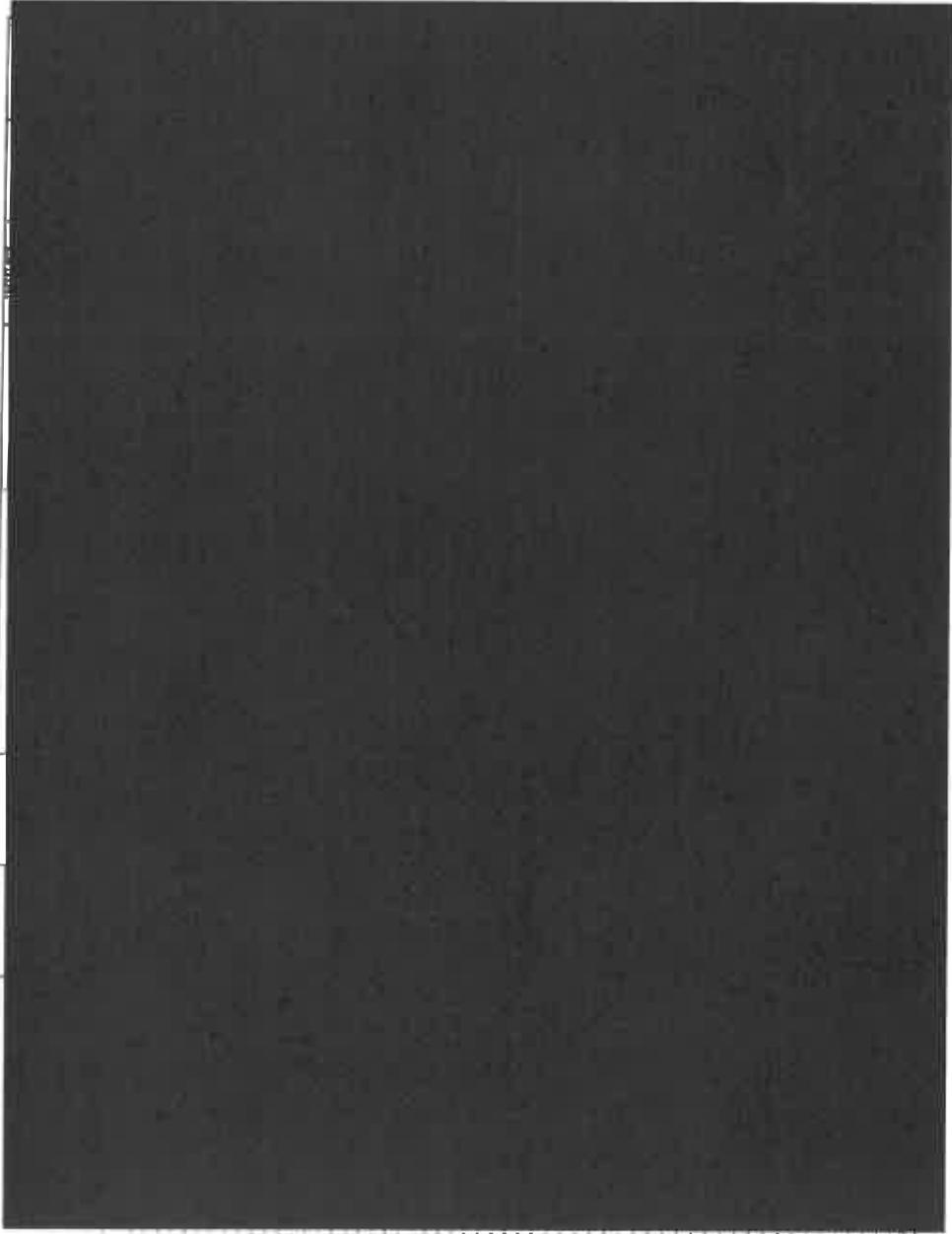


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Section 2: Total Share Cost Example
(Example)



Version 1.1

OFFICIAL-SENSITIVE (COMMERCIAL)



The Services Commencement Date is Monday 23rd September 2019

The Completion date is Tuesday 30th June 2020

The Contract may be terminated for convenience by giving 30 days' notice in accordance with clause 38 of the Call-off Terms and Conditions.

The Authorised Representative for this Commission will be [REDACTED] who can be contacted at [REDACTED]

Until the date of publication, findings from all Project outputs shall be treated as confidential. Findings shall not be released to the press or disseminated in any way or at any time prior to publication without approval of the Department.

This clause applies at all times prior to publication of the final report. Where the Contractor wishes to issue a Press Notice or other publicity material containing findings from the Project, notification of plans, including timing and drafts of planned releases shall be submitted by the Contractor to the Project Manager at least one week before the intended date of release and before any agreement is made with press or other external audiences, to allow the Department time to comment on factual accuracy. All Press Notices released by the Department or the Contractor shall state the full title of the research report, and include a hyperlink to the Department's research web pages, and any other web pages as relevant, to access the publication/s.

This clause applies at all times prior to publication of the final report and within one month from the date of publication. Where the Contractor wishes to present findings from the Project in the public domain, for example at conferences, seminars, or in journal articles, the Contractor shall notify the Project Manager before any agreement is made with external audiences, to allow the Department time to consider the request. The Contractor shall only present findings that will already be in the public domain at the time of presentation, unless otherwise agreed with the Department.

Congratulations on your success in being selected to undertake this Commission.

Yours sincerely

[REDACTED]

Category Specialist
UK Shared Business Services Ltd

BY SIGNING AND RETURNING THIS COMMISSIONING LETTER THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in this Commissioning Letter and Annexes incorporating the rights and obligations in the Call-off Terms and Conditions set out in the Framework Agreement.

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Department for Business, Energy and Industrial Strategy (BEIS)

Name and Title	[REDACTED]
Signature	[REDACTED]
Date	[REDACTED]

Signed on behalf of IFF Research Ltd

Name and Title	[REDACTED]
Signature	[REDACTED]
Date	[REDACTED]