

## Project Brief template – Customer/Supplier

Standing Offer Arrangement QGP 0035-16

For the provision of Market and Social Research Services

**Department of the Premier and Cabinet**

**Project title: Covid19 key insights project**

**DPC-13-2020**

**Date of Issue: 7 May 2020**



**Queensland  
Government**

## Section 1 – Requirements

<b>Project Name</b>	Covid19 key insights project								
<b>Customer details</b>	Name: State of Queensland acting through the Department of the Premier and Cabinet ABN or ACN: 65 959 415 158 Street address: 1 William Street, Brisbane City 4000 Postal address: 1 William Street, Brisbane City 4000 Contact person: Michelle Wellington Position: Executive Director, Communication and Engagement, Covid19 Response and Recovery Taskforce Email: Michelle.Wellington@premiers.qld.gov.au								
<b>Supplier Details</b>	Name: Ipsos Public Affairs Pty Ltd ABN or ACN: 52 070 101 352 Street address: 201 Leichhardt Street Spring Hill Postal address: 201 Leichhardt Street Spring Hill Contact person: <input type="text"/> Position: Director Email: <input type="text"/>								
<b>Time for service</b>	This is the period of the individual Contract, when the Supplier must provide the Goods or Services: Start date: 7 May 2020 End date: 14 May 2020 Extension Options: An extension may occur at the mutual written agreement of the Customer and the Supplier								
<b>Customer Inputs</b>	Not Applicable								
<b>Key Personnel</b>	Name: <input type="text"/> Position Title: Director Phone: <input type="text"/> Email: <input type="text"/> Role / key obligations: Project Director Committed level: 8 days								
<b>Key Personnel</b>	<table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> <th>Commitment</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Name	Role	Commitment			
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		Project Director	Wed 7 <sup>th</sup> Inception meeting and materials preparation and sign off Sat 9 <sup>th</sup> moderate Sun 10 <sup>th</sup> analyse report Mon 11 <sup>th</sup> consolidate qual / quant themes analysis Tues 12 <sup>th</sup> draft report Thurs 14 <sup>th</sup> final report
		Qualitative online community moderator	Sat 9 <sup>th</sup> moderate Sun 10 <sup>th</sup> analyse report
		Qualitative online community moderator	Sat 9 <sup>th</sup> moderate Sun 10 <sup>th</sup> analyse report
		Qualitative online community moderator	7 <sup>th</sup> / 8 <sup>th</sup> Online board prep Sat 9 <sup>th</sup> moderate Sun 10 <sup>th</sup> analyse report
		Qualitative online community moderator	Sat 9 <sup>th</sup> moderate Sun 10 <sup>th</sup> analyse report
		Quantitative survey researcher	7 <sup>th</sup> / 8 <sup>th</sup> Online board prep Mon 11 <sup>th</sup> Analysis quant data Tues 12 <sup>th</sup> Reporting
		Qual and Quant research support	7 <sup>th</sup> / 8 <sup>th</sup> Online board prep
		Online programming and data output	7 <sup>th</sup> / 8 <sup>th</sup> Online survey program Sun 10 <sup>th</sup> Data export and clean
		Qual and Quant research support	7 <sup>th</sup> / 8 <sup>th</sup> Online survey testing
		Social Listening Analysis	7 <sup>th</sup> -11 <sup>th</sup> Analysis and reporting
		Qualitative ATSI moderator	Sat 9 <sup>th</sup> moderate Sun 10 <sup>th</sup> analyse report
See Ipsos Proposal for Bios			
<b>Project Budget</b>	\$119,124 (incl GST) plus one wave of research valued at \$18,953 (incl GST)		



	Total contract capped at \$138,077 (Incl GST)																		
<b>Project Quote/ Proposal</b>	<p>The Supplier must provide the Services specified below to the Customer. The requirements for Services under this contract include baseline qualitative and quantitative market research at a value of \$119,124 (incl GST) plus one additional wave of research valued at \$18,953 (Incl GST). All additional waves must have prior written agreement between the Customer and the Supplier.</p> <p>The Supplier must deliver project methodology as per offer dated 4 May 2020.</p> <table border="1"> <thead> <tr> <th>Task</th> <th>Fee ex GST</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="background-color: #cccccc;"> </td> </tr> <tr> <td><b>Total ex GST</b></td> <td><b>\$108,295</b></td> </tr> <tr> <td><b>Total GST inclusive</b></td> <td><b>\$119,124</b></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"><b>Additional wave online survey 12 minutes n=500</b></td> </tr> <tr> <td colspan="2" style="background-color: #cccccc;"> </td> </tr> <tr> <td><b>Subtotal ex GST</b></td> <td><b>\$17,230</b></td> </tr> <tr> <td><b>Subtotal GST inclusive</b></td> <td><b>\$18,953</b></td> </tr> </tbody> </table>	Task	Fee ex GST			<b>Total ex GST</b>	<b>\$108,295</b>	<b>Total GST inclusive</b>	<b>\$119,124</b>			<b>Additional wave online survey 12 minutes n=500</b>				<b>Subtotal ex GST</b>	<b>\$17,230</b>	<b>Subtotal GST inclusive</b>	<b>\$18,953</b>
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<b>Payment milestones</b>	<p>The Supplier may invoice the Customer after successful achievement of the milestones as follows:</p> <p>50% on commissioning – inception meeting minutes</p>																		

	50% on completion of the project – final report and presentation of findings
<b>Contract governance requirements</b>	<p>The Customer requires the Supplier to provide a detailed project timeline, in collaboration with DPC.</p> <p>The Customer may require the Supplier to work alongside the COVID-19 Response and Recovery Taskforce Communication team.</p> <p>Any contract issues should be escalated to the Executive Director, Integrated Communication, Michelle Wellington, via <a href="mailto:Michelle.Wellington@premiers.qld.gov.au">Michelle.Wellington@premiers.qld.gov.au</a></p>

Released under RTI - DIC

## Section 2 – Research requirements

### Market and social research service requirements

#### Outcome

The Supplier is being engaged to provide baseline qualitative and quantitative market research and sentiment testing around Queenslanders' views on the impact of the Covid-19 pandemic, as well as their expectations and preferences around the road out of the response phase, in particular, the easing of restrictions.

What we want to know:

- the impact of the Covid-19 pandemic on their lives, their jobs and the economy
- the community's views around the economic impact of COVID-19, including:
  - extent to which people are concerned about ongoing impacts from COVID-19 on their economic circumstances over the next 6 to 12 months, even if restrictions are relaxed?
  - Communities' perception or concerns about any longer-term economic challenges or changes in the Queensland economic landscape as a result of COVID
  - appetite for, or acceptance of, the potential need for innovative approaches by Government and industry to help re-build the economy and jobs
  - what they consider to be key areas of focus that could help improve their economic circumstances or prospects in terms of prioritising the relaxation of restrictions.
  - the long-term changes in the Queensland economic landscape.
- the community's views about Covid-19 restrictions, including:
  - extent to which they feel specific restrictions are impacting on their businesses or livelihoods, including incomes and capacity to work;
  - importance of the removal of specific restrictions to improve their economic circumstances and well-being, compared with any perceived health risks to their local community ;
  - expectations around the easing of restrictions;
  - when they anticipate restrictions will or should be lifted;
  - what the process around lifting restrictions looks like, including the likely triggers;
  - which restrictions have had the most impact on their lives;



- what restrictions they believe are the most important in combatting Covid-19;
- which restrictions they believe have been less necessary or more difficult to comply with;
- what activities/sectors should be prioritised for lifting of restrictions;
- the health vs economic priorities when considering the lifting of restrictions;
- the impact of education restrictions on their family;
- if they were allowed to dine in at a café or restaurant what kind of requirements would they expect in order to be safe;
- the lifting of restrictions on a region by region, or sector by sector vs all of Queensland basis;
- the lifting of restrictions in regional Queensland ahead of SEQ
- how the government should communicate changing restrictions;
- what, if any, apparent regional differences are there in responses to questions; and,
- have they experienced any positive change during the crisis.

The research will be used to shape the government's approach and communication for the Covid-19 recovery phase.

The Customer and Supplier will undertake an onboarding process to determine whether the quantitative research is repeated periodically. A separate costing should be provided in the submission for this requirement.

The Department of the Premier and Cabinet anticipates that objectives of the research will be best met by qualitative research, validated by quantitative research. Given the impact of Covid-19, DPC suggest the research be undertaken using an online method and supplemented with off-line where required.

All research materials are to be designed in conjunction with Department of Premier and Cabinet.

Ownership of intellectual property rights in materials created in this project, including all information collected and presented, as part of the research, vests in The State of Queensland (the Department of the Premier and Cabinet).

The Supplier's proposed qualitative technique should outline the proposed instrument/questions, participant sampling and recruitment procedures including inclusion and exclusion criteria.

The Supplier will be required to attend a formal project planning workshop upon commissioning as well as project debrief and reporting workshop upon delivery of topline findings.



	<p>The final report should detail the overall findings from the research including executive summary, conclusion and recommendations. It is anticipated that the report will include a mix of analysis, interpretation/commentary and de-identified relevant direct quotes. Alternative or more innovative reporting suggestions are welcome.</p> <p>The Supplier is to provide a copy of all qualitative data collected in the project in a clean file.</p> <p>The Supplier is required to provide a presentation of results via videoconference.</p>				
<b>Background</b>	<p>COVID-19, a new strain of coronavirus affecting humans was first reported in China, on 31 December 2019. The disease has spread worldwide with approximately 2.995M confirmed cases and 205,000 approximately 205,000 deaths across 185 countries as at 29 April 2020. In Queensland, there are 1034 confirmed cases and six deaths as at 29 April 2020. Several Chief Health Officer directives are currently in place to control the spread of the virus. As the number of daily cases falls and the curve flattens, the Queensland Government is considering the approach to the lifting of restrictions. This research will help guide the decision making and communication approach around the lifting of restrictions.</p>				
<b>Objectives</b>	<p>The research should capture Queenslanders' views on the impact of the Covid-19 pandemic, as well as their expectations and preferences around the road out of the response phase and, in particular, the easing of restrictions.</p> <p>The results of the qualitative research should be broadly reflective of community opinion, with validation undertaken via quantitative survey.</p> <p>Participants may be advised the client is the Queensland Government.</p>				
<b>Geographic areas</b>	<p>Far North Queensland; North Queensland; Mackay. Isaac, Whitsundays, Central West Queensland; Central Queensland; Wide Bay/Burnett; Darling Downs and South West; South East Queensland – Sunshine Coast and Gold Coast</p>				
<b>Target audience</b>	<p>The target audience must be representative of Queensland, including age (18+), gender, socio-economic status, life-stage, place of residence: metro/regional and include CALD, Aboriginal and Torres Strait Islanders, vulnerable Queenslanders and small business owners. Small business owner component must be a statistically valid sample.</p>				
<b>Project performance</b>	<p>The project will be evaluated against delivery of objectives on time and within budget.</p> <p>The Department of the Premier and Cabinet has proposed the following timeframe for the research. However, the Supplier is welcome to propose an alternative to better meet the objectives of the project.</p> <p><b>Activity Timing</b></p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Timing</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Activity	Timing		
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	Brief sent to Suppliers	30 April 2020
	Supplier proposals received	5 May 2020
	Commission supplier and project planning meeting	6 May 2020
	Field work to commence	7 May 2020
	Draft report due	12 May 2020
	Final report due	14 May 2020
<b>Other information</b>	<p>Questions for consideration as part of brief (these are only indicative and will require refinement and/or enhancement):</p> <p><b>General</b></p> <p>What is your HHS area?</p> <p>What is your LGA?</p> <p>What is your region?</p> <p>Have households experienced financial distress as a result of COVID-19 in relation to mortgage repayments, loans and/or credit finance.</p> <p>Have households experienced financial distress as a result of COVID-19 in relation to essential goods and services.</p> <p>How optimistic are you about Queensland's economic future (long-term, ie 1 or 2-year outlook)?</p> <p>Overall, do you think that Australia is..... ? Eg Not taking the issue of coronavirus seriously enough, or Responding at an appropriate level, or Over-reacting to the issue of coronavirus</p> <p>How concerned are you about the following current or potential effects of the coronavirus (COVID19), if at all?</p> <p>Do you agree or disagree with the following statements related to coronavirus? (insert a series of statements around the economy, jobs, tourism, education, and community impacts.</p> <p>How confident are you that Queensland's economy will have made a full recovery to pre-COVID 19 levels...? In list 3,6,9, 12 months</p> <p>Where have you been getting your information from on coronavirus? List TV, radio, newspaper, online, other.</p> <p>Do you feel like you currently have enough information on what to do in relation to coronavirus?</p>	

What advice would you give to Australia's government and business leaders on how to best manage coronavirus and its flow-on effects?

How would you rate the performance of the following individuals and groups in responding to coronavirus and its associated effects? List here including The Health System, Police, the Government, etc

**Restrictions**

Do you think the restrictions have prevented Queensland from the death rate experienced in America and the UK?

Which of the following Restrictions have you found the most challenging (insert list here, Home schooling, no gatherings of friends, closure of pubs and bars, closure of shops etc

How have the restrictions on education impacted your family?

Do you think international travel should be allowed?

What is your view of not staging mass gatherings?

Do you think your suburb/locality are abiding by social distancing requirements?

Would you be willing to spend further time abiding to the home confinement requirements if it meant further suppression of COVID-19?

Have you, or would you be willing to, assist someone in your neighbourhood if they needed help (eg, shopping, chores etc)?

**Additional social stress/mental health related questions:**

Have households/people felt depressed or anxious in the past week?

**For SEQ respondents only:**

Would you be comfortable with restrictions lifting in Queensland's regions before SEQ?

Released under RTI - DPC



### Section 3 – Agreement

Both parties are required to agree on the final brief before commencement of a market research services project.

SOA agreement - authorisations	
<b>Government representative</b>  Please ensure that the departmental procurement policy is adhered to in relation to 'Delegation of Authority'.	<b>Name:</b> Christine Castley
	<b>Position:</b> Deputy Director-General, Strategy and Engagement
	<b>Signature:</b> 
	<b>Date:</b> 7 May 2020
<b>Supplier representative</b>	As the authorised officer named below, I certify that: (a) I am authorised to submit the Supplier's response as the Supplier's representative. (b) The Supplier understands and has complied with the Requirements of the Request for Quote. (c) The Supplier's response is complete, accurate and not misleading in any way. (d) The Supplier has and will maintain insurances as required under QGP 0035-16
	<b>Name:</b> 
	<b>Position:</b> Director
	<b>Signature:</b> 
	<b>Date:</b> 7 May 2020

## Project Brief template – Customer/Supplier

Standing Offer Arrangement QGP 0035-16

For the provision of Market and Social Research Services

**Department of the Premier and Cabinet**

**Project title: COVID-19 key insights project:  
Additional waves and Livingstone Shire research**

**DPC-18-2020**

**Date of Issue: 19 June 2020**



**Queensland  
Government**



## Section 1 – Requirements

<b>Project Name</b>	COVID-19 key insights project: Additional waves and Livingstone Shire research
<b>Customer details</b>	<p>Name: State of Queensland acting through the Department of the Premier and Cabinet</p> <p>ABN or ACN: 65 959 415 158</p> <p>Street address: 1 William Street, Brisbane City 4000</p> <p>Postal address: 1 William Street, Brisbane City 4000</p> <p>Contact person: Michelle Wellington</p> <p>Position: Executive Director, Communication and Engagement, COVID-19 Response and Recovery Taskforce</p> <p>Email: Michelle.Wellington@premiers.qld.gov.au</p>
<b>Supplier Details</b>	<p>Name: Ipsos Public Affairs Pty Ltd</p> <p>ABN or ACN: 52 070 101 352</p> <p>Street address: 201 Leichhardt Street Spring Hill</p> <p>Postal address: 201 Leichhardt Street Spring Hill</p> <p>Contact person: [REDACTED]</p> <p>Position: Director</p> <p>Email: [REDACTED]</p>
<b>Time for service</b>	<p>This is the period of the individual Contract, when the Supplier must provide the Goods or Services:</p> <p>Start date: 19 June 2020</p> <p>End date: 30 June 2021</p> <p>Extension Options: An extension may occur at the mutual written agreement of the Customer and the Supplier</p> <p>The once-off, Livingstone Shire component of this contract must be delivered as follows within the contract period:</p> <p>Start date: 19 June 2020</p> <p>End date: 6 July 2020</p>
<b>Customer Inputs</b>	Not Applicable
<b>Key Personnel</b>	<p>Name: [REDACTED]</p> <p>Position Title: Director</p> <p>Phone: [REDACTED]</p>

	Email: <input type="text"/> Role / key obligations: Project Director Committed level: Project management analysis and reporting 13 hours per wave. Livingstone Shire Research 24 hours.																				
<b>Project Budget</b>	The total contract value is capped at \$390,380 (incl. GST) for the following components: <ul style="list-style-type: none"> <li>• Wave research: <input type="text"/> (incl GST) per wave of research, with a total value of up to \$329,880 (incl. GST) for up to 15 waves.</li> <li>• Livingstone Shire: \$43,997 (incl. GST) for 200 x 20 minute telephone interviews, analysis and reporting.</li> <li>• Livingstone Shire (optional) <input type="text"/> (incl. GST) for 10 business specific interviews. The Customer will advise the Supplier in writing if option is exercised.</li> </ul>																				
<b>Project Quote/ Proposal</b>	<p>The Supplier must provide the Services specified below to the Customer.</p> <p><b>Key insights: Additional waves</b></p> <p>The requirements for Services under this contract for the includes up to an additional 15 waves of research building on the baseline qualitative and quantitative market research delivered under contract DPC-13-2020.</p> <p>Each wave must have prior written agreement between the Customer and the Supplier prior to proceeding and indicate timeframes are shown below. Wave numbering is tied to the previous contract with Wave 1 being the baseline results and Wave 2 as the second sample. Indicative timeframes are shown below.</p> <table border="0" style="width: 100%;"> <tr> <td>Wave 3 w/c 22 June 2020</td> <td>Wave 11 – December 2020</td> </tr> <tr> <td>Wave 4 w/c 4 July 2020</td> <td>Wave 12 – January 2021</td> </tr> <tr> <td>Wave 5 w/c 18 July 2020</td> <td>Wave 13 – February 2021</td> </tr> <tr> <td>Wave 6 w/c 3 August 2020</td> <td>Wave 14 – March 2021</td> </tr> <tr> <td>Wave 7 w/c 17 August 2020</td> <td>Wave 15 – April 2021</td> </tr> <tr> <td>Wave 8 – September 2020</td> <td>Wave 16 – May 2021</td> </tr> <tr> <td>Wave 9 – October 2020</td> <td>Wave 17 – June 2021</td> </tr> <tr> <td>Wave 10 – November 2020</td> <td></td> </tr> </table> <p>The Supplier must deliver project methodology based on the arrangements outlined in their offer dated 18 June 2020 with cost per wave as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Online survey <input type="text"/></th> <th>Cost per Wave (ex GST)</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"><input type="text"/></td> <td></td> </tr> </tbody> </table>	Wave 3 w/c 22 June 2020	Wave 11 – December 2020	Wave 4 w/c 4 July 2020	Wave 12 – January 2021	Wave 5 w/c 18 July 2020	Wave 13 – February 2021	Wave 6 w/c 3 August 2020	Wave 14 – March 2021	Wave 7 w/c 17 August 2020	Wave 15 – April 2021	Wave 8 – September 2020	Wave 16 – May 2021	Wave 9 – October 2020	Wave 17 – June 2021	Wave 10 – November 2020		Online survey <input type="text"/>	Cost per Wave (ex GST)	<input type="text"/>	
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## Section 2 – Research requirements

Market and social research service requirements	
<p><b>Outcome</b></p>	<p>The Supplier is being engaged to provide additional waves of research built on baseline qualitative and quantitative market research and sentiment testing around Queenslanders' views on the impact of the COVID-19 pandemic, as well as their expectations, views and communication preferences around the response phase, in particular, the easing of restrictions, as well as social and economic recovery. The waves are a continuation of previous research under contract DPC-13-2020 unless otherwise directed by the customer.</p> <p>The research waves will be used to shape the government's approach and ongoing communication for COVID-19 recovery.</p> <p>Given the impact of COVID-19, DPC suggest the research continues to be undertaken using an online method and supplemented with off-line where required, unless otherwise agreed with the supplier.</p> <p>In addition, the Supplier is being engaged to provide an once-off targeted sentiment research study in the Livingstone Shire for a sample size of 200, for a 20-minute telephone interview. The Department of the Premier and Cabinet may also exercise the option to engage Ipsos for a further 15 targeted business interviews, which is at the discretion of the Customer.</p> <p>All research materials are to be designed in conjunction with Department of Premier and Cabinet.</p> <p>Ownership of intellectual property rights in materials created in this project, including all information collected and presented, as part of the research, vests in The State of Queensland (the Department of the Premier and Cabinet).</p> <p>The Supplier's proposed qualitative technique should outline the proposed instrument/questions, participant sampling and recruitment procedures including inclusion and exclusion criteria.</p> <p>The Supplier will be required to attend debrief and reporting meetings as determine by the customer. The Supplier is expected to provide a 'Wave Report' that details the overall findings from the wave including results, comparisons and trend analysis from previous waves and any recommendations. It is anticipated that the report will include a mix of analysis, interpretation/commentary and de-identified relevant direct quotes. Alternative or more innovative reporting suggestions are welcome.</p> <p>The Supplier is to provide a copy of all qualitative data collected in the project in a clean file.</p> <p>The Supplier is required to provide a presentation of results via videoconference.</p>
<p><b>Background</b></p>	<p>COVID-19, a new strain of coronavirus affecting humans was first reported in China, on 31 December 2019. The disease has spread worldwide with 8,061,550 confirmed cases of COVID-19, including 440,290 deaths, reported to the World Health Organisation as at 17 June 2020. Several Chief Health Officer directives are currently in place to control the spread of the virus. As the number of daily cases falls and the curve flattens, the Queensland Government is taking a staged approach to the lifting of restrictions. The Government has also outlined a staged approach to supporting Queenslanders and the Queensland economy through the recovery phase.</p>



<b>Objectives</b>	<p>The research should capture Queenslanders' views on the impact of the COVID-19 pandemic, as well as their expectations and preferences around the Governments response to easing of restrictions and social and economic recovery.</p> <p>The results of the qualitative research should be broadly reflective of community opinion, with validation undertaken via quantitative survey.</p> <p>Participants may be advised the client is the Queensland Government.</p>
<b>Geographic areas</b>	<p>Far North Queensland; North Queensland; Mackay, Isaac, Whitsundays, Central West Queensland; Central Queensland; Wide Bay/Burnett; Darling Downs and South West; South East Queensland – Sunshine Coast and Gold Coast.</p> <p>The Livingstone Shire is a specific region targeted for a once-off round of research in June/July 2020.</p>
<b>Target audience</b>	<p>The target audience must be representative of Queensland, including age (18+), gender, socio-economic status, life-stage, place of residence: metro/regional and include CALD, Aboriginal and Torres Strait Islanders, vulnerable Queenslanders and small business owners. Small business owner component must be a statistically valid sample.</p>
<b>Project performance</b>	<p>The project will be evaluated against delivery of objectives on time and within budget.</p> <p>The Department of the Premier and Cabinet will agree specific delivery dates for each wave with the supplier.</p> <p>The Livingstone Shire component must be by completed by Monday 6 July 2020.</p>
<b>Other information</b>	<p>Questions for research waves will be modelled on the original qualitative and quantitative baseline developed under contract DPC-13-2020. The base questions may be further refined for future waves by direction of the customer.</p> <p>Questions for the Livingstone Shire research will be formulated by the Department of the Premier and Cabinet and the Department of State Development, Tourism and Innovation.</p>

Released under the RTI Act

### Section 3 – Agreement

Both parties are required to agree on the final brief before commencement of a market research services project.

SOA agreement - authorisations	
<b>Government representative</b>  <i>Please ensure that the departmental procurement policy is adhered to in relation to 'Delegation of Authority'.</i>	<b>Name:</b> Kerry Petersen
	<b>Position:</b> Deputy Director-General, COVID-19 Taskforce
	<b>Signature:</b> <input type="text"/>
	<b>Date:</b> 19 June 2020
<b>Supplier representative</b>	As the authorised officer named below, I certify that: (a) I am authorised to submit the Supplier's response as the Supplier's representative (b) The Supplier understands and has complied with the Requirements of the Request for Quote. (c) The Supplier's response is complete, accurate and not misleading in any way. (d) The Supplier has and will maintain insurances as required under QGP 0035-16
	<b>Name:</b> <input type="text"/>
	<b>Position:</b> Director
	<b>Signature:</b> <input type="text"/>
	<b>Date:</b> 19 June 2020