

## DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

### Part 1: Letter of Appointment

Dear [REDACTED]

#### Letter of Appointment

This letter of Appointment dated 7<sup>th</sup> May 2021 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:	itt -5979
From:	The Highways England Company Limited with offices at The Cube, 199 Wharfside Street, Birmingham, B1 1RN ("Customer")
To:	Ipsos MORI a company registered under Company Number 01640855 whose registered office is at 3 Thomas More Square, London, England, E1W 1YW ("Supplier")

Effective Date:	10/05/2021
Expiry Date:	End date of Initial Period 09/05/2021 End date of Maximum Extension Period 09/05/2024 Minimum written notice to Supplier in respect of extension: 2 weeks

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B; and
--------------------	--

Key Individuals:	Highways England; [REDACTED] Ipsos Mori; [REDACTED]
[Guarantor(s)]	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	Schedule 6 Annex A
Insurance Requirements	As per the RM6018 Agreement Terms (10.8.1-10.8.3)
Liability Requirements	<b>Suppliers limitation of Liability</b> (Clause <b>Error! Reference source not found.</b> of the Contract Terms);
Customer billing address for invoicing:	<div style="background-color: black; width: 150px; height: 1.2em;"></div>

GDPR	Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	N/A

#### 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.

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**

To be determined by the Customer at Call for Competition stage



## **ANNEX B**

### **Supplier Proposal**

To be determined at Call for Competition stage

REDACTED

## **Part 2:      Contract Terms**