

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment



Dear Sirs

Letter of Appointment

This letter of Appointment dated **10 February 2022**, 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.

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| Order Number: | CPD4122026 |
| From: | Department for Levelling Up, Housing and Communities ("Customer") |
| To: | The National Centre for Social Research (NatCen) ("Supplier") |

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| Effective Date: | 11 February 2022 |
| Expiry Date: | End date of Initial Period 13 June 2022 End date of Maximum Extension Period 13 July 2022 Minimum written notice to Supplier in respect of extension: 1 month |

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| Services required: | Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: <ul style="list-style-type: none">the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B [REDACTED] |
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| Key Individuals: | [REDACTED] |
| [Guarantor(s)] | N/A |

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| Contract Charges (including any applicable discount(s), but excluding VAT): | Total capped contract value of £112,500.00 (ex VAT) as set out at Annex C – Price Schedule [REDACTED] |
| Insurance Requirements | Set out in Clause 19 of the Contract Terms |
| Liability Requirements | Suppliers limitation of Liability (Clause 18.2 of the Contract Terms) |
| Customer billing address for invoicing: | All invoices are to be submitted to: CP2P Team, MHCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN. Email address: CLGInvoices@communities.gov.uk |

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| GDPR | Set out in the 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: **[REDACTED]**

Name and Title: **[REDACTED]**

Signature: **[REDACTED]**

Signature: **[REDACTED]**

Date: 10/02/2022

Date: 11/02/2022