



Department for Education

Dear Sirs

Letter of Appointment

This letter of Appointment dated 01 May 2020, 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:	[To be update with PO number once generated]
From:	Department for Education ("Customer")
To:	CM Monitor (BritainThinks) Limited ("Supplier")

Effective Date:	01 May 2020
Expiry Date:	End date of Initial Period: 30 April 2022 End date of Maximum Extension Period: 30 April 2024 Minimum written notice to Supplier in respect of extension: One month The contract will have a break point after two years as set out in Section 6.1 (Specification), and extension is subject to on-going Departmental funding, contract performance and successful review.

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
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Key Individuals:	Tess Tinker, Deputy Director Strategic Communications & Campaigns, Department for Education Ben Shimshon, Founding Partner, Britain Thinks
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Contract Charges:	<p>The Contract Charges shall be determined on a project by project basis as research is commission, provided that the total Contract Charges shall not exceed £2,000,000.</p> <p>For the avoidance of doubt, the Contract Charges shall inclusive of all third party costs.</p> <p>Payment will be made on completion of individual projects.</p>
Customer billing address for invoicing:	<p>Department for Education (DfE) Sanctuary Buildings Great Smith Street SW1P 3BT</p> <p>The DfE run a paperless office so cannot accept invoices by post.</p>
GDPR	See Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects)

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:	
Signature:	 Ben Shimshon (May 19, 2020 10:38 GMT+1)	Signature:	 Tess Tinker (May 19, 2020 10:41 GMT+1)
Name:	Ben Shimshon	Name:	Tess Tinker
Role:	Director	Role:	Deputy Director
Date:	May 19, 2020	Date:	May 19, 2020

ANNEX A

Customer Project Specification

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ANNEX B

Supplier Proposal

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Part 1: Contract Terms



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