

DPS SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Evaluation of National Roll-Out of the Early Career Framework Induction Process

Contract Reference: DFERPPU 20-21/054

Dear Sirs/Madams

Letter of Appointment

This letter of Appointment dated 24 August 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:	[To be updated with Purchase Order number once generated]
From:	Department for Education (the "Customer")
To:	Institute of Employment Studies (the "Supplier")

Effective Date:	24 August 2021
Expiry Date:	End date of Initial Period: 30 September 2024

Services required:	<p>Set out in Part A -Specification of the DPS Agreement and refined by all of the following:</p> <p>Annex A - the Statement of Requirements</p> <p>Annex B - the Supplier's Proposal</p> <p>Annex C - the Price Schedule</p> <p>Annex D - the Call off Contract-Terms</p> <p>Annex D1 – the Task, Output and Payment Schedule</p> <p>Annex D2 – Sub-contractor Details</p>
--------------------	---



Key Individuals:	<p><u>For the Customer:</u></p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p><u>For the Supplier:</u></p> <p>██████████</p> <p>██████████</p>
------------------	---

Contract Charges (excluding VAT, but including all other expenses related to Contract delivery):	<p>Total project expenditure shall not exceed £319,934.87 exclusive of VAT</p> <p>The Contract Charges are included in Annex D1</p> <p>For the avoidance of doubt, the Contract Charges shall be inclusive of all third-party costs.</p> <p>Payment will be made on completion of specified Project Milestones as per Task, Output and Payment Schedule in Annex D1</p>
Insurance Requirements	See RM6018 Research Marketplace Contract Terms.
Liability Requirements	See RM6018 Research Marketplace Contract Terms.
Customer billing address for invoicing:	<p>Department for Education (DfE)</p> <p>Sanctuary Buildings</p> <p>Great Smith Street</p> <p>SW1P 3BT</p> <p>The DfE run a paperless office so cannot accept invoices by post.</p> <p>Invoices should be submitted in pdf format and emailed to accountspayable.OCR@education.gov.uk copying the project manager, ██████████</p>

GDPR	See Contract Terms, Schedule 7 (Processing, Personal Data and Data Subjects)
------	--



Alternative and/or additional provisions (including Schedule 8 (Additional clauses)):

Contract Terms Schedule 8 (Additional Clauses):

1 Safeguarding Children and Vulnerable Adults

2 Project Outputs

3 Departmental Security Standards for Business Services and ICT Contracts

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:

[Redacted]

Date:

[Redacted]

ANNEX A

Statement of Requirements



ANNEX B

Supplier's proposal



ANNEX C
Price Schedule



ANNEX D

Call Off Contract – Terms



ANNEX D1

Task, Output and Payment Schedule



ANNEX D2

Sub-contract Details IES & BMG

