

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Letter of Appointment

This letter of Appointment dated 12/08/2020, 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:	TBC
From:	The Department for Work and Pensions ("Customer")
To:	Institute for Employment Studies ("Supplier")

Effective Date:	17/08/2020
Expiry Date:	End date of Initial Period: 16/08/2022 End date of Maximum Extension Period: N/A Minimum written notice to Supplier in respect of extension: N/A

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 Statement or Requirements is attached at Annex A and the Supplier's Proposal attached at Annex B
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Key Individuals:	REDACTED
[Guarantor(s)]	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	This is a call-off contract up to a maximum £50,000.00 (ex VAT).
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Insurance Requirements	In line with Terms & Conditions
Liability Requirements	Suppliers limitation of Liability (Clause 18.2 of the Contract Terms);
Customer billing address for invoicing:	REDACTED

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: REDACTED

Name and Title: REDACTED

Signature:

Signature:

Date:

Date:

ANNEX A

Customer Project Specification

REDACTED

ANNEX B

Supplier Proposal

REDACTED

Part 2: Contract Terms – Provided as a separate document



Contract Terms v6.0