



UK Health Security Agency

DPS Framework Schedule 4: Letter of Appointment and Contract Terms

Part 1: Letter of Appointment

Dear [REDACTED] & team,

Re: Letter of Appointment – R&M104b – Qualitative Market Research (focussed)

This letter of Appointment dated 21st October 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:	R&M104b - Qualitative Market Research (focussed)
From:	Secretary of State for Health and Social Care acting as part of the Crown through the UK Health Security Agency ("Customer") [REDACTED]
To:	ESRO Limited t/a Revealing Reality (05438122) Registered address: [REDACTED] [REDACTED] ("Supplier")

Effective Date:	06 September 2021
Expiry Date:	End date of Initial Period 05 September 2023 End date of Maximum Extension Period 05 December-2023 Minimum written notice to Supplier in respect of termination: two (2) weeks

	Minimum written notice to Supplier in respect of extension: two (2) weeks
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Services required:	<p>An ongoing programme of qualitative research to understand public perceptions and attitudes towards COVID and broader health outcomes, future pandemics, and UKHSA, focussed on researching those groups that are less engaged with UKHSA</p> <p>As 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</p>
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Key Individuals:	<p>Customer:</p> <p>██</p> <p>████████████████████████████████</p> <p>██</p> <p>Supplier:</p> <p>██</p> <p>████████████████</p> <p>Key individuals for individual commissions will be named in the subsequent LoA.</p>
[Guarantor(s)]	n/a

Contract Charges (including any applicable	<p>The total contract value shall not exceed ██████████</p> <p>██ (██████).</p>
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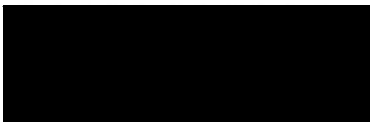
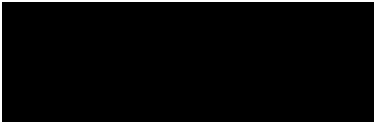
discount(s), but excluding VAT):	<p>As this is a a call-off contract there is no spend commitment from the Customer, individual commissions, to be called off via subsequent LoA (R&M123-01, R&M123-02, etc)</p> <p>Invoicing arrangement will also be agreed as appropriate for each subsequent commission</p>
Insurance Requirements	Additional cover is not required
Liability Requirements	Suppliers limitation of Liability as detailed in Clause Error! Reference source not found. of the Contract Terms pursuant to the DPS Agreement
Customer billing address for invoicing:	<p>Invoices should be e-mailed to [REDACTED]</p> <p>Please ensure the details in the invoice contain the UKHSA issued Purchase Order reference and are addressed as follows:</p> <p>[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p> <p>VAT registration number: [REDACTED]</p>
GDPR	Any GDPR requirements for individual commissions will be detailed in the LoA and will complete Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects
Alternative and/or additional provisions	None

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.

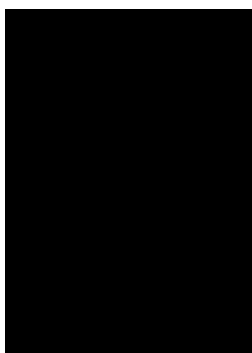
The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt

For and on behalf of the Supplier:	For and on behalf of the Customer:
Name and Title:	Name and Title:
	
Signature:	Signature:
	
Date:	Date:
04/11/2021	03/12/2021

Annex A

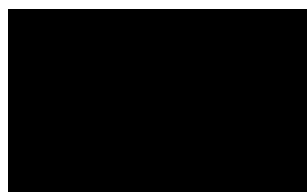
Customer Project Specification and Key Deliverables

To be determined by the Customer's Call for Competition – Capability Assessment and tender documents issued by email by [REDACTED] on 19 July 2021 at 17:27, and any subsequent clarifications, issued by email 29th & 30th July 2021



Annex B

Supplier Proposal dated 02 August 2021



Part 2: Contract Terms

- RM6018 DPS Agreement Terms
- RM6018 Call-off Contract Terms 2

