

DPS SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Contract for Department for Education – Evaluation of the 2021 Reformed National Professional Qualifications

Project Reference No. DFERPPU 21-22/001

Dear Sirs/Madams

Letter of Appointment

This letter of Appointment dated 03/02/2022, 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.

Order Number:	[To be confirmed by finance team, when raised]
From:	Department for Education (the "Customer")
To:	CFE Research (the "Supplier")

Effective Date:	03/02/2022
Expiry Date:	End date of Initial Period: 31/03/2026 <i>Please note that we may have additional work, however, this remains subject to a break clause and will be confirmed as dependent on the new 2023 NPQ's and will be confirmed in writing.</i> End date of Maximum Extension Period (if applicable): [n/a] Minimum written notice to Supplier in respect of extension: [n/a]

Services required:	Set out in Part A -Specification of the DPS Agreement and refined by all of the following: Annex A - the Statement of Requirements Annex B - the Supplier's Proposal Annex C - the Price Schedule
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	Annex D - the Call off Contract-Terms
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Key Individuals:	<p><u>For the Customer:</u></p> <p>██████████ Contract management</p> <p>██████████ Contract management</p> <p>██████████ Policy officer</p> <p>██████████ Leadership policy</p> <p>██████████ Teachers and Leaders Division (as Senior Responsible Owner for the NPQ programme and evaluation budget)</p> <p>██████████ the Customer's Project Manager, Senior Research Officer and Project Manager, Teachers Analysis Division, Department for Education</p> <p>██████████ Principal Research Officer, Teachers Analysis Division, Department for Education</p> <p>██████████ Head of Workforce Analysis Unit</p> <p>██████████ Deputy Director of Teachers Analysis Division</p> <p><u>For the Supplier:</u></p> <p>██████████ Managing Director, CFE</p> <p>██████████ Associate Director, CFE</p>
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Contract Charges (excluding VAT, but including all other expenses related to Contract delivery):	<p>Insert total value here: £424,951</p> <p>Total project expenditure shall not exceed £490,000 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>
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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, Sanctuary Buildings, Great Smith Street, London SW1P 3BT</p> <p>The DfE run a paperless office so cannot accept invoices by post.</p> <p>Invoice must be submitted in pdf format, include the order number above, and sent via email to AccountsPayable.OCR@education.gov.uk, copying the Customer's Project Manager, (Redacted).</p>

GDPR	See Contract Terms (Annex D), Schedule 7 (Processing, Personal Data and Data Subjects)
Alternative and/or additional provisions (including Schedule 8 (Additional clauses)):	<p>Contract Terms Schedule 8 (Additional Clauses):</p> <ol style="list-style-type: none"> 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:

Name and Title:

Signature:

Signature:

Date:

Date:

ANNEX A

Annex included below for Adobe sign purposes



ANNEX A -
Statement of require

ANNEX B

Annex included below for Adobe sign purposes



ANNEX C

Annex included below for Adobe sign purposes



ANNEX D

Annex included below for Adobe sign purposes



Redacted Contract
NPQ.docx