

SCHEDULE 2

Letter of Appointment and Order Form

IfM Engage
Institute for Manufacturing
17 Charles Babbage Road
Cambridge
CB3 0FS

Dear [REDACTED]

Letter of Appointment

This Letter of Appointment is issued in accordance with the provisions of the Framework Agreement between The Department for Science, Innovation and Technology and the Supplier dated 26 January 2024.

Capitalised terms and expressions used in this letter have the same meanings as in the Terms unless the context otherwise requires.

Order Number:	TROO0410
From:	Department for Transport ("Customer")
To:	IfM Engage ("Supplier")

Effective Date:	2 February 2024
Expiry Date:	End date of Initial Period: 9 April 2024 End date of Maximum Extension Period: 1 month Minimum written notice to Supplier in respect of extension: 1 week

Services required:	Set out in Section 2 (Services offered) and refined by: The Customer's Project Specification attached at Framework Annex A and the Supplier's Proposal attached at Annex B
--------------------	---

Key Individuals:	[REDACTED]
------------------	------------

Call Off Contract Charges (including any applicable discount(s), but excluding VAT):	£29,300
Insurance Requirements	Additional public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of £30,000 for each individual claim.

	Additional employers' liability insurance with a minimum limit of £30,000
Customer billing address for invoicing:	SSa.invoice@sharedservicesarvato.co.uk or DfT Shared Services Arvato Accounts Payable Team 5 Sandringham Park Swansea Vale Swansea SA7 0EA. All invoices must quote the Purchase Order number and the contract reference number THRE0410

Additional Clauses:	Part C of Schedule 3 will be used as Staff Transfer will not apply
---------------------	--

FORMATION OF CALL OFF 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 Terms.

The Parties hereby acknowledge and agree that they have read this letter and the 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:
Name and Title:

[Redacted Name and Title]

Date: 30/01/2024

For and on behalf of the Customer:
Name and Title:

[Redacted Name and Title]

Signature: [Redacted Signature]

Date: 31-1-2024

Annex D: Order Form

Framework Agreement – Futures Framework

This should include;

Annex A – Customer Project Specification

Annex B – Supplier Proposal

Part 2 – The Terms as set out in this Framework Schedule 2 (Letter of Appointment and Order Form) shall apply to this Contract.

FROM

Customer	Department for Transport
Service Address	33 Horseferry Road, London SW1P 4DR
Invoice Address	SSa.invoice@sharedservicesarvato.co.uk or DfT Shared Services Arvato Accounts Payable Team 5 Sandringham Park Swansea Vale Swansea SA7 0EA.
Contact Ref:	Name: [REDACTED] Phone: [REDACTED] e-mail: [REDACTED]
Order Number	To be quoted on all correspondence relating to this Order: TROO0410
Order Date	2 February 2024

TO

Supplier:	IfM Engage
For the attention of:	Name: [REDACTED] e-mail: [REDACTED]
Address	Institute for Manufacturing 17 Charles Babbage Road Cambridge CB3 0FS

1. SERVICES REQUIREMENTS

(1.1) Services and Deliverables Required

See Annex A and Annex B

(1.2) Commencement Date: 2 February 2024

(1.3) Price Payable by Customer £29,300

(1.4) Completion Date: 9 April 2024

2 ADDITIONAL REQUIREMENTS

(2.1) Supplemental Requirements in addition to Call-Off Terms and Conditions: N/A

(2.2) Variations to Call-Off Terms and Conditions: N/A
--

3. PERFORMANCE OF THE SERVICES [AND DELIVERABLES]
--

(3.1) Key Personnel of the Supplier to be involved in the Services and deliverables: See Annex B
--

(3.2) Performance Standards: See Annex B
--

(3.3) Location(s) at which the Services are to be provided: Remotely.

(3.4) Quality Standards: See Annex B

(3.5) Contract Monitoring Arrangements: Weekly review

4. CONFIDENTIAL INFORMATION

(4.1) The following information shall be deemed Commercially Sensitive Information or Confidential Information: Customers bid response set out at Annex B

(4.2) Duration that the information shall be deemed Commercially Sensitive Information or Confidential Information: For the lifetime of the contract.

BY SIGNING AND RETURNING THIS ORDER FORM THE PROVIDER AGREES to enter a legally binding contract with the Customer to provide the Service specified in this Order Form together with, where completed and applicable, the mini-competition order (additional requirements) set out in section 2 of this Order Form. Incorporating the rights and obligations in the Terms and Conditions set out in the Framework Agreement entered into by the Provider and The Department for Science, Innovation and Technology and any subsequent signed variations to the terms and conditions.

For and on behalf of the Supplier-

Name and Title	[REDACTED]
Signature	[REDACTED]
Date	30/01/2024

For and on behalf of the Customer-

Name and Title	[REDACTED]
Signature	[REDACTED]
Date	31-1-24

ANNEX A – CUSTOMER PROJECT SPECIFICATION



ANNEX B – SUPPLIER PROPOSAL

