**DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS**

* 1. **Letter of Appointmen****t**

Dear Sirs

**Letter of Appointment**

This letter of Appointment dated 14th October 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.

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| Order Number: | TBC by Customer |
| From: | The Civil Service HR (Cabinet Office) with offices at 1 Horse Guards Road Westminster, London SW1A 2HQ (“the Customer”) |
| To: | Korn Ferry (UK) Limited a company registered in under Company Number 00763575 whose registered office is at Ryder Court, 14 Ryder Street, London SW1Y 6QB (“the Supplier”) |

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| Effective Date:  | 15th October 2020 |
| Expiry Date: | 14th March 2021 |

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| Services required:   | Set out in Schedule 2 Statement of Work of the Call Off Contract Terms and Conditions and refined by:The Customer’s Project Specification attached at Annex 2 and the Supplier’s Proposal attached at Annex 3. |

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| Key Individuals: | REDACTION |
| Guarantor(s) | Not Applicable. |

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| Contract Charges (including any applicable discount(s), but excluding VAT): | £64,987.50 |
| Insurance Requirements | No additional requirements. |
| Customer billing address for invoicing: | Invoices should be submitted to: REDACTION |

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| GDPR | This can be found within RM6018 Contract Terms and Conditions, Schedule 7 Processing, Personal Data and Data Subjects. |
| Alternative and/or additional provisions (including Schedule 8(Additional clauses)): | Not Applicable. |

**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: