

FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT



Ministry of Housing,
Communities &
Local Government

Dear Sirs

Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the Framework Agreement (RM3796) between CCS and the Agency dated 16 January 2017.

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

Order Number:	CPD/004/120/110
From:	The Ministry of Housing, Communities and Local Government (" Client ")
To:	Claremont Marketing Communications Ltd (" Agent ")

Effective Date:	25 June 2020
Expiry Date:	End date of Initial Period 24 September 2021 End date of Maximum Extension Period 24 March 2022 Minimum written notice to Agency in respect of extension: 14 days

Relevant Lot:	Lot 1: Specialist Consultancy Services
Services required:	Set out in Section 2 (Services offered) and refined by: the Client's Brief (Statement of Requirements) attached at Annex A and the Agency's Proposal attached at Annex B.
Statement of Work	The Parties may enter into such Statements of Work as are agreed between the Parties under Clause 1.2

Key Individuals:	<p>REDACTED</p> <p>REDACTED</p> <p>REDACTED</p> <p>REDACTED</p> <p>REDACTED</p> <p>REDACTED</p> <p>REDACTED</p>
Guarantor(s)	Not applied

Call Off Contract Charges (including any applicable discount(s), but excluding VAT):	<p>The total contract charges are up to a maximum of £276,562.50.</p> <p>The discounted day rates for any ad hoc / additional work are:</p> <table border="1"> <tr> <th>Grade</th><th>Daily Rate £ (excl VAT)</th></tr> <tr> <td>Board Level Role</td><td>REDACTED</td></tr> <tr> <td>Senior Level Role</td><td>REDACTED</td></tr> <tr> <td>Mid Level Role</td><td>REDACTED</td></tr> <tr> <td>Junior Consultant</td><td>REDACTED</td></tr> </table> <p>The contract charges are set out in full in the Agent's Price Schedule at Annex C.</p>	Grade	Daily Rate £ (excl VAT)	Board Level Role	REDACTED	Senior Level Role	REDACTED	Mid Level Role	REDACTED	Junior Consultant	REDACTED
Grade	Daily Rate £ (excl VAT)										
Board Level Role	REDACTED										
Senior Level Role	REDACTED										
Mid Level Role	REDACTED										
Junior Consultant	REDACTED										
Liability	<p>Agency Liability: A sum equal to 125% of the total Contract Charges</p> <p>Client Liability: A sum equal to 125% of the total Contract Charges</p>										
Insurance Requirements	<p>Additional public liability insurance to cover all risks in the performance of the Call-Off Contract, with a minimum limit of £1 million for each individual claim.</p> <p>Additional employers' liability insurance with a minimum limit of £1 million indemnity.</p> <p>Additional professional indemnity insurance adequate to cover all risks in the performance of the Call-Off Contract with a minimum limit of indemnity of £1 million for each individual claim.</p>										
Client billing address for invoicing:	REDACTED										

GDPR	As set out in Call-Off Schedule 8 (Authorised Processing Template)
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	To be agreed within 10 working days of contract commencement.
Alternative and/or additional provisions:	<p>The following provisions shall apply to this call-off contract:</p> <ul style="list-style-type: none"> • The Client will retain IPR of any materials produced throughout the period of the Contract. • The Agency must transfer all assets to the Client when requested or at the end of the Contract at no extra cost to the Client.

FORMATION OF CALL OFF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Agency agrees to enter a Call-Off Contract with the Client to provide the Services in accordance with the terms of this letter and the Call-Off Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Call-Off Terms. The Parties hereby acknowledge and agree that this Call-Off Contract shall be formed when the Client acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Agency within two (2) Working Days from such receipt.

For and on behalf of the Agency:

For and on behalf of the Client:

Name and Title:

Name and Title:

Signature:

Signature:

Date:

Date:

ANNEX A

Client Brief

As set out in the Client's document ref "*Annex A_Attachment 3 - Statement of Requirements v1.0*"
dated 16 April 2020

ANNEX B

Agency Proposal

As set out in the Agency's proposal ref "*Annex B1_CLAREMONT tender response*" dated 15 May 2020 and price response ref "*Annex B2_Attachment 4 - Price Schedule CLAREMONT*" dated 15 May 2020.

ANNEX C

Statement of Work

A Statement of Work (SoW) will be agreed within 10 working days of contract commencement.