

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Dear Sir/Madam

Letter of Appointment

This letter of Appointment dated 21 February 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:	Will be provided within 10 days of contract effective date
From:	Secretary of State for the Home Department (Home Office) Peel Building 2 Marsham Street London SW1P 4DF ("Customer")
To:	The University of Leicester ("Supplier")

Effective Date:	28 February 2022
Expiry Date:	End date of Initial Period 28 September 2022 End date of Maximum Extension Period 28 February 2023 Minimum written notice to Supplier in respect of extension: 4 Weeks

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: the Customer's Statement of Requirement attached at Appendix B (SoR - CJS DILR) and the Supplier's Proposal attached at Appendix A (University of Leicester_Q5_Quality).
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Key Individuals:	Home Office Project Lead – <div style="background-color: black; height: 1.2em; width: 100%;"></div>
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	University of Leicester Project Lead – [REDACTED]
[Guarantor(s)]	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	The Customer shall pay the Supplier the sum of £49074.00 as detailed in the attached price schedule at Appendix C (University of Leiceser_Q4_Price), following satisfactory delivery of pre-agreed certified products and deliverables which will be confirmed at the inception meeting. For the avoidance of doubt, the Contract Charges shall be inclusive of all third-party costs.
Insurance Requirements	<p>Additional public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of £10 million for each individual claim</p> <p>Additional employers' liability insurance with a minimum limit of £10 million indemnity</p> <p>Additional professional indemnity insurance adequate to cover all risks in the performance of the Contract with a minimum limit of indemnity of £1 million for each individual claim.</p> <p>Product liability insurance cover all risks in the provision of Deliverables under the Contract, with a minimum limit of £10 million for each individual claim</p>
Liability Requirements	<p>Suppliers limitation of Liability (Clause Error! Reference source not found. of the Contract Terms);</p> <p>As per call-off terms-18 Liability</p>
Customer billing address for invoicing:	<p>All invoices must be sent, quoting a valid purchase order number (PO Number), to:</p> <p>Home Office Shared Service Centre PO Box 5015 Newport NP20 9BB</p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to finance-ap-enquiries@homeoffice.gov.uk or by telephone 0845 0100122</p>

GDPR	n/a
Alternative and/or additional provisions (including	n/a

Schedule 8(Additional clauses)):	
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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:

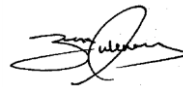
Name and Title:

██████████
Head of Pre-Award and Contracts

██████████ – PSG Commercial Lead

Signature:

Signature:



Date: 22 February 2022

Date: 23 February 2022

APPENDIX A

Supplier Proposal

A copy will be provided as part of the contract documents.



Appendix A-
University of Leicester

APPENDIX B

Customer Project Specification

A copy will be provided as part of the contract documents.



Appendix B - SoR -
CJSDILR.pdf

APPENDIX C

Price Schedule

A copy will be provided as part of the contract documents.



Appendix C-
University of Leiceser.

Part 2: Contract Terms

A copy will be provided as part of the contract documents.



Part 2 - RM6018 Call
Off Contract Terms - C