

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

### Part 1: Letter of Appointment

Dear Sirs/Madams

#### Letter of Appointment

This letter of Appointment dated Wednesday 19<sup>th</sup> May 2021, 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:	CCZZ21A10
From:	Department for Work and Pensions ("Customer")
To:	Basis Research Ltd, ("Supplier")

Effective Date:	Monday 24 <sup>th</sup> May 2021
Expiry Date:	End date of Initial Period Friday 16 <sup>th</sup> May 2024 End date of Maximum Extension Period Thursday 15 <sup>th</sup> May 2025 The Supplier will be provided with a minimum notice period of 1 month in the event of the Customer wishing to extend this contract by up-to 1 year as stated with the expressed contract extension provision above.

Services required:	The Services required are set out within the Statement of Requirements below at Annex A and the Supplier's Proposal attached at Annex B.
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Key Individuals:	REDACTED
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Contract Charges (including any applicable discount(s), but excluding VAT):	The value of this contract shall not exceed £750,000.00 (inclusive of all expenses but exclusive of VAT).
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	<p>As this is a call off contract, levels work cannot be guaranteed and level of spend shall be determined by the Customer that is in adherence to the Rates Offered by the Supplier.</p> <p>All Rates offered must remain firm for the full duration of this contract, inclusive of all contract extension provisions.</p> <p>A full break-down of the contract Rates can be found at Schedule 6 ("Contract Charges") of the Contract Terms.</p>
Insurance Requirements	<p>Public Liability – Level of Cover £5million</p> <p>Employers liability – Level of Cover £5million</p> <p>Professional Indemnity – Level of Cover £1million</p>
Liability Requirements	<p><b>Suppliers limitation of Liability</b> (Clause 18.2 of the Contract Terms);</p> <p>In Clause 18.2 of the Contract Terms</p>
Customer billing address for invoicing:	REDACTED

GDPR	Schedule 7 ("Processing, Personal Data and Data Subjects") of the Contract Terms.
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	<p>The Contractor is required to complete a DWP Generic Security Assurance Document (GSAD) and on a yearly basis, ensure it is up-to-date throughout the contract lifetime.</p> <p>Each GSAD will include tailored assurances based on the type and volume of data which will be collected, processed, transmitted, shared as part of the Contract Requirements.</p> <p>The Contractor will be responsible for following all data security procedures detailed with the SARA form completed by the DWP Project Managers for each project delivered under this agreement.</p> <p>This will be undertaken to ensure that data security procedures for all work delivered via this agreement meet the DWP standards.</p>

## **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:**

REDACTED

REDACTED

# Customer Project Specification

## Annex A – Statement of Requirements



CCZZ21A10 - Annex  
A - Statement of Rec

## Supplier Proposal

### Annex B – Technical Response



CCZZ21A10 - Annex  
B -Technical Respon