**FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CALL-OFF TERMS**

### Part 1: Letter of Appointment

Dear Sirs

### Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the Framework Agreement (RM6004) between CCS and the Supplier dated 7 July 2021.

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

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| Order Number: | To be confirmed at Contract award |
| From: | Cabinet Office  ("Customer") |
| To: | Behavioural Insights Ltd  ("Supplier") |

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| Effective Date: | 02 August 2021 |
| Expiry Date: | End date of Initial Period: 07 January 2022  There is no option to extend |

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| Services required: | Set out in Schedule 2 (Services offered) of the Framework Agreement and refined by:  · the Customer’s Project Specification and the Supplier’s Proposal |

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| Key Individuals: | Customer:  **[REDACTED]**  Supplier:  **[REDACTED]** |
| Guarantor(s) | Not applicable |

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| Call-Off Contract Charges (including any applicable discount(s), but excluding VAT): | The total value of the Contract is £49,718.75 (ex VAT). |
| Insurance Requirements | Public Liability - £5m  Employer Liability - £5m  Professional Indemnity - £1m  Product Liability - £1m |
| Customer billing address for invoicing: | Information Security Policy Team,  [REDACTED]  70 Whitehall,  SW1A 2AS  Email: **[REDACTED]** |

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| Alternative and/or additional provisions: | Not Applicable |

### 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 Call-Off Contract with the Customer 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 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: **[REDACTED]** Name and Title: **[REDACTED]**

Signature: [REDACTED] Signature: [REDACTED] Date: