

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment



Dear Sirs

Letter of Appointment

This letter of Appointment dated **23rd December 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.

Order / Contract Number:	TBC / Con_18516
From:	Youth Justice Board 5th Floor Clive House 70 Petty France London SW1H 9EX ("Customer")
To:	Peer Power Youth Small works Victoria, Peabody Block a, Vauxhall Bridge Road, London SW1V 1TA ("the Supplier"),


Effective Date:	5 th January 2021
Expiry Date:	<p>End date of Initial Period: 31st March 2021</p> <p>End date of Maximum Extension Period: 31st May 2021</p> <p style="text-align: right;">As 1 + 1 month extensions</p> <p>Minimum written notice to Supplier in respect of extension: 2 weeks</p>

Services required:	<p>Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by:</p> <p>the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B</p>
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Key Individuals:	<p>REDACTED ("Customer")</p> <p>And</p> <p>REDACTED ("Supplier")</p>
[Guarantor(s)]	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	<p>The total cost of the project, objective 1, 2, and 3 will be REDACTED (exclusive of VAT).</p> <p>Daily Rates have been discounted against the maximum framework rates given by CCS for the Research Marketplace DPS framework, RM6018.</p> <p>These costs are commercially confidential and not to be disclosed for three years from the proposal submission date.</p>
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Output	Key Milestone	Timeframe
Inception meeting	<ul style="list-style-type: none"> Inception meeting with the successful bidder to confirm the scope of the project and the proposed activity Establish reporting mechanisms and frequencies with the YJB project manager to ensure the project is completed by 31st March 2021. 	December 2020
Agree the project plan	<ul style="list-style-type: none"> Agree the project plan including governance, staffing and milestones for key activities 	December 2020
Phase 1		
Produce and distribute online survey	<ul style="list-style-type: none"> Produce a survey to be distributed online to YOTs, with an agreed completion date in January 2021 Update the YJB with the numbers returned Monthly progress meeting 	December 2020
Collate responses with recommendations	<ul style="list-style-type: none"> Collate responses with recommendations for which YOTs will take part in a more in-depth examination of participatory practice Agree the format and delivery timescale for the published survey findings Monthly progress meeting 	January 2021
Phase 2		
Undertake virtual meetings with the YOTs identified for a more in-depth examination of practice	<ul style="list-style-type: none"> Complete virtual meetings with the YOTs Produce a short report outlining what the resource pack for YOTs will look like and contain based on the in-depth examination of practice Monthly progress meeting 	February 2021
Phase 3		
Develop the resources for YOTs	<ul style="list-style-type: none"> Produce a draft of the resource in mid-March for initial feedback from YJB 	February/March 2021

Insurance Requirements	Insurance As per terms (Clause 19 of the Contract Terms)
Liability Requirements	Suppliers limitation of Liability (Clause Error! Reference source not found. of the Contract Terms);
Reimbursable Expenses	Not permitted unless approved in advance by the Customer and in line with MoJ Policy.  Travel and subsistence policy and

GDPR	See Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	N/A

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:	REDACTED	Name:	REDACTED
Title:	REDACTED	Title:	REDACTED
Signature:	REDACTED	Signature:	REDACTED
Date:	REDACTED	Date:	REDACTED

ANNEX A

Customer Project Specification

To be determined by the Customer at Call for Competition stage



Appendix B -
Statement of Requirements

ANNEX B

Supplier Proposal

To be determined at Call for Competition stage

REDACTED

REDACTED

Part 2: Contract Terms

To be Finalised by the Customer at Award Stage

REDACTED

See separate document