

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

### Part 1: Letter of Appointment

Dear Sirs

#### Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier dated 6<sup>th</sup> July 2018.

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

Order Number:	CCZZ18A16
From:	Ministry of Housing, Communities and Local Government REDACTED
To:	Alma Economics REDACTED ("Supplier")
Effective Date:	The contract start date will be: 9 <sup>th</sup> July 2018
Expiry Date:	End date of Initial Period 8 <sup>th</sup> December 2018
Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: The Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B.
Key Individuals:	REDACTED
Contract Charges (including any applicable discount(s), but excluding VAT):	See Annex 1 to Schedule 6 of Contract Terms

Insurance Requirements	See clause 18 and 19 of Contract Terms
Customer billing address for invoicing:	<p>Payment will be made in two tranches. Payment one will be made following completion of the REA and critique of existing models of homelessness. Payment two will be made following the completion of the feasibility study and sign-off of the final outputs.</p> <p>Payment can only be made following satisfactory delivery of pre-agreed deliverables.</p> <p>Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs, as well as the Authority's Purchase Order number. All invoices should be sent to REDACTED</p>
Alternative and/or additional provisions (including Schedule 6 (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:**

Name and Title:

Signature:

Date:

**For and on behalf of the Customer:**

Name and Title:

Signature:

Date: