

## 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 18/02/2020, 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 Number:	CCZZ19A74
From:	Independent Commission on Civil Aviation Noise ("Customer")
To:	National Centre for Social Research (Natcen) ("Supplier")

Effective Date:	24/02/2020
Expiry Date:	End date of Initial Period: 20/09/2020 End date of Maximum Extension Period: 11/01/2021 Minimum written notice to Supplier in respect of extension: 30 days

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; and the Price Schedule and Rate Card attached at Annex C.
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Key Individuals:	For the Customer: <b>REDACTED</b>
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	For the Supplier: <b>REDACTED</b>
Guarantor(s)	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	The total contract value is £99,866.00 (excluding VAT and excluding the extension option).
Insurance Requirements	As per RM6018 Contract Terms.
Liability Requirements	As per RM6018 Contract Terms.
Customer billing address for invoicing:	<p>Invoices should be submitted to: <b>REDACTED</b></p> <p>Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.</p> <p>Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.</p>

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 and Title: **REDACTED**

Name and Title: **REDACTED**

Signature: **REDACTED**

Signature: **REDACTED**

Date: **REDACTED**

Date: **REDACTED**

## **Annex A**

### **Customer Project Specification**

#### **1. SCOPE OF REQUIREMENT**

##### **1.1 Aims**

- 1.2 The overall aim of this project is to develop a robust and practical design that meets stakeholders' needs and helps community groups to have confidence in its design and results and, in turn, as an evidence base for policy decisions on aviation noise.
- 1.3 The design for the new survey shall:
- 1.4 Provide up to date evidence on attitudes towards aviation noise, which factors influence attitudes and the effect of aviation noise on people's attitudes, health, quality of life and wellbeing at different noise exposure levels over time;
- 1.5 Be a highly robust and representative survey;
- 1.6 Provide evidence to determine thresholds for community impacts to inform policy decisions by government and airports;
- 1.7 Be set up in a way to allow it to be repeated regularly to track change over time and provide evidence on the change effect which could be used in assessing the impact of changes more accurately and allow for this evidence to be incorporated into policy decisions;
- 1.8 Incorporate more information on health, quality of life and wellbeing to be used to monitor the impacts of aviation noise over time;
- 1.9 Provide clear, transparent evidence to the general public and external stakeholders;
- 1.10 Provide value for money.

#### **2. OBJECTIVES**

**REDACTED**

### **3. THE REQUIREMENT**

#### **3.1 Methodology**

**REDACTED**

### **4. KEY MILESTONES AND DELIVERABLES**

**REDACTED**

**Annex B**  
**Supplier Proposal**  
**REDACTED**

**ANNEX C**  
**PRICE SCHEDULE AND RATE CARD**  
**REDACTED**