

Dear [REDACTED]

Letter of Appointment

This letter of Appointment dated 12 October 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.

Project reference:	Project_5949
From:	Department for Education ("Customer")
To:	Deltapoll ("Supplier")

Effective Date:	8 th October 2021
Expiry Date:	<p>End date of Initial Period 7th October 2023</p> <p>End date of Maximum Extension Period 7th October 2025</p> <p>The contract will run from October 2021 for an initial two years with a clear break clause of six months in April 2022.</p> <p>Continuation of the project to the end of the contract will be solely at DfE's discretion and subject to having approval and further funding in place.</p>

Services required:	<p>Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by:</p> <ul style="list-style-type: none">· the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B.
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Key Individuals:	<p>[REDACTED], Co-Founder & Director, Deltapoll</p> <p>[REDACTED], Head of Social Research, Department for Education</p> <p>[REDACTED] Strategic Communications & Campaigns, Department for Education</p>
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Contract Charges (including any applicable discount(s), but excluding VAT):	<p>The Contract Charges shall be determined on a project by project basis as research is commissioned, provided that the total Contract Charges shall not exceed £200,000 per year over the full lifetime of the contract, including any extensions (2+1+1).</p> <p>For the avoidance of doubt, the Contract Charges shall inclusive of all third party costs. Payment will be made on completion of individual projects.</p>
Liability Requirements	Suppliers limitation of Liability (Clause 18.2 of the Contract Terms).
Customer billing address for invoicing:	<p>Department for Education (DfE) Sanctuary Buildings Great Smith Street SW1P 3BT</p> <p>The DfE run a paperless office so cannot accept invoices by post.</p> <p>Invoices should be emailed to [REDACTED] copying the relevant DfE project lead.</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:

██████████

Name and Title:

██████████

Co-Founder & Director

Category Manager

Signature:

██████████

Signature:

██████████

Date:

██████████

Date:

██████████

ANNEX A

Customer Project Specification

To be determined by the Customer at Call for Competition stage



ANNEX B

Supplier Proposal

To be determined at Call for Competition stage



Part 1: Contract Terms

