



Valuation Office
Agency

Revised Version 5 - August 2014

FRAMEWORK SCHEDULE 4

Part 1: Pro Forma Letter of Appointment

Deloitte LLP, 2 New Street Square, London, EC4A 3BZ

VOA/150/2015/CCA

11 February 2016

Dear Sirs,

1. **Contract for the provision of consultancy services by Deloitte LLP as Supplier to Valuation Office Agency, Wingate House, 93-107 Shaftesbury Avenue, London, W1D 5BU as Customer pursuant to the consultancyONE Framework Agreement (RM 1502) dated 16/5/13 between the Minister for the Cabinet Office acting through Crown Commercial Service as the Authority and the Supplier, We refer to the above-mentioned consultancyONE Framework Agreement (the "Framework Agreement"). For the purposes of this Letter of Appointment:**
 - capitalised terms and expressions used in this Letter of Appointment have the same meanings given to them in or pursuant to the Call-Off Terms attached to this Letter of Appointment unless the context otherwise requires;
 - references to Appendices are references to the appendices to this Letter of Appointment; and
 - the Appendices shall form part of this Letter of Appointment.
2. This Letter of Appointment constitutes an Order for the provision by you to us of the Contract Services (specified in Appendix 1) from the Effective Date (specified in Appendix 1) on the basis of the Day Rates / Contract Charges (set out in Appendix 2) and, save as varied and / or supplemented pursuant to the provisions (set out in Appendix 3) in accordance with the Call-Off Terms.
3. This Order is placed under Lot number 2.2 of the Framework Agreement.
4. The Supplier's Representative with overall responsibility for the supply of the Contract Services is [REDACTED] and the Key Personnel assigned to the supply of the Contract Services are [REDACTED] and supporting team.
5. The Customer's Representative for the purpose of the Contract is [REDACTED] and any disputes in relation to the Contract shall be escalated to [REDACTED] Director of Strategy, Policy and Customer.
6. The Base Location from which the Contract Services will be performed is **Wingate House, 93-107 Shaftesbury Avenue, London, W1D 5BU.**

The Supplier may also use its own office locations to deliver the Services as appropriate.
7. Not Used
8. Not Used
9. For the purposes of the Contract, the address of each Party is:

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- for the Customer:

The Valuation Office Agency, Wingate House, 93-107 Shaftesbury Avenue, London, W1D 5BU

For the attention of: [redacted] Head of Product and Process Team
Tel: [redacted]
Email: [redacted]@voa.dsi.gov.uk

for the Supplier:

Deloitte LLP, 2 New Street Square, London, EC4A 3BZ

For the attention of: [redacted]
Tel: [redacted] and [redacted]
Email: [redacted]@deloitte.co.uk
Facsimile: N/A

10. The Customer hereby confirms that the applicable law for this contract shall be the laws of England & Wales and, if necessary, an appropriate alternative clause in the Call-Off Terms shall be activated accordingly. Further, this Letter of Appointment and the attached Call-Off Terms shall be construed as closely to the intention of the original wording as the chosen law so permits.
11. The Supplier shall perform the Services in accordance with the ITT specification and the Assumptions contained in appendix 4 of this document. Both Supplier and The Valuation Office Agency shall perform the responsibilities as set out in this contract.
12. We agree to work together to tailor the PAR for the Services if required.
13. You will have a period of 5 working days ("Evaluation Period") after provision to you of each Deliverable or any part of each Deliverable provided in stages in accordance with this Letter of Appointment to verify that such Deliverable or part thereof is not deficient. If you notify us in writing prior to the expiration of the relevant Evaluation Period that such Deliverable or part thereof is deficient in any material respect and we accept the existence of such deficiency (a "Non-conformity"), we will correct such Non-conformity as soon as reasonably practical, whereupon you will receive an additional 5 working day period ("Verification Period") commencing upon your receipt of the corrected Deliverables or part thereof to verify that the Non-conformity has been corrected. You will provide us with such assistance as we may reasonably require to enable us to verify the existence of and correct a reported Non-conformity. You agree that each Deliverable or any part thereof which has been provided to you will be deemed accepted by you upon the expiration of the Evaluation Period or, in the event that you have notified Deloitte of a Non-conformity as provided above, upon expiration of the relevant Verification Period.

Please would you return the attached duplicate of this Letter of Appointment with the acknowledgement signed by the appropriate authorised within your organisation.

You should be aware that by signing and returning this Letter of Appointment you will have entered into a legally binding contract with us to supply the Contract Services specified in Appendix 1 and represent and warrant that you have carried out a conflict check in relation to such contract that revealed no conflicts of interest.

Yours faithfully

[redacted]

For and on behalf of the Valuation Office Agency

[redacted]

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