

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment



Ministry
of Defence



Army Comrcl-Procure-AHQ-T2-C2

Army HQ, Floor 2, Zone 8
Ramillies Bldg, Monxton Road
Andover
SP11 8HJ

Our Reference: 701090375 -
Directorate of Personnel Survey and Research Assistance

Dear Sirs

Letter of Appointment

This letter of Appointment dated 16 March 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.

Order Number:	tbc
From:	MOD
To:	Stor-a-File Ltd

Effective Date:	01 April 2021
Expiry Date:	End date of Initial Period 2-year contract 31 March 2023 End date of Maximum Extension Period 2x 12 months i.e. Option year 1 (01/04/2023-31/03/2024)

	Option year 2 (01/04/2024 to 31/03/2025) Minimum written notice to Supplier in respect of extension:3 months
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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;
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Key Individuals:	Designated Officer [REDACTED] Commercial Officer [REDACTED]
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[Guarantor(s)]	[]
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Contract Charges (including any applicable discount(s), but excluding VAT):	£269,600.00 [REDACTED] [REDACTED]
Insurance Requirements	As per the call off contract terms and conditions
Liability Requirements	As per the call off contract terms and conditions
Customer billing address for invoicing:	[REDACTED] - Army Personnel Research Consultancy (APRC), Directorate Personnel Capability Army Headquarters Floor 2 Blenheim Building Marlborough Lines Monxton Road Andover Hampshire SP11 8HJ

GDPR	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]
Commercial Director

Name and Title: [REDACTED]
Commercial Officer

Signature: REDACTED

Signature: [REDACTED]

Date: 17th March 2021

Date: 16 March 2021

ANNEX A

Customer Project Specification

DIRECTORATE OF PERSONNEL SURVEY AND RESEARCH ASSISTANCE

See Schedule 2a to 701090375 RM6018 Call-Off-Contract-Terms

ANNEX B
Supplier Proposal

	Frequency	<u>Quantity of surveys distributed</u> [1]	Approx. number of surveys to be returned (data input) each year	Total Cost Exc VAT	Total Cost Inc VAT
Families Continuous Attitude Survey (FamCAS)	Annually (1)	██████	██████	██████	██████
Volunteer Reserve Continuous Attitude Survey (ResCAS)	Annually (1)	██████	██████	██████	██████
Internal Army (self-generated) Surveys	Ad-hoc	██████████	██████	██████	██████

[1] Cost per survey varies owing to various survey length.

Breakdown of Costs as above:



Part 2: Contract Terms

Please see Call-Off-Contract-Terms attached.