**DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS**

* 1. **Letter of Appointment**

Redacted

**Letter of Appointment**

This letter of Appointment dated 15th March 2023.

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

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| Order Number: | 25496 Recruitment of Survey Participants |
| From: | The Department for Work and Pensions “Customer" |
| To: | Criteria Fieldwork Limited "Supplier" |

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| Effective Date: | Contract commences 01/04/23 |
| Expiry Date: | End date of Initial Period 31/03/24  Option to extend by 1 year - End date of Maximum Extension Period 31/03/25  Minimum written notice to Supplier in respect of extension: 4 weeks |

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| Services required: | The Customer’s Statement of Requirements attached at Annex A and the Supplier’s Proposal attached at Annex B |

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| Key Individuals: | **DWP**  Redacted  **Supplier**  Redacted |
| [Guarantor(s)] | Not Required |

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| Contract Charges (including any applicable discount(s), but excluding VAT): | A maximum of £27,405.00 (excl VAT) for the initial 1-year period covering 1st April 2023 to 31st March 2024, excluding any extensions  A maximum of £29,520.00 (excl VAT) for the 1-year extension period if that is used, covering the period between 1st April 2024 to 31st March 2025  Maximum Contract Value covering the full 2 years = £27,405.00 plus £29,520.00 = £56,925.00  No further extensions allowable |
| Insurance Requirements | Sufficient Public Liability insurance. Employer’s liability insurance, Professional indemnity insurance and Product liability insurance sufficient to cover all risks in the performance of the Contract. |
| Liability Requirements | Suppliers limitation of Liability (Clause 18.2 of the Contract Terms) |
| Customer billing address for invoicing: | Invoices to be submitted in arrears to: -    Redacted  Copy to DWP Contract Manager – Contact Details to be confirmed |

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| GDPR | In addition to Section 29 of the Framework Terms and Conditions referring to the Suppliers general security obligations to comply with GDPR regulations for this Contract, the Supplier shall comply with the additional  security requirement (completion of Information Security Questionnaire ISQ) specifically set out in the Statement of Requirement. |
| Alternative and/or additional provisions (including Schedule 8(Additional clauses)): | The Contractor will be required to complete a DWP Information Security Questionnaire (ISQ) on a yearly basis to ensure it is up to date throughout the contract lifetime. Each ISQ will include tailored assurances based on the type and volume of data which will be collected, processed, transmitted, shared as part of the Contract Requirements. The Contractor will be responsible for following all data security procedures detailed with the security form completed by the DWP Project Managers for each project delivered under this agreement. This will be undertaken to ensure that data security procedures for all work delivered via this agreement meet the DWP standards. |

**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**

Redacted Redacted

Name and Title: Name and Title:

Signature:………….. Signature: ……………

Date:………………. Date : …………………………………..

**Redacted**

**Annex A**

**Customer Project Specification**

**Annex B**

**Supplier Proposal**