

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Redacted

Criteria Fieldwork Ltd

144 Liverpool Road

London

N1 1LA

Letter of Appointment

This letter of Appointment dated 17th January 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:	24255 Recruitment of Survey Participants
From:	The Department for Work and Pensions "Customer"
To:	Criteria Fieldwork Limited "Supplier"

Effective Date:	17/01/22
Expiry Date:	End date of Initial Period 16/01/23 Option to extend by 1 year - End date of Maximum Extension Period 16/01/24 Minimum written notice to Supplier in respect of extension: 4 weeks

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: The Customer's Statement of Requirements attached at Annex A and the Supplier's Proposal attached at Annex B
--------------------	---

Key Individuals:	DWP Redacted DWP Supplier Redacted Criteria Fieldwork Limited
[Guarantor(s)]	Not Required

Contract Charges (including any applicable discount(s), but excluding VAT):	£27,405.00 for the initial period, excluding any extensions Redacted
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 Error! Reference source not found. of the Contract Terms)
Customer billing address for invoicing:	Invoices to be submitted in arrears to: - SSCL Via Email to Redacted Copy to DWP Contract Manager – Contact Details to be confirmed

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 GSAD) 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 Generic Security Assurance Document (GSAD) on a yearly basis to ensure it is up-to-date throughout the contract lifetime. Each GSAD 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 SARA 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

Name and Title: ...Redacted.....

Name and Title:Redacted..

Signature.....

Signature:

Date:.....

Date :

:

ANNEX A

Customer Project Specification

To be determined by the Customer at Call for Competition stage



Attachment 3 -
Statement of Requirement

ANNEX B

Supplier Proposal

To be determined at Call for Competition stage

Redacted

Part 2: Contract Terms



Contract Terms v6.0