

FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CALL-OFF TERMS

Part 1: Letter of Appointment



Dear Sirs

Letter of Appointment


This letter of Appointment is issued in accordance with the provisions of the Framework Agreement (RM6004) between MoJ and the Supplier dated 18th June 2021.

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

Order Number:	[TBC] Contract No: con_19201
From:	HMPPS, Deputy Director, Reducing Reoffending, Partnerships & Accommodation Directorate 102 Petty France, London, SW1H 9AJ (" Customer ")
To:	Behavioural Insights Team, 4 Matthew Parker Street, London, SW1H 9NP (" Supplier ")
Effective Date:	16th August 2021
Expiry Date:	End date of Initial Period: 15th August 2022 End date of Maximum Extension Period: N/A Minimum written notice to Supplier in respect of extension : N/A

Services required:	<p>Set out in Section 2 (Services offered) of the Framework 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:	REDACTED ("Customer")
	REDACTED ("Supplier")
[Guarantor(s)]	N/A

Call-Off Contract Charges (including any applicable discount(s), but excluding VAT):	The projected overall cost of the project is £100,000, exc VAT, of which 50% will be contributed by the Behavioural Insights Team ("supplier") and 50% by HMPPS, ("Customer") approval for which has been sourced from the Executive Director of the reducing Reoffending, partnerships & Accommodation Directorate.
Insurance Requirements	As per terms (Clause 19 of the Contract Terms)
Customer billing address for invoicing:	<p>All invoices must be sent, quoting a valid purchase order number (PO Number) Within 10 Working Days* of receipt of your counter-signed copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>Ministry of Justice (including its various departments, agencies and arm's-length bodies) now uses the Basware Network to trade electronically with our suppliers.</p> <p>If you are not currently a supplier to the Ministry of Justice or your details are out of date, we will need to do a supplier set up.</p> <p>To ensure that both the Ministry of Justice and our suppliers can maximise the benefits from using Basware, we will require you to register with Basware. Please see the attached Basware letter for further information.</p> <div style="text-align: center;">  </div> <p>Welcome-to-Basware -eMarketplace-supplier</p> <p>For suppliers not using electronic invoicing, all invoices and credit notes should be sent directly to SSCL by email: APinvoices-NMS-U@gov.sscl.com</p>

	<p>If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email MoJ-finance-ap-enquiries@gov.sscl.com or by telephone 0345 241 5351 (Option 2) between 09:00-17:00 Monday to Friday.</p> <p><u>Postal address:</u></p> <p>SSCL – National Offender Management Service PO Box 741 Newport Gwent NP10 8FZ</p>
<p>Alternative and/or additional provisions:</p>	<p>N/A</p>

ANNEX A

Customer Project Specification



Specification - BIT.pdf

FORMATION OF CALL-OFF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Call-Off Contract with the Customer to provide the Services in accordance with the terms of this letter and the Call-Off Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Call-Off Terms.

The Parties hereby acknowledge and agree that this Call-Off 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: Ministry of Justice

Name:	REDACTED
Title:	REDACTED
Signature:	REDACTED
Date:	REDACTED

For and on behalf of the Customer: Behavioural Insights Team

Name:	REDACTED
Title:	REDACTED
Signature:	REDACTED
Date:	REDACTED