

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

Part 1: Letter of Appointment



Ministry of Housing,
Communities &
Local Government

Dear Sirs

Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the Framework Agreement (RM6004) between CCS and the Supplier dated 05 February 2018.

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:	CPD/004/120/137
From:	The Ministry of Housing, Communities and Local Government (" Customer ")
To:	Behavioural Insights Ltd (" Supplier ")

Effective Date:	17 February 2020
Expiry Date:	End date of Initial Period 31 August 2020 End date of Maximum Extension Period 31 November 2020 Minimum written notice to Supplier in respect of extension: 14 days

Services required:	Set out in Section 2 (Services offered) of the Framework Agreement and refined by: <ul style="list-style-type: none">· the Customer's Statement of Requirements and the Supplier's Proposal;
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Key Individuals:	REDACTED REDACTED REDACTED REDACTED REDACTED REDACTED
Guarantor(s)	Not applicable

<p>Call-Off Contract Charges (including any applicable discount(s), but excluding VAT):</p>	<p>Firm price of £73,770.00 plus VAT.</p> <p>This will be paid in the following schedule:</p> <ol style="list-style-type: none"> 1. First payment upon delivery of the Research Plan (expected 08 June 2020) - REDACTED 2. Second payment upon delivery of Literature Review (expected 20 July 2020) - REDACTED 3. Final payment upon delivery of the final report and remaining outputs (expected 24 August 2020) - REDACTED
<p>Insurance Requirements</p>	<p>Additional public liability insurance to cover all risks in the performance of the Call-Off Contract, with a minimum limit of £1 million for each individual claim.</p> <p>Additional employers' liability insurance with a minimum limit of £1 million indemnity.</p> <p>Additional professional indemnity insurance adequate to cover all risks in the performance of the Call-Off Contract with a minimum limit of indemnity of £1 million for each individual claim.</p> <p>Product liability insurance cover all risks in the provision of Deliverables under the Call-Off Contract, with a minimum limit of £1 million for each individual claim.</p>
<p>Customer billing address for invoicing:</p>	<p>REDACTED</p>
<p>Alternative and/or additional provisions:</p>	<p>None</p>

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:

For and on behalf of the Customer:

Name and Title:

Name and Title:

Signature:

Signature:

Date:

Date: