

## DPS SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

### Part 1: Letter of Appointment

#### Contract for Pupil Behaviour & Wellbeing Survey Feasibility Study

Project Reference No. DFERPPU 21-22/027

Dear Sirs/Madams

### Letter of Appointment

This letter of Appointment dated 9<sup>th</sup> February 2022, 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:	[To be confirmed by finance team, when raised]
From:	[ ] (the "Customer")
To:	Kantar Public UK Limited (the "Supplier")

Effective Date:	8 <sup>th</sup> February 2022
Expiry Date:	End date of Initial Period: 30 <sup>th</sup> June 2022 End date of Maximum Extension Period (if applicable): 31 <sup>st</sup> March 2023 Minimum written notice to Supplier in respect of extension: 2 Weeks

Services required:	Set out in Part A -Specification of the DPS Agreement and refined by all of the following: Annex A - the Statement of Requirements Annex B - the Supplier's Proposal Annex C - the Price Schedule Annex D - the Terms & Conditions
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Key Individuals:	<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 10px;"></div> <div style="background-color: black; width: 100px; height: 1.2em;"></div>
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For the Supplier:

Contract Charges (excluding VAT, but including all other expenses related to Contract delivery):	£250,000
Insurance Requirements	See RM6018 Research Marketplace Contract Terms.
Liability Requirements	See RM6018 Research Marketplace Contract Terms.
Customer billing address for invoicing:	<p>Department for Education, Sanctuary Buildings, Great Smith Street, London SW1P 3BT</p> <p>Invoice must be submitted in pdf format and sent via email to <a href="mailto:AccountsPayable.OCR@education.gov.uk">AccountsPayable.OCR@education.gov.uk</a></p>

GDPR	See Contract Terms (Annex D), Schedule 7
Alternative and/or additional provisions (including Schedule 8 (Additional clauses)):	<p>Contract Terms Schedule 8 (Additional Clauses):</p> <p>1 Safeguarding Children and Vulnerable Adults</p> <p>2 Project Outputs</p> <p>3 Departmental Security Standards for Business Services and ICT Contracts</p>

## **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:

Name and Title:

Signature:

Signature:

Date:

Date:

## **ANNEX A**

### **Statement of Requirements**

**Annex included below for Adobe purposes**



Annex A -  
Statement of Requir

**ANNEX B**  
**Supplier Proposal**



**ANNEX C**  
**Price Schedule**



## **ANNEX D**

### **Terms & Conditions**



Annex D - Contract  
Terms.docx