

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment



Ministry of Housing,
Communities &
Local Government

Dear Supplier,

Letter of Appointment

This letter of Appointment dated 11 March 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:	CPD4121136
From:	Ministry of Housing, Communities and Local Government ("Customer")
To:	University of Liverpool ("Supplier")

Effective Date:	11 March 2021
Expiry Date:	End date of Initial Period: 10 December 2021 End date of Maximum Extension Period: n/a Minimum written notice to Supplier in respect of extension: n/a

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: <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> <REDACTED> <REDACTED> <REDACTED>
Guarantor(s)	Not applicable.

Contract Charges (including any applicable discount(s), but excluding VAT):	<p>£107,660 (excluding VAT)</p> <p>Full details for each work package are set out in Annex B2: Supplier's Price Schedule – REDACTED.</p> <p>Payments will be made in accordance with the following milestones. Payments will only be authorised following the satisfactory completion and MHCLG acceptance of each milestone.</p> <table><tr><th>Milestone</th><th>Name</th><th>Payment %</th><th>Amount (exc. VAT)</th></tr><tr><td>1</td><td>-</td><td>-</td><td>-</td></tr><tr><td>2</td><td>-</td><td>-</td><td>-</td></tr><tr><td>3</td><td>-</td><td>-</td><td>-</td></tr><tr><td>4</td><td>-</td><td>-</td><td>-</td></tr><tr><td>5</td><td>-</td><td>-</td><td>-</td></tr><tr><td>6</td><td>-</td><td>-</td><td>-</td></tr><tr><td></td><td></td><td>TOTAL</td><td>£-</td></tr></table> <p>Travel & Subsistence will also be paid as required throughout the project - up to a maximum total of £- (excluding VAT).</p>	Milestone	Name	Payment %	Amount (exc. VAT)	1	-	-	-	2	-	-	-	3	-	-	-	4	-	-	-	5	-	-	-	6	-	-	-			TOTAL	£-
Milestone	Name	Payment %	Amount (exc. VAT)																														
1	-	-	-																														
2	-	-	-																														
3	-	-	-																														
4	-	-	-																														
5	-	-	-																														
6	-	-	-																														
		TOTAL	£-																														
Insurance Requirements	Set out in Clause 19 of the Contract Terms.																																
Liability Requirements	Set out in Clause 18.2 of the Contract Terms.																																
Customer billing address for invoicing:	<p>All invoices are to be submitted to: CP2P Team, MHCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN.</p> <p>Email address: CLGInvoices@communities.gov.uk</p>																																

GDPR	Set out in Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	None.

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

Customer Project Specification

Attached as:
"Annex A: Customer Project Specification"

<REDACTED>

ANNEX B

Supplier Proposal

Attached as:

“Annex B1: Supplier Proposal”

“Annex B2: “Supplier Price Schedule”

<REDACTED>

Part 2: Contract Terms

Attached as “Part 2 – Contract Terms”