

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment



Dear Sirs

Letter of Appointment

This letter of Appointment dated 11/02/2022, 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:	TETI0054
From:	The Department For Transport ("Customer")
To:	Knowledge Transfer Network Limited ("Supplier")

Effective Date:	16/02/2022
Expiry Date:	End date of Initial Period 31/03/2022 End date of Maximum Extension Period 30/4/22 Minimum written notice to Supplier in respect of extension: 14 calendar days

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: The Department for Transport's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B
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Key Individuals:	Customer: [REDACTED] – RTFO Technical Manager
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	Supplier: [REDACTED] – Head of Transport [REDACTED] – Manager: Aviation [REDACTED] – Manager: Maritime [REDACTED] - Manager
[Guarantor(s)]	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	The Contracted charges shall be calculated using the Pricing schedule attached at Annex B, These rates will be held firm for the contract period Charges are to a maximum contract value of £41,800
Insurance Requirements	Additional public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of £2 million for each individual claim Additional employers' liability insurance with a minimum limit of £5 million indemnity Additional professional indemnity insurance adequate to cover all risks in the performance of the Contract with a minimum limit of indemnity of £1 million for each individual claim.
Liability Requirements	Suppliers limitation of Liability As stated in Clause 18.2 of the Contract Terms
Customer billing address for invoicing:	Shared Services arvato Sandringham Park Swansea Vale Swansea SA7 0EA

GDPR	Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects)
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	N/A

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:

Name and Title:



Director Finance & Operations
Innovate UK KTN

For and on behalf of the Customer:

Name and Title:



Commercial Relationship Advisor
Roads, Places and Environment,
Department for Transport

Signature:

Signature:

Date:16/02/2022

Date:16/02/2022

ANNEX A

Customer Project Specification

To be determined by the Customer at Call for Competition stage



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ANNEX B

Supplier Proposal

To be determined at Call for Competition stage



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KTN Price Schedule.pdf



KTN Quality Assurance.pdf



KTN SAFCH_ITT_CVs_Innovmanagement plan.pdf



KTN Risk



2.1.3_4.3_WorkingWithUKTestingFacilities.pdf



2.1.2_4.2_WorkingWithUKResearchEst.pdf



2.1.1_4.1_WorkingWithFuelIndustry.pdf



2.3.1_6.1_Knowledge &ExpCHOps.pdf



2.2.2_5.2_WorkingWithEUCH.pdf



2.2.1_5.1_WorkingWithUSCH.pdf

Part 2: Contract Terms



Contract Terms v6.0