

## 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 28/02/19, 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.

Contract Number:	con_17624
From:	The SECRETARY OF STATE FOR JUSTICE of 102 Petty France, London, SW1H 9AJ, acting as part of the Crown on behalf of Her Majesty's Inspectorate of Probation (HMI Probation) ("Customer")
To:	Sheffield Hallam University of Howard Street, Sheffield S1 1WB ("Supplier")
Effective Date:	9 <sup>th</sup> March 2020
Expiry Date:	End date of Initial Period 8 <sup>th</sup> July 2020 End date of Maximum Extension Period 8 <sup>th</sup> November 2020 Minimum written notice to Supplier in respect of extension – 1 week
Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: <ul style="list-style-type: none"><li>· the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B; and</li></ul>

Key Individuals:	<b>REDACTED</b>
[Guarantor(s)]	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	<b>REDACTED</b>
Insurance Requirements	As per Terms
Liability Requirements	<b>Suppliers limitation of Liability</b> (Clause 18.2 of the Contract Terms);
Customer billing address for invoicing:	Ministry of Justice SSCL PO Box 769 Newport NP20 9BB  APinvoices-MOJ-U@sscl.gse.gov.uk

GDPR	Contract Terms Schedule 7 <b>REDACTED</b>
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:**

**For and on behalf of the Customer:**

Name and Title: **REDACTED**

Name and Title: **REDACTED**  
**REDACTED**

Signature: **REDACTED**

Signature: **REDACTED**

Date: **REDACTED**

Date: **REDACTED**

**ANNEX A**

**Customer Project Specification**

To be determined by the Customer at Call for Competition stage

**REDACTED**

**ANNEX B**

**Supplier Proposal**

To be determined at Call for Competition stage

**REDACTED**

Plus supporting documentation as submitted in ITT response

**Part 2: Contract Terms**

**REDACTED**