

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment



Ministry of Housing,
Communities &
Local Government

Dear Sirs

Letter of Appointment

This letter of Appointment dated **26 October 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:	CPD4122030
From:	Ministry of Housing, Communities and Local Government ("Customer")
To:	UCL Consultants Ltd ("Supplier")

Effective Date:	1 November 2021
Expiry Date:	End date of Initial Period: 26 May 2022 End date of Maximum Extension Period N/A Minimum written notice to Supplier in respect of extension: N/A

Services required:	<p>Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: the Customer's Project Specification attached at Annex A</p> <p>[Attached]</p> <p>and the Supplier's Proposal attached at Annex B</p> <p>[REDACTED]</p> <p>The aim of the scoping study is to develop detailed proposals for the evaluation, which will provide evidence about the effectiveness and value for money of the Affordable Homes Programme in achieving its objectives.</p> <p>Before MHCLG commissions a full evaluation study, there is a need to identify a cost-effective and feasible design of a multiphase study. This is important given that evidence is required throughout the lifetime of the Programme (initial plans for evaluation timings are set out below). Overall, the aims of the evaluation are to understand: (i) what worked well and less well with the policy delivery model(s) (ii) to what extent the AHP has delivered value for money, and (iii) the impacts of the AHP on the housing market and housing outcomes for households.</p>
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Key Individuals:	[REDACTED]
[Guarantor(s)]	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	<p>Total capped contract value of £83,317.50 (ex VAT) as set out in Annex C – Price Schedule</p> <p>[REDACTED]</p>
Insurance Requirements	Set out in Clause 19 of the Contract Terms

Liability Requirements	Suppliers limitation of Liability (Clause 18.2 of the Contract Terms)
Customer billing address for invoicing:	All invoices are to be submitted to: CP2P Team, MHCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN. Email address: CLGInvoices@communities.gov.uk

GDPR	Set out in 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: For and on behalf of the Customer:

Name and Title: **[REDACTED]**

Signature: **[REDACTED]**

Name and Title: **[REDACTED]**

Signature: **[REDACTED]**

Date: 04/11/2021

Date: 04/11/2021

Part 2: Contract Terms



Contract Terms v6.0