

Letter of Appointment



Ministry of Housing,
Communities &
Local Government

Dear Sirs

Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the Framework Agreement (RM3796) between CCS and the Agency dated 16/01/2017.

Capitalised terms and expressions used in this letter have the same meanings as in the Call-Off Terms unless the context otherwise requires.

Order Number:	CPD/004/120/070
From:	Ministry of Housing, Communities & Local Government ("Client")
To:	Glasgows Limited ("Agent")

Effective Date:	12 September 2019
Expiry Date:	End date of Initial Period 30 November 2019 End date of Maximum Extension Period: N/A Minimum written notice to Agency in respect of extension: N/A

Relevant Lot:	Lot 2: Events
Services required:	Set out in Section 2 (Services offered) and refined by: the Client's Brief attached at Annex A and the Agency's Proposal attached at Annex B.
Statement of Work	The Parties may enter into such Statements of Work as are agreed between the Parties under Clause 1.2.

Key Individuals:	REDACTED Project Management REDACTED Digital Development REDACTED Project Administration
Guarantor(s)	Not used

Call Off Contract Charges (including any applicable discount(s), but excluding VAT):	Within the range £12,000 to £20,000 + VAT. Actual costs will be based on optional services called-off by MHCLG.
Liability	Agency Liability: As set out in clause 18.3 of the Call Off Terms Client Liability: As set out in clause 18.5 of the Call Off Terms
Insurance Requirements	Additional public liability insurance to cover all risks in the performance of the Call-Off Contract, with a minimum limit of £1 million in the aggregate. Additional professional indemnity insurance adequate to cover all risks in the performance of the Call-Off Contract with a minimum limit of indemnity of £1 million in the aggregate. Product liability insurance cover all risks in the provision of Deliverables under the Call-Off Contract, with a minimum limit of £1 million in the aggregate.
Client billing address for invoicing:	REDACTED

GDPR	Call-Off Schedule 8 (Authorised Processing Template) to follow.
Alternative and/or additional provisions:	N/A

FORMATION OF CALL OFF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Agency agrees to enter a Call-Off Contract with the Client to provide the Services in accordance with the terms of this letter and the Call-Off Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Call-Off Terms. The Parties hereby acknowledge and agree that this Call-Off Contract shall be formed when the Client acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Agency within two (2) Working Days from such receipt.

For and on behalf of the Agency:

For and on behalf of the Client:

Name and Title:

Name and Title:

Signature:

Signature:

Date:

Date:

ANNEX A

Client Brief

As set out in document “*CPD-004-120-070; Event Planning for PRS Roadshows - SoR v1.0*”.

ANNEX B

Agency Proposal

As set out in documents "*Glasgows Proposal - MHCLG Private Rented Sector Roadshows*" and "*Glasgows - Annex B; Price Schedule - RPS Event Planning v1.0*".

ANNEX C

Statement of Works

To be confirmed, if required.

Part 1: Call-Off Terms

As per the standard Call-Off Terms for the CCS Communication Services framework ref: RM3796.