

**DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND
CONTRACT TERMS Part 1: Letter of Appointment**

REDACTED Finance Director

RAND Europe Community Interest Company,

Westbrook Centre,

Cambridge,

CB4 1YG

Dear Sirs

Letter of Appointment

This letter of Appointment dated 08/11/2021, 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:	24430 Evidence Review
From:	Department for Work and Pensions, Caxton House, London SW1H 9NA ("Customer")
To:	REDACTED, Finance Director RAND Europe Community Interest Company, Westbrook Centre, Cambridge, Cambridgeshire, CB4 1YG Company Number 02728021 ("Supplier")

Effective Date:	08/11/21
Expiry Date:	End date of Initial Period 31/03/22

	<p>End date of Maximum Extension Period - 6 months to 30/09/22</p> <p>Minimum written notice to Supplier in respect of extension: 4 weeks</p>
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Services required:	<p>Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by:</p> <p>Attachment 3 – Statement of Requirements attached at Annex A and the Supplier's Proposal attached at Annex B</p>
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Key Individuals:	<p>For Department for Work & Pensions:</p> <p>Full Name: REDACTED</p> <p>Email Address: REDACTED</p> <p>For RAND Europe UK LTD:</p> <p>Full Name: REDACTED</p> <p>Role/Title: Finance Director</p> <p>Email Address: REDACTED</p>
Approved Subcontractor:	<p>The Behavioural Insights Team will be the prime contractor in relation to its sub-contractor: Trading Name(s): REDACTED</p> <p>Registered Address(ees): Bayes Business School 106 Bunhill Row London EC1Y 8T</p> <p>Contact Details: T: REDACTED</p> <p>E: REDACTED</p>
[Guarantor(s)]	Not Required

Contract Charges (including any applicable discount(s), but excluding VAT):	<p>£262,552 exc. VAT.</p> <p>Please note payments will only be made in arrears upon satisfactory delivery of each milestone below.</p>
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Payment Milestones:	The payment milestones are: REDACTED
Insurance Requirements	Sufficient Public Liability insurance. Employer's liability insurance, Professional indemnity insurance and Product liability insurance sufficient to cover all risks in the performance of the Contract.
Liability Requirements	Suppliers limitation of Liability (Clause 18.2. of the Contract Terms)
Customer billing address for invoicing:	Invoices to be submitted to SSCL Via Email to APinvoices-DWP-U@gov.sscl.com. Copy to DWP Contract Manager – REDACTED
GDPR	In addition to Section 29 of the Framework Terms and Conditions referring to the Suppliers general security obligations to comply with GDPR regulations for this Contract, the Supplier shall comply with the additional security requirement (completion of GSAD) specifically set out in the Statement of Requirement.
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	The Contractor will be required to complete a DWP Generic Security Assurance Document (GSAD) on a yearly basis to ensure it is up-to-date throughout the contract lifetime. Each GSAD will include tailored assurances based on the type and volume of data which will be collected, processed, transmitted, shared as part of the Contract Requirements. The Contractor will be responsible for following all data security procedures detailed with the SARA form completed by the DWP Project Managers for each project delivered under this agreement. This will be undertaken to ensure that data security procedures for all work delivered via this agreement meet the DWP standards.

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 Customer:

Name and Title:

REDACTED

DWP Commercial Lead

Signature:

REDACTED

Date: 17 November 2021

For and on behalf of the Supplier:

Name and Title:

REDACTED

Finance Director

Signature:

REDACTED

Date: 16 November 2021

ANNEX A

Customer Project Specification

To be determined at Call for Competition stage



Attachment 3a -



Attachment 3b -

Statement of Requirement Annex to Statement of

ANNEX B

Supplier Proposal

To be determined at Call for Competition stage

REDACTED

Annex C Framework Terms and Conditions



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