**DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS**

* 1. **Letter of Appointment**

Department of Work and Pensions

Dear Sirs

**Letter of Appointment**

This letter of Appointment dated 18th August 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.

|  |  |
| --- | --- |
| From: | Department of Work and Pensions  REDACTED  ("Customer") |
| To: | I.F.F Research Limited  REDACTED  ("Supplier") |

|  |  |
| --- | --- |
| Effective Date: | 23rd August 2021 |
| Expiry Date: | 22nd February 2023  No option to extend the Contract |

|  |  |
| --- | --- |
| Services required: | Set out in Annex A (Specification) of the DPS Agreement |

|  |  |
| --- | --- |
| [Guarantor(s)] | N/A |

|  |  |
| --- | --- |
| Contract Charges (including any applicable discount(s), but excluding VAT): | REDACTED |
| Insurance Requirements | REDACTED |
| Liability Requirements | **Suppliers limitation of Liability** (Clause 18.2 of the Contract Terms) |
| Customer billing address for invoicing: | REDACTED |

|  |  |
| --- | --- |
| GDPR | Contract Terms Schedule 7 |

**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: Name and Title:

REDACTED REDACTED

Signature: Signature:

REDACTED REDACTED

Date: 31/8/21 Date: 02/09/2021

**Annex A**

**Customer Project Specification**

Redacted **Annex B**

**Supplier Proposal**

REDACTED