



Public Health  
England

**FRAMEWORK SCHEDULE 5**

**Part 1: Pro Forma Letter of Appointment**

Serco House,  
16 Bartley Wood Business Park,  
Hook,  
Hampshire  
RG27 9UY

**CCS Framework Agreement No RM988 – Lot 5**

<sup>th</sup>  
24 February 2016

Dear Sirs,

**Contract for the provision of Communications – Creative and Delivery Services by Serco Limited, Serco House, 16 Bartley Wood Business Park, Hook, Hampshire RG27 9UY as a Supplier to Public Health England, Wellington House, 133-155 Waterloo Road, London SE1 8UG as Customer pursuant to the Communications – Creative and Delivery Services Framework Agreement (RM 988) dated 03/05/2013 between the Minister for the Cabinet Office acting through Crown Commercial Service as the Authority (1) and the Supplier (2)**

1. We refer to the above Communications – Creative and Delivery Services Framework Agreement (the “Framework Agreement”). For the purposes of this Letter of Appointment:
  - capitalised terms and expressions used in this Letter of Appointment have the same meanings given to them in or pursuant to the Call-Off Terms attached to this Letter of Appointment unless the context otherwise requires;
  - references to Appendices are references to the appendices to this Letter of Appointment; and
  - the Appendices shall form part of this Letter of Appointment.
2. This Letter of Appointment constitutes an Order for the provision by you to us of the Contract Services specified in Appendix 1 on the basis of the Contract Charges as set out below and in Appendix 2 and, save as varied and/or supplemented pursuant to the provisions set out in Appendix 3, in accordance with the Call-Off Terms.

Revenue by period	£GBP (based on current forecast of Available Hours)
1 <sup>st</sup> August 2016 to 31 <sup>st</sup> March 2017	██████████
1 <sup>st</sup> April 2017 to 31 <sup>st</sup> March 2018	██████████
1 <sup>st</sup> April 2018 to 31 <sup>st</sup> March 2019	██████████



1<sup>st</sup> April 2019 to 31<sup>st</sup> July 2019

3. The individual with overall responsibility for the supply of the Contract Services is

The initial Key Personnel and their respective roles as regards the Contract Services shall be as follows:

Name	Role
	Head of Customer Services
	Site Director
	Service Delivery Director

4. The Customer's Representative for the purpose of the Contract is David Townsend and any disputes in relation to the Contract shall be escalated as follows:

Level 1:

- Customer – Senior Campaign Manager
- Supplier – Site Director

Level 2:

- Customer – Business Manager
- Supplier – Customer Services Director

Level 3 in accordance with Clause 23 Disputes and Law

For the avoidance of doubt, the Customer shall have access to the Supplier's Group Procurement department in respect of any escalation concerning fulfilment services prior to invoking Level 3 escalation.

5. Payments to the Supplier in respect of the Contract Services shall be made to the following bank account of the Supplier:

Sort code

Acct

6. We hereby consent to the appointment of the following Sub-Contractors in connection with the provision of the Contract Services:

- Breastfeeding network, c/o Alexander Sloan, Chartered Accountants, 38 Cadogan Street, Glasgow G2 7HF - Main contact:
- Eckoh, Telford House/Corner Hall, Hemel Hempstead HP3 9HN - Main contact:



- Allied Publicity Services (Manchester) Limited, Chetham House, Bird Hall Lane, Cheadle Heath, Cheshire SK3 0ZP - Main contact: [REDACTED] - Executive Director

7. For the purposes of the Contract, the address of each Party is:

- for the Customer:

Public Health England, Wellington House, 133-155 Waterloo Road, London SE1 8UG

For the attention of: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

- for the Supplier:

Serco Limited, Serco House, 16 Bartley Wood Business Park, Hook, Hampshire RG27 9UY

- For the attention of: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

**Please would you sign and return the attached duplicate of this Letter of Appointment with the acknowledgement signed by a partner of your firm.**

**You should be aware that by signing and returning this Letter of Appointment you will have entered into a legally binding contract with us to supply the Contract Services specified in Appendix 1 and you hereby represent and warrant that you have carried out a conflict check in relation to such contract and that this revealed no conflicts of interest.**

Yours faithfully

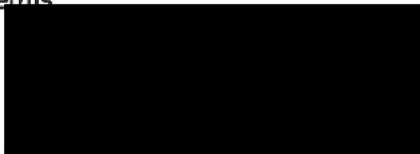
[REDACTED]

For and on behalf of Public Health England



I hereby confirm receipt of the above Letter of Appointment and the agreement of Serco to provide to Public Health England the Contract Services as specified in the Letter of Appointment in accordance with its terms.

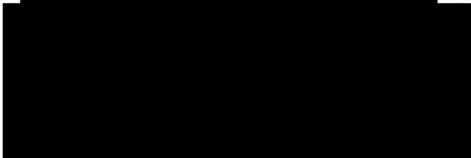
Signed:



Date:

26/2/16

Name:



Status:

CEO, UK + E LRG Division

