



Department
for Work &
Pensions

[REDACTED]

Senior Commercial Manager
Employment Category
Department for Work and Pensions
3rd Floor, Hartshead Square
Sheffield
S1 2FD

www.dwp.gov.uk

18 February 2021

Fedcap Employment Limited
Suite 006 BIZ HUB
Cleveland Business Centre
Oak Street
Middlesbrough
TS1 2RQ

Notice to Contractor in respect of the following:

- 1) **Relief Expiry Date Amendment Notice**
- 2) **Notice of provisions surviving expiry of CV04**

Dear [REDACTED]

Contract (as amended) between the (1) Secretary of State for Work and Pensions (the “Authority”) and (2) Fedcap Employment Limited (the “Contractor”) at Schedule 1 (the “Contract”)

1. Terms used but not otherwise defined in this letter have the same meaning as set out in the Contract(s) to which the term refers.
2. The purpose of this Notice to Contractor is (i) to extend the length of CV04 in accordance with paragraph 18(ii) of CV04 and (ii) to include additional provisions that shall survive expiry of CV04 in accordance with paragraph 13(iv) of CV04.
3. The Notice to Contractor shall be interpreted and construed so that it varies each Contract set out at Schedule 1.
4. The provisions of each of the Contracts set out in Schedule 1 shall, save as amended in this Notice to Contractor, continue in full force and effect, and shall be read and construed as one document with this Notice to Contractor.

Relief Expiry Date Amendment Notice

5. The Authority hereby provides notice to the Contractor pursuant to paragraph 18(ii) of CV04 that the Relief Expiry Date is amended from 31 March 2021 to 30 June 2021.

6. For the avoidance of doubt the Authority also hereby provides notice to the Contractor that the Authority reserves the right to review the CV04 Relief Expiry Date prior to 30 June 2021 and periodically thereafter. Any amendments to the CV04 Relief Expiry Date will be made pursuant to paragraph 18(ii) of CV04.
7. Expiry of CV04 shall be without prejudice to any rights, remedies or obligations accrued under the Contract(s) prior to the expiry of CV04 including but not limited to the right of either Party to recover any amount outstanding at such expiry.

Notice of provisions surviving CV04 expiry

8. The Authority hereby provides notice to the Contractor pursuant to paragraph 13(iv) of CV04 that the following provisions shall survive the expiry of CV04.
 - a. Paragraph 11 of Schedule 2 (Payment Model)
 - b. Paragraph 3 of Annex 4 to Schedule 2 (Payment Model)
 - c. Schedule 3 (Contractor Code of Conduct)
 - d. Schedule 4 (Financial Distress)
 - e. Schedule 5 (Additional Management Information)
 - f. Schedule 6 (Customer Service Standards) including Annex A and Annex F to Schedule 6 (Customer Service Standards)
 - g. Schedule 10 (Provider Guidance)
 - h. Paragraph 9 (Definitions) of CV04
9. The Notice to Contractor shall not constitute a waiver of any right or remedy of the Authority or the Contractor arising before, during or after the Notice to Contractor, except to the extent set out in this Notice to Contractor.

Please confirm your receipt of this letter by countersigning this letter and uploading a scanned copy to Jaggaer (DWP e-portal) fileshare folder named [REDACTED]

If you have any queries, please contact the team on [REDACTED]

Yours sincerely,

[REDACTED]

Senior Commercial Category Manager
For and on behalf of the Authority

We hereby acknowledge receipt and accept the terms of this letter.

Signed: _____
For and on behalf of the Contractor

Name: [REDACTED]

Position: [Director]/[Authorised Signatory]

Date: 8 March 2021

Schedule 1: Contracts modified by CV04

The following contracts are modified in accordance with CV04:

Contract Type	Contract Reference	Contract Name/Description	Contract Start
IPES: Intensive Personalised Employment Support	ECM_7707	Intensive Personalised Employment Support CPA4 - Southern	02/12/2019

Key:

IPES: Intensive Personalised Employment Support