

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

### Part 1: Letter of Appointment

Redacted

I.F.F Research Ltd,  
5th Floor, St. Magnus House,  
3 Lower Thames St,  
London EC3R 6HD

Dear Redacted,

### Letter of Appointment

This letter of Appointment dated 01/12/21, 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:	<b>DWP 24088 Employer Survey – RP 0691</b>
From:	Department for Work and Pensions (DWP), Caxton House, London SW1H 9NA ("Customer")
To:	I.F.F Research Ltd, 5th Floor, St. Magnus House, 3 Lower Thames St, London EC3R 6HD Company number: 00849983 ("Supplier")

Effective Date:	<b>22/11/2021</b>
Expiry Date:	End date of Initial Period <b>31/05/2022</b> With option to extend further up to 24 months' subject to satisfactory delivery of service. End date of Maximum Extension Period <b>31/05/2024</b> Minimum written notice to Supplier in respect of extension: 4 weeks.

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: the Customer's Statement of Requirements attached at <b>Annex A</b> and the Supplier's Proposal attached at <b>Annex B</b>
--------------------	---

Key Individuals:	DWP Redacted  IFF Research Ltd Redacted
[Guarantor(s)]	Not Required

Contract Charges (including any applicable discount(s), but excluding VAT):	<b>£498,842.86 Excluding VAT</b> 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	<b>Suppliers limitation of Liability</b> Clause <b>18.2</b> 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 Authority:**

Name and Title: Redacted

Signature:

Date: 9<sup>th</sup> December 2021

:

**For and on behalf of the Supplier**

Name and Title: Redacted

Signature

Date : .....9<sup>th</sup> December 2021

## **ANNEX A**

### **Customer Project Specification**

To be determined by the Customer at Call for Competition stage



Attachment 3 -  
24088 Statement of re

## **ANNEX B**

### **Supplier Proposal**

To be determined at Call for Competition stage

Redacted

## **Part 2: Contract Terms**



Contract Terms v6.0