

DPS SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Department for Work and Pensions
Caxton House,
Tothill St,
London
SW1H 9NA

Dear Robert,

Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the DPS Agreement RM6018 between CCS and the Supplier dated 16th February 2018.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Order Number:	TBC
From:	Department for Work and Pensions ("The customer")
To:	Institute for Fiscal Studies ("Supplier")

Effective Date:	5 th October 2018
Expiry Date:	End date of Initial Period 5 th October 2021 End date of Maximum Extension Period 5 th October 2022 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 Project Specification attached at Annex A, the Supplier's Proposal attached at Annex B; and Annex C Price Schedule.
--------------------	--

Key Individuals:	Redacted
Guarantor(s)	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	The Total Value of the Contract shall be £265,335.00. Redacted
Insurance Requirements	No additional insurance requirements other than those set at RM6018 Research Marketplace level
The customer billing address for invoicing:	Redacted

Alternative and/or additional provisions (including Schedule 6 (Additional clauses)):	Redacted
---	-----------------

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:

Name and Title:
Signature:
Date:

For and on behalf of the Customer:

Name and Title:
Signature:
Date:

ANNEX A

The Customer Project Specification

1. PURPOSE

- 1.1 The Department for Work and Pensions here on referred to as the Customer, require the Supplier to undertake as part of this Contract the annual validation of the Households Below Average Income (HBAI) dataset for three (3) years to cover the publications dated 2017/18, 2018/19 and 2019/20.
- 1.2 The HBAI report has been published since 1988/89. Published annually, it contains the latest estimates of the number and proportion of people in relative and absolute low income, and material deprivation for children and pensioners, as well as overall income levels and income inequality. It includes breakdowns for children, working-age adults, pensioners and individuals living in families where at least one member is disabled. Alongside the latest estimates, the HBAI report includes equivalent figures going back to 1994/95 so that comparisons can be made over time.
- 1.3 The statistics are derived from the Family Resources Survey (FRS) and are among the most high profile produced by the Customer and across Government, being used to monitor progress against three of the four income-related measures in the Welfare Reform and Work Act 2016 and two of the five objectives in the Single Departmental Plan. The dataset is also used extensively for policy development and costings across a range of Government Departments and for answering Parliamentary Questions and ad hoc queries.

2. *Redacted*

3. LOCATION

- 3.1 The Services shall be carried out at the Supplier's premises.

ANNEX B
Supplier Proposal

Redacted

ANNEX C
PRICE SCHEDULE

Redacted