

DPS SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Dear Sirs/Madams

Letter of Appointment

Evaluation of Year 2 of the National Tutoring Programme

Reference number: DFERPPU20-21/055

This letter of Appointment dated 26/08/2021, 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.

Order Number:	[To be confirmed when purchase order number raised]
From:	Department for Education (the "Customer")
To:	National Foundation for Educational Research (NFER) (the "Supplier")

Effective Date:	26/08/2021
Expiry Date:	End date of Initial Period: 02/03/2023

Services required:	Set out in Part A -Specification of the DPS Agreement and refined by all of the following: Annex A - the Statement of Requirements Annex B - the Supplier's Proposal Annex C - the Price Schedule Annex D - Terms and Conditions, including Schedule Two the 'Statement of Work'
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Key Individuals:	<u>For the Customer:</u>
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	<p>██████████ Project Manager</p> <p>██████████ Project Leader</p> <p>██████████ Data and Operations Lead</p> <p><u>For the Supplier:</u></p> <p>██████████ – Project Manager</p> <p>██████████ – DfE data and IT lead</p> <p>██████████ – Randstad data and IT lead</p>
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Contract Charges (excluding VAT, but including all other expenses related to Contract delivery):	<p>£500,000</p> <p>The Contract Charges (Milestone Payments) are detailed in Annex D Schedule 2.</p>
Insurance Requirements	See RM6018 Research Marketplace Contract Terms.
Liability Requirements	See RM6018 Research Marketplace Contract Terms.
Customer billing address for invoicing:	<p>Department for Education, Sanctuary Buildings, Great Smith Street, London SW1P 3BT</p> <p>Invoices must be sent via email in pdf format to:</p> <p>AccountsPayable.OCR@education.gov.uk</p>

GDPR	See Annex D Contract Terms clause 29, & Schedule 7
Alternative and/or additional provisions (including Schedule 8 (Additional clauses)):	<p>Annex D Contract Terms Schedule 8 (Additional Clauses):</p> <p>1 Safeguarding Children and Vulnerable Adults</p> <p>2 Project Outputs</p> <p>3 Departmental Security Standards for Business Services and ICT Contracts</p>

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:

██████████

Signature:

██████████

Signature:

██████████

Date:

██████████

Date:

██████████

ANNEX A

Statement of Requirements



ANNEX B
Supplier Proposal



ANNEX C
Price Schedule



ANNEX D
TERMS AND CONDITIONS

