

DPS Schedule 6 (Letter of Appointment Template and Order Schedules)

REDACTED under S40 personal interest and/or S43(2) commercial interest

Letter of Appointment

This Letter of Appointment is issued in accordance with the provisions of the DPS Contract RM6124 Communications Marketplace between CCS and the Agency, dated 13th January 2023.

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

ORDER:

Order Number:	To be advised. Contract reference: C24449.
From:	Secretary of State for the Home Department (the Authority) Home Office 2 Marsham Street London SW1P 4DF
To:	Glasgows Limited Unit 5 Centurion Court Leyland PR25 3UQ

Order Start Date:	19 th January 2023.
Order Expiry Date:	31 st March 2023.
Order Initial Period:	19 th January 2023 to 31 st March 2023.
Order Optional Extension Period:	Not applicable.

Goods or Services required:	Services required are set out in DPS Schedule 1 of the DPS Agreement and the relevant Brief and are to be delivered in line with the accepted Proposal as detailed at Annex A of this Letter.
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Key Staff:	For the Client: [REDACTED] [REDACTED] For the Agency: [REDACTED] Email - [REDACTED] Telephone - [REDACTED]
Guarantor(s):	Not applicable.

Order Contract Charges (including any applicable discount(s), but excluding VAT):	£199,020.85 Ex VAT.
Liability:	See Clause 11 of the Core Terms.
Additional Insurance Requirements:	Not applicable.
Client billing address for invoicing:	All invoices must be sent quoting a valid purchase order number to: HOSupplierinvoices@homeoffice.gov.uk . To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO number, PO number item number (if applicable) and the details (name and telephone number) of your Customer contact (i.e. contract manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have any queries regarding an outstanding payment please contact our Accounts Payable section either by email to Finance-ap-enquiries@homeoffice.gov.uk or by telephone 0345 0100125 between 09:00-17:00 Monday to Friday.

Special Terms	Not applicable.
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PROGRESS REPORT FREQUENCY

To be agreed with the Authority.

PROGRESS MEETING FREQUENCY

Weekly unless otherwise agreed with the Authority.

KEY SUBCONTRACTOR(S)

Not applicable.

COMMERCIALLY SENSITIVE INFORMATION

Please see Joint Schedule 4.

SOCIAL VALUE COMMITMENT

The Agency agrees, in providing the Services and performing its obligations under the Order Contract, that it will comply with the social value commitments in Order Schedule 4 (Order Proposal)

SERVICE CREDIT CAP

Not applicable.

ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Letter of Appointment including the Order Special Terms and Order Special Schedules.
2. *Joint Schedule 1 (Definitions and Interpretation) RM6124*
3. *The following Schedules in equal order of precedence:*
 - *Joint Schedules for RM6124*
 - *Joint Schedule 2 (Variation Form)*
 - *Joint Schedule 3 (Insurance Requirements)*
 - *Joint Schedule 4 (Commercially Sensitive Information)*
 - *Joint Schedule 10 (Rectification Plan)*
 - *Order Schedules for contract reference C24449*
 - *Order Schedule 1 (Transparency Reports)*
4. CCS Core Terms
5. *Joint Schedule 5 (Corporate Social Responsibility) RM6124* as long as any parts of the Order Proposal that offer a better commercial position for the Client (as decided by the Client) take precedence over the documents above.

No other Agency terms are part of the Order Contract. That includes any terms written on the back of, or added to this Order Form, or presented at the time of delivery. For the avoidance of doubt, the relationship between the Parties is non-exclusive. The Client is entitled to appoint any other agency to perform services and produce goods which are the same or similar to the Goods or Services.

DPS Schedule 6 (Letter of Appointment and Order Schedules)

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FORMATION OF ORDER CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Agency agrees to enter into an Order Contract with the Client to provide the Goods or Services in accordance with the terms of this letter and the Order Incorporated Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Order Incorporated Terms. The Parties hereby acknowledge and agree that this Order Contract shall be formed when the Client acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Agency within two (2) Working Days from such receipt.

For and on behalf of the Agency:		For and on behalf of the Client:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	19/01/2023	Date:	19/1/2023

ANNEX A

Agency Proposal

The Agency continues to have access to the Home Office Tender portal (<https://homeoffice.app.jaggaer.com/web/login.html>) and can access this project and all documentation in relation to this event:

Project 555 – Security & Policing Immersive Experience / Stand Build S&P March 2023.

Tender reference: ITT 730.

Agency proposal	[REDACTED]
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Annex B

Statement of Work

SUMMARY

SUMMARY

1. For Security & Policing 2022 (www.securityandpolicing.co.uk), The Joint Security and Resilience Centre (JSaRC; www.jsarc.org) is looking to collaborate with government departments, academia and industry to create a live immersive experience. The Immersive Experience is an 'art of the possible' demonstration of capabilities and technologies that brings an active sense of drama to the Security & Policing event.
2. The Immersive Experience will focus on showcasing skills and careers from the security sector. The entire feature will comprise of one large floorspace, from which two escape rooms and a welcome area will be situated. This will allow effective management of delegates and the opportunity to direct escape room users to further information or stands.
3. **The Authority seeks to commission a single provider to design, create, build and deliver these four immersive features.**
4. The maximum budget for these services is £200,000 ex. VAT that will be paid upon completion of the project.
5. We anticipate the contract will be awarded in mid-December 2022 which allows the awarded supplier sufficient time to prepare for the Security and Policing Exhibition that takes place at Farnborough between 14th and 16th March 2023.

THE PROBLEM (and Objectives)

6. Security and Policing is the Home Office's most significant and successful annual security event. The show has been running annually since the 1980s and in 2022, it saw over 6000 visitors and 300 exhibitors participate. This event provides a strategic opportunity for Her Majesty's Government to meet, engage and communicate with thousands of visitors and exhibitors from the security industry and academia.
7. Please visit the 'S&P' website: www.securityandpolicing.co.uk.
8. The security sector is currently facing significant skills shortages and intensifying competition for the right candidates. This immersive feature provides an exciting and innovative platform for participants to demonstrate a range of skills, including technical, soft, and transferable; whilst undertaking an interactive escape room. For younger invited delegates, this is an opportunity to see potential career options in a model that could be replicated at other events. The Immersive Experience aims to highlight interesting careers across UK Security, including careers from Government and the Private Sector/ Overall, the feature will contribute significantly towards JSaRC's ability to meet the following business objectives:
 1. Delivering a joint response to the UK's national security challenges.
 2. Drive the delivery of the right solutions.

3. Support the growth of the security sector.
9. This event is primarily hosted to link government with private sector organisations (exhibitors and visitors) and international delegations (to demonstrate UK capabilities and exportability), so JSaRC seeks to appoint a credible, experienced specialist market and communications organisation to bring its expertise to achieving these objectives.
10. We expect success to look like:
 - Improved engagement at the immersive experience (compared to previous years)
 - Improved positive visitor feedback on the immersive experience compared with previous years.
 - Useful feedback from attendees to improve or assist in potential second phase skills work.
 - An increase in signposting the participating organisations and exhibitors, in-turn supporting growth of the security sector.
 - Impact of messaging to visitors and consideration about how our messages have landed.

CONTEXT

11. JSaRC is a government organisation that sits within the Homeland Security Group of the Home Office. JSaRC has overall responsibility for the delivery of the Home Office's own Security and Policing (S&P) event, which takes place every year at Farnborough.

JSaRC is responsible for:

- General engagement with industry and academia on homeland security
- Specific engagement with industry and academia on the pillars of the Mobilise for Security Strategy,
- Ensuring resilience, sustainability, and growth within the wider security sector, so it can support HMG homeland security goals.

Up to date information on the planning of the Security and Policing event can be found at the website here: [Security and Policing - 14 - 16 March 2023.](#)

More information about JSaRC can be found via www.jsarc.org.

AUDIENCE (Insight)

12. Security & Policing is a closed event, and all attendees are subject to Home Office approval. In 2022, in total around 6,000 visitors attended, which included representatives from 73 countries. In the past, the total footfall for the immersive has been up to approximately 250 visitors per day.

Background Information

13. JSaRC works across government, industry, and academia to discuss and address issues within the security sector. The provision of skills is one area for focus, in particular the desirability of the sector as a profession and the variety of technical skills required for the future. JSaRC is seeking to deploy this narrative to accompany the immersive. An invitation to participate will be issued to industry and JSaRC will down-select companies to take part in the Immersive Experience.
14. JSaRC will then work with policy leads, participating organisations, and the agency to design and deliver the immersive.
15. The Immersive will carry the branding of Home Office, JSaRC, certain policy teams from within HMG, and the participating organisations.
16. For awareness, an organisation's participation in the Immersive Feature does not equate to HMG endorsement of their technology or product.

IMPLEMENTATION

Requirements

17. For the Immersive Feature, JSaRC will be managing one large floor space in March 2023.

[REDACTED]

The Requirement

[REDACTED]

Key achievement milestones

- a) Design for Immersive area, including two Escape Rooms and Welcome area.
- b) Digital content creation for the two Escape Rooms.
- c) Procurement of all materials required for the delivery of the Immersive Features.
- d) Stand-build of the Immersive Features.
- e) Technical delivery of the Immersive Features.

Implementation Plan

Activities/Key Deliverables	Target Date
Initial kick off meeting between JSaRC and contracted company	Commencing on the 19 th January 2023
Company to design the concept and layout (including two escape rooms and welcome areas)	17 th February 2023
Company to create stand-build. The completion date for creation:	10 th March 2023
Security & Policing scheduled for:	14 th March -16 th March 2023