

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

ORDER:

Order Number:	TCA 3-7-1425
From:	Maritime and Coastguard Agency on behalf of the Secretary of State for Transport Its offices: Spring Place 105 Commercial Road Southampton SO15 1EG
To:	The MindWorks Marketing Company Ltd 9 The Old Flour Mill Queens Street Emsworth Hampshire PO10 7BT

Order Start Date:	17/07/2023
Order Expiry Date:	17/11/2023
Order Initial Period:	4 MONTHS ONLY
Order Optional Extension Period:	Not Applicable

Goods or Services required:	Goods or 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.
------------------------------------	--

DPS Schedule 6 (Letter of Appointment and Order Schedules)

Crown Copyright 2021

	Subsequent calls for Goods or Services shall be priced and agreed using the Statement of Works form as per Annex B of this Letter of Appointment.
--	---

Key Staff:	For the Client: <i>Redacted under FOIA No 40 – Personal Information</i> <i>Redacted under FOIA No 40 – Personal Information</i> <i>Redacted under FOIA No 40 – Personal Information</i> <i>Redacted under FOIA No 40 – Personal Information</i> For the Agency: <i>Redacted under FOIA No 40 – Personal Information</i> – Director / Account Director <i>Redacted under FOIA No 40 – Personal Information</i> <i>Redacted under FOIA No 40 – Personal Information</i> – Managing Director <i>Redacted under FOIA No 40 – Personal Information</i>
Guarantor(s)	Not Applicable

Order Contract Charges (including any applicable discount(s), but excluding VAT):	£25,000 (excluding VAT)
Liability	See Clause 11 of the Core Terms Estimated Year 1 Charges: £25,000
Additional Insurance Requirements	Not Applicable
Client billing address for invoicing:	Suppliers should be in possession of a Purchase Order (PO), before commencing any work under this contract. You must quote the appropriate PO number on all invoices, and these must be submitted directly to: Accounts Payable, Shared Services Arvato, 5 Sandringham Park, Swansea Vale,

DPS Schedule 6 (Letter of Appointment and Order Schedules)

Crown Copyright 2021

	<p>Swansea SA7 0EA</p> <p>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 Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment, please contact our Accounts Payable section: ssa.invoice@sharedservicesarvato.co.uk</p>
Special Terms	Not Applicable

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Monthly on the first Working Day of each quarter

KEY SUBCONTRACTOR(S)

Redacted under FOI Regulation No 43 – Commercial Interests

COMMERCIALLY SENSITIVE INFORMATION

Redacted under FOI Regulation No 43 – Commercial Interests

SOCIAL VALUE COMMITMENT

The Agency agrees, in providing the Goods or 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 6 (Key Subcontractors)*
 - *Joint Schedule 10 (Rectification Plan)*
 - *Joint Schedule 12 (Supply Chain Visibility)*
 - *Order Schedules for TCA 3-7-1425*
 - *Order Schedule 3 (Continuous Improvement)*
 - *Order Schedule 8 (Business Continuity and Disaster Recovery)*
 - *Order Schedule 10 (Exit Management)*
4. CCS Core Terms
5. *Joint Schedule 5 (Corporate Social Responsibility) RM6124*

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)

Crown Copyright 2021

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:	<i>Redacted under FOIA No 40 – Personal Information</i>	Signature:	<i>Redacted under FOIA No 40 – Personal Information</i>
Name:	<i>Redacted under FOIA No 40 – Personal Information</i>	Name:	<i>Redacted under FOIA No 40 – Personal Information</i>
Role:	Managing Director	Role:	Senior Procurement & Contracts Business Partner
Date:	12/07/2023	Date:	11/07/2023

*****Fully Signed by DocuSign on the 12.07.2023*****

ANNEX A

Agency Proposal

As per the Suppliers Tender Response to each of the Qualification Requirement (including all supporting information and documentation) & Technical Requirements (Design Requirements 2.1.1 & 2.1.2 – Build 2.2.1, 2.2.2, 2.2.3 & 2.2.4 – Examples & Experience 2.3.1 – Service Levels 2.4.1 & Social Value 2.5.1 & 2.5.2) in scope of itt_1616 – Southampton Boat Show 2023 – Exhibition Support Services 2023 dated 04/07/2023.