

Media Zoo & DSTL

Statement of Work v1.0

mediazoo.



Date Created: 7th October 2024 | By: Redacted - FOIA Exemption 40 - Personal Information

Statement of Work

This Statement of Work is issued under and in accordance with the Order Contract entered into between the parties dated 21st February 2023

Any schedule attached to this Statement of Work will describe in detail the different types of Services to be provided under that Statement of Work. A schedule attached to this Statement of Work only applies to the relevant project to be delivered under that Statement of Work, and not to any other Statement of Work, or to the provision of the Services as a whole.

1.1 Where a Statement of Work would result in:

- a variation of the Services procured under this Order Contract;
- an increase in the Charges agreed under this Order Contract; or
- a change in the economic balance between the Parties to the detriment of the Client that is not provided for in this Order Contract, the relevant term(s) will be dealt with as a proposed Variation to this Order Contract in accordance with the Variation procedure set out in Clause 24.

Project:

Novel Compute Book

DELIVERABLES	DESCRIPTION
1. Project Date	
Start	11th October 2024
End (projected completion)	15 th January 2025
2. Project Outline	

	<p>DSTL would like to commission Media Zoo's support as DSTL are compiling a report for the Novel Compute work. This will include the following:</p> <ol style="list-style-type: none"> 1. A final report produced as an A5 book that uses a lot of imagery to engage the reader and is in an easy to read format that allows the reader to pick it up and find what they are looking for easily or flick through and see what takes their interest. 2. Captivating imagery based on narratives which have already been written. These will be included in the Final Report. 3. A storyboard of 1 narrative which can be used separately from the book 4. An online version of the book. <p>The quote and scope of the Novel Compute work has been created based on the following assumptions:</p> <ul style="list-style-type: none"> • Flickable A5 soft back • 150 pages • Printing costs and management costs based on 200 copies • 1 x Graphic Novel Style Narrative separate from the book [10 pages max] re-written into graphic novel style and illustrated • Creation of a digital version of the book, in PDF format • 10 x chapter heading illustrations and 5 x infographics • Easily navigable printing - staggered edges or fore edge printing • Stock images or images supplied by DSTL to be used (No bespoke photography) • 2 x rounds of amends for each chapter
3. Charges	
	<p>The Client shall pay the Agency the sum of £66,275.00</p> <p>The Contract Charges shall be calculated using the hourly charge out rates shown in the RM6124 – Communications Marketplace DPS tender for Audio / Visual services.</p> <p>For the avoidance of doubt, the Contract Charges shall be inclusive of all third-party costs.</p>

Contract Charges:

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Invoicing Timelines and Dates:

Invoices are payable for this project in the approach as follows:

1. On signature of SOW	Redacted - FOIA Exemption 43 - Commercial Interests 22 nd October 2024
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In line with the agreed workflow of receiving the text for this project in chapters, we will provide 2 rounds of amends per chapter of the Novel Compute book.

Should Dstl require or request additional minor amends beyond this, the costs for this is provided below. These do not include the costs of additional changes to illustrations which will be dependent on their scope and so calculated at the point of need.

Minor amends refer to small, non-structural changes, including text revisions such as rephrasing or correcting sentences, typographical errors, and minor grammar or stylistic edits. These amendments ensure the final product is polished and meets quality assurance.

However, minor amends do not include structural changes to the overall layout, adjustments to typesetting or font choices, reformatting of the book, or major revisions to the illustrations or their placement. These types of changes fall outside the scope of minor amends and would require a separate review.

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Key Individuals:

Authorised Agency Approver	
NAME:	Redacted - FOIA Exemption 40 - Personal Information
JOB ROLE:	Account Manager
EMAIL:	Redacted - FOIA Exemption 40 - Personal Information
SIGNED:	Redacted - FOIA Exemption 40 - Personal Information
DATE:	7 th October 2024

As Agency Authorised Approver for and on
behalf of Media Zoo Limited

Authorised Client Approver	
NAME:	Redacted - FOIA Exemption 40 - Personal Information
JOB ROLE:	Project Manager
EMAIL:	Redacted - FOIA Exemption 40 - Personal Information
SIGNED:	Redacted - FOIA Exemption 40 - Personal Information
DATE:	21 st October 2024

As Client Authorised Approver for and on
behalf of DSTL

Order Number for Invoice: DSTL0000038411		
From	DSTL	
To:	Media Zoo Limited	

