



## SCHEDULE 5: VARIATION FORM

No of Call Off Letter of Appointment being varied:

...CCS17A12.....

Variation Form No:

1.....

BETWEEN:

**The Cabinet Office ("the Client")**

and

**DODS Parliamentary Communications Limited ("the Agency")**

1. This Call-Off Contract is varied as follows and shall take effect on the date signed by both Parties:

The contract end date is now 3 October 2019.

- This extension is based on:
  - o a guaranteed minimum level of sponsorship raised for the 2019 Civil Service Live Event of £432,400 (calculated as £470K less 8% cost of sale). This is based on a two day London event and six regional events.
  - o a guaranteed minimum level of sponsorship raised for the 2019 Northern Ireland Civil Service Live Event to cover all of the agreed costs of delivery of the event. This is based on a one day event.

The Agency shall:

- deliver one additional, regional Civil Service Live event (six regional events as opposed to seven), the value of the amendment is £76,461.60
- increased the guaranteed sponsorship for Civil Service Live from £425k to £470k. The value of the amendment is £3,312 cost of sale)
- receive 50% of all sponsorship secured over £470k, with the other 50% being paid to Cabinet Office (less 8% cost of sale)
- therefore increasing the cost from £754,472.40 per annum to £834,246.00. The total cost exclusive of VAT
- The total value of the amendment, to include CS Live and NICS Live is therefore £109773.60. This is within the permitted 50% cap on increase in the contract value.
- deliver a Northern Ireland Civil Service Live event and guarantee sufficient funding to cover all of the agreed event costs. (the value of the amendment is forecasted to be £30,000) Additional sponsorship may be gathered over and above the guaranteed amount. " For the

avoidance of doubt all direct costs will be met by the Agency and no further funding will be forth coming from the Government”

2. Words and expressions in this Variation shall have the meanings given to them in this Call-Off Contract.
3. This Call-Off Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Client

Signature	REDACTED
Date	REDACTED
Name (in Capitals)	REDACTED
Address	REDACTED

Signed by an authorised signatory to sign for and on behalf of the Agency

Signature	REDACTED
Date	REDACTED
Name (in Capitals)	REDACTED
Address	REDACTED

