

## Attachment 5- DPS Schedule 6 (Letter of Appointment Template and Order Schedules)

### 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 15/04/2024.

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

#### ORDER:

<b>Order Number:</b>	CCCO24A01
<b>From:</b>	His Majesty's Treasury
<b>To:</b>	PEOPLESCOUT LIMITED

<b>Order Start Date:</b>	29/04/2024
<b>Order Expiry Date:</b>	29/04/2026
<b>Order Initial Period:</b>	2 years
<b>Order Optional Extension Period:</b>	2 periods of 12 months. (1+1)

<b>Services required:</b>	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. Subsequent calls for Services shall be priced and agreed using the Statement of Works form as per Annex B of this Letter of Appointment.
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<b>Key Staff:</b>	REDACTED FOIA Section 40, Personal Information
<b>Guarantor(s)</b>	Not Applicable

**DPS Schedule 6 (Letter of Appointment and Order Schedules)**  
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<b>Order Contract Charges (including any applicable discount(s), but excluding VAT):</b>	REDACTED FOIA Section 43, Commercial Interests
<b>Liability</b>	<b>See Clause 11 of the Core Terms</b> <b>Estimated Year 1 Charges:</b>
<b>Additional Insurance Requirements</b>	Not Applicable
<b>Client billing address for invoicing:</b>	REDACTED FOIA Section 40, Personal Information
<b>Special Terms</b>	Not Applicable

## PROGRESS REPORT FREQUENCY

**Not Applicable**

## CONTRACT MANAGEMENT MEETINGS

**Quarterly on the first Working Day of each quarter, to be discussed.**

## KEY SUBCONTRACTOR(S)

**Not Applicable**

## COMMERCIALY SENSITIVE INFORMATION

**Not Applicable**

## 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)

## 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)*
    - *Joint Schedule 11 (Processing Data)*
    - *[Joint Schedule 12 (Supply Chain Visibility)]*
  - **Order Schedules for the Provision Of Recruitment Advertising Solutions**
    - *Order Schedule 1 (Transparency Reports)*
    - *Order Schedule 2 (Staff Transfer)*
    - *Order Schedule 3 (Continuous Improvement)*
    - *[Order Schedule 5 (Pricing Details)]*
    - *[Order Schedule 9 (Security)]*
    - *[Order Schedule 10 (Exit Management)]*
    - *[Order Schedule 15 (Order Contract Management)]*
    - *[Order Schedule 20 (Order Specification)]*
4. CCS Core Terms
5. *Joint Schedule 5 (Corporate Social Responsibility) RM6124*
6. *Order Schedule 4 (Proposal)* 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.

#### 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.

<b>For and on behalf of the Agency:</b>		<b>For and on behalf of the Client:</b>	
Signature:	REDACTED FOIA Section 40, Personal Information	Signature:	REDACTED FOIA Section 40, Personal Information
Name:		Name:	
Role:		Role:	
Date:		Date:	

**ANNEX A**

**Agency Proposal:**

REDACTED FOIA Section 43, Commercial Interests

## Annex B

### Statement of Work:

**This Statement of Work is issued under and in accordance with the Order Contract entered into between the parties dated 29/04/2024**

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.

<b>Project:</b>	His Majesty's Treasury requires a supplier to provide recruitment advertising solutions. This will include ad-hoc advertising for individual recruitment campaigns as well as bulk credits for advertising.
<b>Project start Date</b>	The contract will be for a 2 year period with the option to extend for/up to 2 years. (2+1+1).
<b>Overarching Brand/Campaign</b>	Not Applicable
<b>Goods or Services</b>	Please refer to Annex C - Attachment 3-Statement of Requirements v1.0
<b>Project Plan:</b>	Please refer to Annex C - Attachment 3-Statement of Requirements v1.0

<b>Client Assets:</b>	Not Applicable
<b>International locations:</b>	Not Applicable
<b>Client Affiliates:</b>	Not Applicable
<b>Special Terms:</b>	Not Applicable
<b>Key Individuals:</b>	REDACTED FOIA Section 40, Personal Information
<b>Authorised Agency Approver:</b>	REDACTED FOIA Section 40, Personal Information
<b>Authorised Client Approver:</b>	REDACTED FOIA Section 40, Personal Information

Signed by: REDACTED FOIA Section 40, Personal Information

Signed by: REDACTED FOIA Section 40, Personal Information

**Annex C:**

**Attachment 3-Statement of Requirements v1.0**



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