

Joint Schedule 2 (Variation Form)

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

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| Contract Details | |
| This variation is between: | The Secretary of State for Department Business & Trade ("the Client") And Bray Leino Ltd ("the Agency") |
| Contract name: | Project_2393 Delivery of Tradeshow & Business Events ("the Contract") |
| Contract reference number: | CR_2971 |
| Details of Proposed Variation | |
| Variation initiated by: | The Client |
| Variation number: | 002 |
| Date variation is raised: | 06/12/2023 |
| Proposed variation: | Revision of KPIs. |
| Reason for the variation: | Refinement of KPIs to match practical ways of working established for this contract. |
| An Impact Assessment shall be provided within: | None |
| Impact of Variation | |
| Likely impact of the proposed variation: | None |
| Outcome of Variation | |
| Contract variation: | This Contract detailed above is varied as follows. Please see annex A to this variation for details: KPI 1 – removal of monthly reporting requirement to align with contract ways of working. KPI2 – Remove words 'brand compliance' as this was added in error. KPI5 – change to narrative to better reflect requirement. Changed to "100% of number of individual companies in the recruitment target is met". KPI8 – Change target in green column to 'one month' to align with narrative. KPI10A & B - Change "Event Manager" to "Contract Manager" |

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| Financial variation: | Original Contract Value: | No financial variation taking place |
| | Additional cost due to variation: | None |

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| | New Contract value: | NA |
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- 1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by the Client.
- 2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
- 3. The 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

Date

Name (in Capitals)

Address

DocuSigned by:
[Redacted Signature]

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16/2/2024

SOLENE LE DIGABEL

Old Admiralty Building, Admiralty PI, London SW1A 2DY

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

Signature

Date

Name (in Capitals)

Address

DocuSigned by:
[Redacted Signature]

16724F2044F41D...

16/2/2024

KATE COX

The Old Sawmills, Filleigh, Barnstaple, England, EX32 0RN

Annex A: KPI table

| KPI | What is required to make this measurable? | KPI Measurement | KPI Rating | | |
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| | | | Red (Failure) | Amber (At Risk) | Green (Achieved) |
| KPI 1 Quarterly Reports | <p>Quarterly two-three-page report to be produced within five (5) working days of the end of each quarter and presented ahead of the Quarterly Review Meetings. Report to be a summary of activity in the previous quarter.</p> <p>Report to include (each bullet to represent summary for events taking place in previous quarter):</p> <ul style="list-style-type: none"> • Name of completed Events • Sector focus • Original budget • Actual/final cost • Savings (if any) • Income generated (if any) • Sponsorship secured (if any) • No. of meetings taken place (if applicable) <ul style="list-style-type: none"> • No. of supported businesses/co-exhibitors/trade mission companies • List of exhibitors (if applicable) • List of stakeholders/partners (if applicable) | Receipt of the report by the contract manager. | 95% or less, are on time and fully accurate | 96-99% are on time and accurate | 100% are on time and accurate |

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| | <ul style="list-style-type: none">• List of sponsors (if applicable) | | | | |
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| KPI 2 Proportion of key stakeholders that rate the event as very good or excellent in their feedback | <p>As part of the event scope, a measurement on an average proportion (Calculated in percentage) of attendees that give feedback that their experience was very good or excellent.</p> <p>As part of the event scope, a measurement on average proportion of supported UK mission companies that give feedback that their experience was very good or excellent.</p> <p>As part of the event scope, a measurement on average proportion (Calculated in percentage) of supported UK exhibitors and co-exhibitors that give feedback that their experience was very good or excellent.</p> <p>As part of the event scope, a measurement on average proportion (Calculated in percentage) of joint UK Partners that give feedback that their experience was very good or excellent.</p> <p>These collective measurements will contribute towards the overall quality rating for each event</p> | | 94% and below | 95-99% | 100% |
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| KPI 3 Compliance to brand | The production of all material is to be compliant with DBT & GREAT brand as defined by DBT and GREAT brand guidelines. | Ad Hoc Physical Inspection | 94% and below 95-99% | 95-99% | 100% brand compliance |
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| KPI 4 Uploading of data to Datahub, Events Hub and Asset Library | <p>As part of event/project scope, after each event customer data and management information must be uploaded onto Data Hub in line with the agreed standard and timeline (on 15th day of each month entered on data hub)</p> <p>Customer Feedback Forms completed onsite at events, to be returned to DBT Insight & Evaluation team within 5 working days of event concluding. Management of events platform entry and enquiries to agreed standard and timeline. Approved assets to be uploaded within 5 working days.</p> <p>(Note - DBT's Insight & Evaluation team now determine the mechanisms for collecting feedback and may request that feedback be sent via email after the event, and this will impact response levels)</p> | Post event summary | 84% and lower | 85-89% | 90-100% |
| KPI 5 Recruitment against Event briefs | Recruitment target When requested, recruit/target/manage a mutually agreed number of individual companies per event, ensuring they meet pre-agreed criteria, such as being ready for export within the relevant market and sector. | Number of individual companies in the recruitment target is met | 95% and lower | 96%-99% | 100% |

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| KPI 6 Delivery within agreed Charges | All events delivered within 5% of the final Charges agreed for an event. | Report from Events list. Calculation is an average of events closed within month | 84% and lower | 85-89% | 90-100% |
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| KPI 7 Timely & Accurate Invoicing | All event Charges to be finalised within 1 month of end date of activity. The “end date” is the day of the event when it covers a single day and the final day of an event when it is over several days. | Invoices will quote the correct PO, contract number, the Client Contact, and qualitative description of the work Invoices must be clearly itemised. Associated Reports should be clearly and explicitly linked to invoices to help financial tracking. Any invoices and/or reports that do not comply with the (accuracy) and/or are not on time will not be considered as having met the KPI target. | 95% or less, are on time and fully accurate | 96-99% are on time and accurate | 100% are on time and accurate |
| KPI 8 Delivery of Event Lessons Learned and Impact | Within 2 weeks of the event ending, agency to host a wash-up meeting with key stakeholders to discuss the event before compiling a comprehensive report that charts what worked well | Receipt of the report by the Event Manager. | Report is received anytime after 6 weeks of the | Report is received between 1 month and 6 weeks of the | Report is received within 1 month of the event. |

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| Reports | and what did not; how the event could be improved going forward i.e., recommendations and why; the impact of the event and immediate outcomes; their overall assessment on whether the event met its objectives and if it delivered value for money. In addition | event | event | |
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| | <p>to the above, the report should also include:</p> <p>The Agency’s own holistic and strategic view of the event which considers any social, economic issues, and comparable factors from the previous year’s event.</p> <ul style="list-style-type: none">• Value for Money (vfm) analysis of the event i.e., efficiency, sustainability, or budget savings etc. set against real outcomes –brief statement about what vfm outcomes there have been as well as suggestions for next time.• Professional shot/photograph of final stand/pavilion, including• CAD drawings (if applicable)• Final attendee numbers for the whole event (reach)• *Attendee numbers for DBT stands and/or associated activations, presentations etc.• No. of meetings taken place (if applicable)• No. of supported businesses/co-exhibitors/trade mission companies• List of exhibitors (if applicable)• List of stakeholders/partners (if applicable) | | | | |
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| | <ul style="list-style-type: none">• List of sponsors (if applicable)• Budget/income | | | | |
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| | <p>generated/sponsorships</p> <p>360-degree feedback on PET and Sector Leads pre and post event engagement and performance.</p> <p>The report to be submitted to the Client no later than 1 Month after the event has concluded.</p> <p>*The client acknowledges that the supplier may not be present at each and every event, in which cases they may not be able to verify the accuracy of footfall numbers. In these cases, it is expected that every effort will be taken to support DBT teams to capture footfall, which will then be captured in this report.</p> | | | | |
| <p>KPI 9</p> <p>Quality rating given by Sector Team and Events Team</p> | <p>Quality rating given by authority stakeholders (Sector Lead and Event Producer).</p> <p>The quality rating is the average score between 4 criteria. Each with a maximum of 5:</p> | Post event debrief | 2 average rating | 3 average rating | 4-5 average rating |

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| | <p>a) Meeting project plan milestones, b) Project documentation completed within timelines c) the Client environment at the event was well-designed and fit for purpose d) Overall, the Agency leads provided an excellent level of service (out of 20)</p> | | | |
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| KPI 10 Social Value: A - Monthly Reporting | Submit monthly Social Values report to DBT as part of project meetings. Includes: <ul style="list-style-type: none"> • Reporting and sharing of carbon emission offsetting solutions. • Number of people hours allocated to Social Value against the 2,500 hours commitment per annum. | Receipt of the report by the Contract Manager | 95% or less, are on time and fully accurate. | 96-99% are on Time and accurate | 100% are on time and accurate |
| KPI 10 Social Value: B - Quarterly Reporting | Quarterly one-two page report to be produced within five (5) working days of the end of each quarter and presented ahead of the governance meetings focused on contract wide deliverables on Social Value and Sustainability via the Governance Executive Summary. Including: <ul style="list-style-type: none"> • Progress against achieving 50% reduction on operational emission by 2026 • Net-zero by 2050 as per the Carbon Reduction Plan. | Receipt of the report by the Contract Manager | 95% or less, are on time and fully accurate. | 96-99% are on time and accurate | 100% are on time and accurate |
| 10.Social Value: C – Post Event Reporting | At the post-event evaluations and wash up meetings, the agency is to provide an Event Impact Report within two weeks after the event to key stakeholders. <ul style="list-style-type: none"> • Identifying performance against social value commitments/ KPIs including energy consumption, transport, waste generation, water consumption, materials and product sourcing, recycling rates. • Evaluation on achievement versus KPIs and objectives. | Receipt of the report by the Event Manager | 95% or less, are on time and fully accurate | 96-99% are on time and accurate | 100% are on time and accurate. |

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| | <ul style="list-style-type: none">• Report on outcomes and lessons learnt and recommendations for future events delivery | | | | |
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