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

**Letter of Appointment**

This Letter of Appointment is issued in accordance with the provisions of the DPS Contract between CCS and the Agency, dated 21st August 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:

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| **Order Number:** | **Redacted under FOIA section 40, Personal Information** |
| **From:** | Omagh Bombing Inquiry C/O Northern Ireland Office |
| **To:** | Crest Advisory |

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| **Order Start Date:** | 26th August 2024 |
| **Order Expiry Date:** | 25th August 2025 |
| **Order Initial Period:** | 12 months |
| **Order Optional Extension Period:** | Up to 6 months |

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| **Goods or Services required:**   | Goods or Services required are set out in DPS Schedule 1 of the DPS Agreement and the relevant Call-off Schedule 20 (Order Specification) and are to be delivered in line with the accepted Proposal as detailed at Annex A of this Letter.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. |

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| **Key Staff:** | **For the Client:** **Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****For the Agency:** **Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information** |
| **Guarantor(s)** | N/A |

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| **Order Contract Charges (including any applicable discount(s), but excluding VAT):** | See Order Schedule 5 – Pricing Details |
| **Liability** | See Clause 11 of the Core TermsEstimated Year 1 Contract Charges: **Redacted under FOIA section 40, Personal Information** |
| **Additional Insurance Requirements** | N/A |
| **Client billing address for invoicing:** | **Redacted under FOIA section 40, Personal Information** |

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| **Special Terms** | N/A |

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY SUBCONTRACTOR(S)

**Redacted under FOIA section 40, Personal Information**

**Redacted under FOIA section 40, Personal Information**

**Redacted under FOIA section 40, Personal Information**

COMMERCIALLY SENSITIVE INFORMATION

Please refer to Joint Schedule 4 (Commercially Sensitive Information)

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

N/A

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 6 (Key Subcontractors)*
	+ *Joint Schedule 10 (Rectification Plan)*
	+ *Joint Schedule 11 (Processing Data)*
	+ *Joint Schedule 12 (Supply Chain Visibility)*
* *Order Schedules for* ***CCCO24A04***
	+ *Order Schedule 1 (Transparency Reports)*
	+ *Order Schedule 2 (Staff Transfer)*
	+ *Order Schedule 3 (Continuous Improvement)*
	+ *Order Schedule 5 (Pricing Details)*
	+ *Order Schedule 7 (Key Supplier Staff)*
	+ *Order Schedule 8 (Business Continuity and Disaster Recovery)*
	+ *Order Schedule 9 (Security Management)*
	+ *Order Schedule 10 (Exit Management)*
	+ *Order Schedule 13 (Implementation Plan and Testing)*
	+ *Order Schedule 14 (Service Levels)*
	+ *Order Schedule 15 (Order Contract Management)*
	+ *Order Schedule 16 (Benchmarking)*
	+ *Order Schedule 18 (Background Checks)*
	+ *Order Schedule 20 (Order Specification)*

1. CCS Core Terms
2. *Joint Schedule 5 (Corporate Social Responsibility) RM6124*
3. *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.

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| **For and on behalf of the Agency:** | **For and on behalf of the Client:** |
| Signature: | **Redacted under FOIA section 40, Personal Information** | Signature: | **Redacted under FOIA section 40, Personal Information** |
| Name: | **Redacted under FOIA section 40, Personal Information** | Name: | **Redacted under FOIA section 40, Personal Information** |
| Role: | **Redacted under FOIA section 40, Personal Information** | Role: | **Redacted under FOIA section 40, Personal Information** |
| Date: | **Redacted under FOIA section 40, Personal Information** | Date: | **Redacted under FOIA section 40, Personal Information** |

**Annex A**

**Agency Proposal:**

**Redacted under FOIA section 40, Personal Information**

**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 [insert date of signature of Order Contract.]**

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.

## 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.

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| **Project:** | *To deliver ongoing communication support to the Omagh Bombing Inquiry and delivery of the Commemorative Hearings in January/February 2025.*  |
| **Project start Date****Notice period for cancellation****[Project Notice Period]:** | *August 2024 for one year with the option to extend by 6 months* |
| **Overarching Brand/Campaign** | *Omagh Bombing Inquiry* |
| **Goods or Services** | * Overarching Communication strategy to Omagh Bombing Inquiry including, stakeholder mapping, social media strategy, social media assets and branding to support the delivery of the communication strategy evaluation against the OASIS framework.
* Development of communication assets to support the delivery of the communication strategy, including social media assets, banners and signage for venues during the hearings. Including transportation of any physical assets to the hearing venue.
* Working with Inquiry Supplier of AV services to coordinate activities during the hearing.
* Weekly media monitoring and evaluation summary delivered to the client each Monday while the Inquiry is sitting in hearings.
* Project delivery plan for Commemorative Hearings and support in advance of the commemorative hearing including recces of venues, research in suitable venues for hearing activities and liaising with venues.
* Support staff (numbers to be agreed with Inquiry Team) to support the on the day delivery of activities at the commemorative hearing venue.
* Media management of journalists during Commemorative Hearings in Omagh and any subsequent hearings within the term of the contract, including organising logistics for media at hearings, drafting media operational note and providing support the Inquiry team during in media management during the hearings.
* Working with Omagh Bombing Inquiry Communication team to develop process for managing media when hearings are not sitting, including drafting plans for building relationships with journalists, responding to press queries and providing regular briefings to journalists.
 |
| **Project Plan:** | *Within one week contract kick off meeting* *Within 5 working days of contract commencement, draft project management and communication delivery plan for commemorative hearings shared with Inquiry’s Contract Manager*Within six weeks of kick off meeting communication strategy delivered January and February support delivered from Commemorative HearingsLikely end date of contract 12 months after contract award.  |
| **Contract Charges:** | *The Contract Charges shall be calculated using the daily rate as shown in the Order Schedule 5 Pricing.* |
| **Client Assets:** | *Set out details of the materials or information to be provided to the Agency.* |
| **International locations:** | *If Services are to be supplied outside the UK, specify additional territories here* |
| **Client Affiliates:** | *If relevant, set out any Client Affiliates which will be using Goods or Services* |
| **Special Terms:** | *Set out any special terms that are intended to take precedence over the Order Terms and/or the Schedules to the Order Terms such as, security requirements, warranties, specific insurance requirements, any specific data reporting requirements etc.* |
| **Key Individuals:** | *Set out details of the key personnel from the Agency for this Project if relevant.* |
| **Authorised Agency Approver:** | *Set out details of the person(s) who have the authority to agree day to day decisions on behalf of Agency for this project.* |
| **Authorised Client Approver:** | *Set out details of the person(s) who have the authority to agree day to day decisions on behalf of Client for this Project.* |

Signed by:… **Redacted under FOIA section 40, Personal Information**

…………………………..........

by (print name):… **Redacted under FOIA section 40, Personal Information**

…………………………………….

As Agency Authorised Approver for and on behalf of

**Redacted under FOIA section 40, Personal Information**

Date… **Redacted under FOIA section 40, Personal Information**

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Signed by:… **Redacted under FOIA section 40, Personal Information**

……………………………………..........

by (print name):… **Redacted under FOIA section 40, Personal Information**

…………………………………….

As Client Authorised Approver for and on behalf of

**Redacted under FOIA section 40, Personal Information**

Date…… **Redacted under FOIA section 40, Personal Information**

…...................................................................