

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 (Con_24663) between CCS and the Agency, dated 4th February 2025.

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

ORDER:

Order Number:	Con_24663
From:	For and on behalf of Lord Chancellor for Justice duly authorised agent on behalf of the Judicial Appointments Commission (JAC) 102 Petty France, London SW1P 9AJ
To:	DF Press Ltd, Suite 15 The Enterprise Centre, Coxbridge Business Park, Farnham, Surrey, GU10 5EH

Order Start Date:	4 th February 2025
Order Expiry Date:	3 rd February 2027
Order Initial Period:	24 months
Order Optional Extension Period:	12 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 Brief 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] For the Agency: [REDACTED]
Guarantor(s)	Not applicable

Order Contract Charges (including any applicable discount(s), but excluding VAT):	The estimated total of this contract is £60,000. The rate card embedded within Order Schedule 5 (Pricing Details) will be fixed for the duration of the contract.
Liability	See Clause 11 of the Core Terms Estimated Year 1 Charges: £30,000
Additional Insurance Requirements	Not applicable
Client billing address for invoicing:	Within 30 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment. Payments will be made to DF Press Ltd via BACS/Bank Transfer. Details will be included within individual invoices sent to the Ministry of Justice. Current details have been included below for reference: [REDACTED] Please note, bank details could change in the future. Any changes will be incorporated into future invoices.

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	If you have a query regarding an outstanding payment please contact our Accounts Payable team either by email to: APinvoices-JAC-U@gov.sscl.com
Special Terms	N/A

PROGRESS REPORT FREQUENCY

Monthly

PROGRESS MEETING FREQUENCY

Quarterly

KEY SUBCONTRACTOR(S)

8hwe Ltd

COMMERCIALLY SENSITIVE INFORMATION

Joint Schedule 4

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

Not applicable

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)
 - Order Schedules for Con_24663
 - 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 9 (Security)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 18 (Background Checks)
 - Order Schedule 20 (Order Specification)
4. CCS Core Terms

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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.

For and on behalf of the Agency:		For and on behalf of the Client:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	[REDACTED]	Date:	[REDACTED]

ANNEX A

Agency Proposal

Agency proposal is embedded within Order Schedule 4 (Proposal)

Annex B

Statement of Work- SoW will not be used- Template purpose only

This Statement of Work is issued under and in accordance with the Order Contract entered into between the parties dated 31st January 2025

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:	<i>Set out a short description of the Project.</i>
Project start Date Notice period for cancellation [Project Notice Period]:	<i>Set out the start date for this Project and its duration and the likely end date if known– state whether for a fixed term or an initial term with extension periods</i> <i>Where the parties are agreeing a Project Notice Period for cancellation of Project, specify the notice period</i>
Overarching Brand/Campaign	<i>If this campaign is part of a wider overarching campaign, or uses specific Government owned brands (such as the GREAT Britain brand for example) please state them and what the relationship of this campaign will be to them.</i>
Goods or Services	<i>Set out a description of the Goods or Services to be supplied by the Agency for this Project.</i> <i>State any specific activities agreed in the pitch that are to be delivered as part of this campaign.</i> <i>Ensure you capture any work across distinct specialisms or channels, for example if you were working on an integrated campaign you may write:</i> <ul style="list-style-type: none">• Creative for campaigns (service)


	<ul style="list-style-type: none"> • Development and testing of creative propositions (deliverables) • Creative assets for use on social media • Delivery of creative assets for “Above the Line” media • Seamless working with the client’s media buyer to deliver assets in the correct format to required deadlines • PR • PR strategy that compliments the “Above the Line” approach • Development and delivery of PR hooks/stunts in agreement with the client • Development of three Op eds, case studies and three feature articles • Management of media at up to seven events, working with departmental press office • Evaluation in accordance with the OASIS framework <p>State if you require any specific requirements and ways of working such as third-party consents, licences, clearances that Agency needs to obtain and products or purchases.</p> <p>State that Client’s use of the Goods or Services will be “subject to any third-party usage rights which are notified to the Client in accordance with this Order Contract “.</p>
Project Plan:	<p><i>Set out the timing of each phase of the project, any key dates and/ or delivery of the Services and/or the Goods or Services (if known)</i></p>
Contract Charges:	<p><i>Set out the calculation of the Contract Charges [(including rules for the recovery of expenses where applicable)] payable to Agency for this Project e.g. details of any fixed price, time and materials in which case Agency’s Rate Card should be attached, together with invoice dates or milestones that trigger payment.</i></p> <p><i>Set out any payment terms specific to the Project.</i></p> <p>Examples of different wording for Contract Charges:</p> <p><i>The Client shall pay the Agency the sum of £[...] for delivery of these Services, payable in monthly</i></p>

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	<p><i>instalments. For the avoidance of doubt, the Contract Charges shall be inclusive of all third-party costs</i></p> <p>OR</p> <p><i>The Contract Charges shall be calculated using the hourly charge out rates shown in[the Tender], [provided that the total Contract Charges shall not exceed £ [...].] For the avoidance of doubt, the Contract Charges shall be inclusive of all third-party costs.</i></p>
Client Assets:	<p><i>Set out details of the materials or information to be provided to the Agency.</i></p>
International locations:	<p><i>If Services are to be supplied outside the UK, specify additional territories here</i></p>
Client Affiliates:	<p><i>If relevant, set out any Client Affiliates which will be using Goods or Services</i></p>
Special Terms:	<p><i>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.</i></p>
Key Individuals:	<p><i>Set out details of the key personnel from the Agency for this Project if relevant.</i></p>
Authorised Agency Approver:	<p><i>Set out details of the person(s) who have the authority to agree day to day decisions on behalf of Agency for this project.</i></p>
Authorised Client Approver:	<p><i>Set out details of the person(s) who have the authority to agree day to day decisions on behalf of Client for this Project.</i></p>









CORE TERMS

Core Terms	 RM6124-Core-Terms.docx
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JOINT SCHEDULES

Joint Schedule 1 (Definitions and Interpretation)	 RM6124-Joint-schedule-1-Definition.docx
Joint Schedule 2 (Variation Form)	 Joint Schedule 2 (Variation Form)_v1.0
Joint Schedule 3 (Insurance Requirements)	 Joint-Schedule-3-Insurance-Requirements
Joint Schedule 4 (Commercially Sensitive Information)	 Joint-Schedule-4-Commercially-Sensitive-
Joint Schedule 5 (Corporate Social Responsibility)	 JOINT--1.DOC
Joint Schedule 6 (Key Subcontractors)	 Joint-Schedule-6-Key-Subcontractors_v1.0.
Joint Schedule 10 (Rectification Plan)	 Joint Schedule 10 (Rectification Plan)_v1
Joint Schedule 11 (Processing Data)	 Joint Schedule 11 (Processing Data).doc

ORDER SCHEDULES

Order Schedule 1 (Transparency Reports)	 Order Schedule 1 (Transparency Report)
Order Schedule 2 (Staff Transfer)	 Order Schedule 2 - Staff Transfer_v1.0.do
Order Schedule 3 (Continuous Improvement)	 Order Schedule 3 (Continuous Improver
Order Schedule 4 (Proposal)	[REDACTED]
Order Schedule 5 (Pricing Details)	[REDACTED]
Order Schedule 7 (Key Supplier Staff)	 Order-Schedule-7-Ke y-Agency-Staff_v1.0.d
Order Schedule 9 (Security)	 Order Schedule 9 (Security)_v1.0.docx
Order Schedule 10 (Exit Management)	 Order Schedule 10 (Exit Management)_v1
Order Schedule 15 (Order Contract Management)	 1952E9E1.DOC
Order Schedule 18 (Background Checks)	 Order Schedule 18 (Background Checks)_
Order Schedule 20 (Order Specification)	 Order Schedule 20 (Brief)_v1.0.docx