

## 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 GSS23657 between CCS and the Agency, dated **24/01/2024**.

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>	GSS23657
<b>From:</b>	UK Space Agency, Polaris House, North Star Avenue, Swindon, SN2 1FF
<b>To:</b>	PeopleScout Limited (Trading name - TMP Worldwide) 265 Tottenham Court Road W1T 7RQ

<b>Order Start Date:</b>	24/01/2024
<b>Order Expiry Date:</b>	20/03/2024
<b>Order Initial Period:</b>	8 weeks
<b>Order Optional Extension Period:</b>	N/A

<b>Goods or Services required:</b>	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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<b>Key Staff:</b>	
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<b>Guarantor(s)</b>	
<b>Order Contract Charges (including any applicable discount(s), but excluding VAT):</b>	£40,987.50
<b>Liability</b>	<b>See Clause 11 of the Core Terms</b> <b>Estimated Year 1 Charges:</b>
<b>Additional Insurance Requirements</b>	
<b>Client billing address for invoicing:</b>	UK Space Agency, Polaris House, North Star Avenue, Swindon, SN2 1FF
<b>Special Terms</b>	

PROGRESS REPORT FREQUENCY  
Weekly

PROGRESS MEETING FREQUENCY  
Fortnightly

KEY SUBCONTRACTOR(S)  
Not Applicable

COMMERCIALLY SENSITIVE INFORMATION  
All pricing 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  
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.

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

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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)*
  - *Order Schedules for RM6124*
    - *Order Schedule 1 (Transparency Reports)*
    - *Order Schedule 2 (Staff Transfer)*
    - *Order Schedule 3 (Continuous Improvement)*
    - *[Order Schedule 5 (Pricing Details)*
    - *[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.

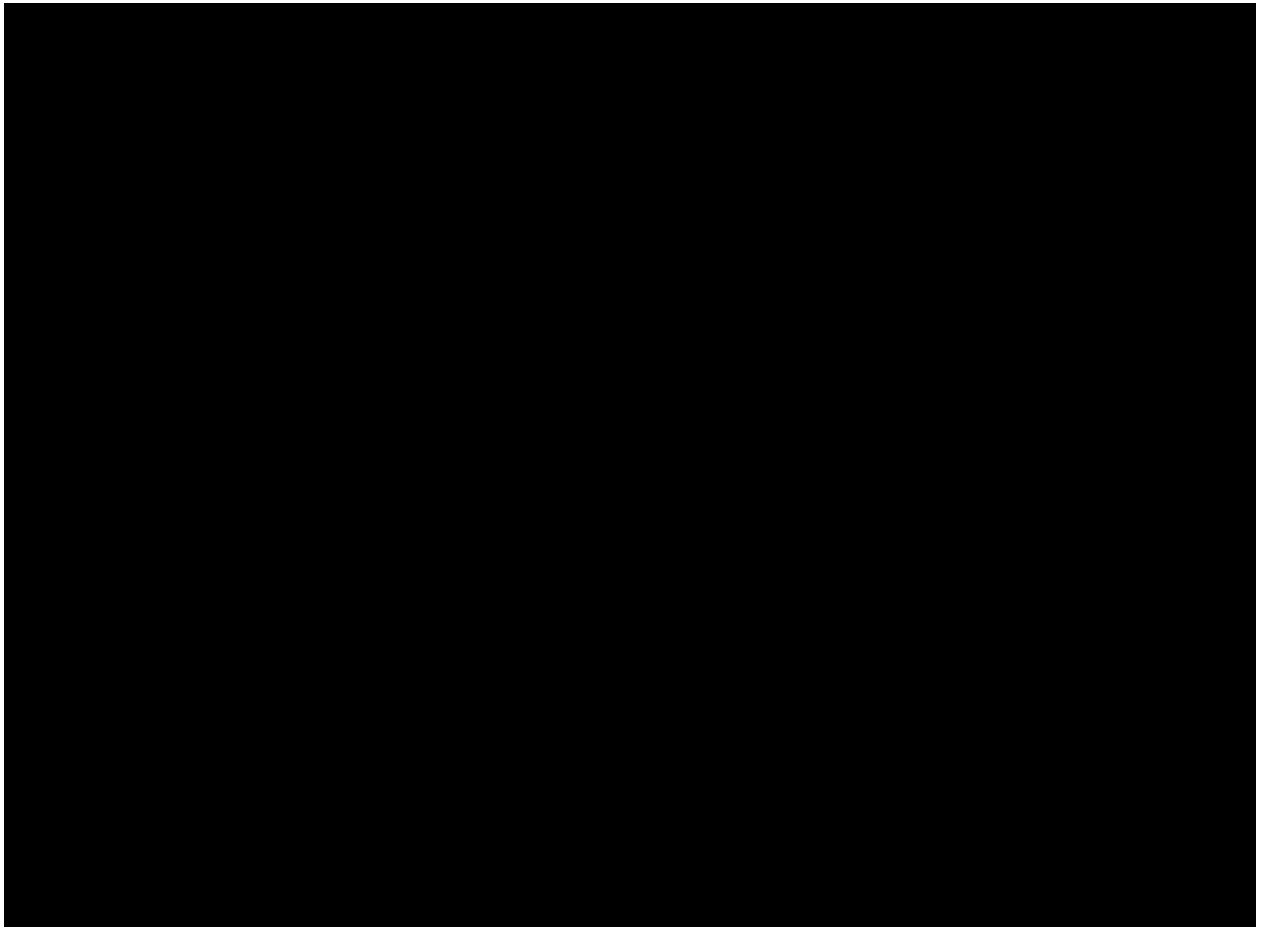
The Parties hereby acknowledge and agree that they have read this letter and the Order Incorporated Terms. The Parties hereby acknowledge and agree that this Order Contract shall be formed when the Client acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Agency within two (2) Working Days from such receipt.

**DPS Schedule 6 (Letter of Appointment and Order Schedules)**  
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<b>For and on behalf of the Agency:</b>		<b>For and on behalf of the Client:</b>	
Signature:		Signature:	
Name:			
Role:			
Date:			

**Annex A**

**Agency Proposal**



## 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 19/01/2024**

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. 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>	The supplier would be required to refresh our employer attraction and recruitment material to help promote the UK Space Agency as an employer and improve the attraction, recruitment, and retention of staff. The service should provide advice and materials for sole use of the UK Space Agency to improve our candidate attraction for recruitment and employee value proposition (EVP) for retention of existing staff.
<b>Project start Date</b> <b>Notice period for cancellation</b> <b>[Project Notice Period]:</b>	24/01/2024 30 days
<b>Overarching Brand/Campaign</b>	<ul style="list-style-type: none"><li>- The UK Space Agency is a Civil Service executive agency of the Department for Science, Innovation &amp; Technology (DSIT).</li><li>- The Agency is subject to Civil Service Commission rules on recruitment, and use of Government Recruitment Service (Civil Service Jobs) recruitment portal.</li><li>- The Agency does not yet have a Civil Service Careers Website page but is looking to develop one.</li></ul>


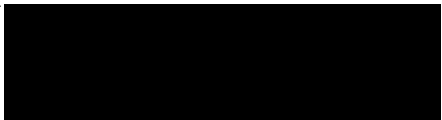
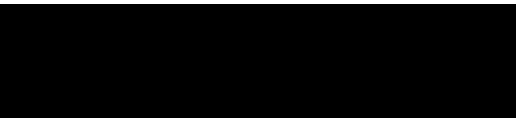
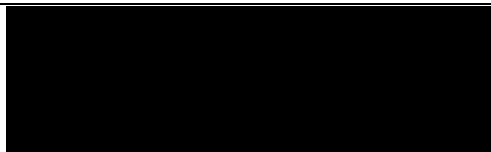

**DPS Schedule 6 (Letter of Appointment and Order Schedules)**

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	<ul style="list-style-type: none"><li>- The Agency is undergoing a transformation programme that will, inter alia, affect the locations of its offices which are currently based in Swindon, Harwell, and Central London. New locations and changes to size in existing locations will require targeted recruitment marketing – these new locations should become clear before or during the project.</li><li>- The transformation programme is also looking at culture and values which will inform our employee value proposition.</li><li>- Staff size is around 300-350 FTE. The HR team as a whole is 13 people, who manage recruitment and employee lifecycle, payroll, learning &amp; development, diversity &amp; inclusion, wellbeing, and HR business partnering.</li><li>- Staff are civil servants from a mixture of professions: around 20% are Project/Programme Management, smaller numbers are in Science &amp; Engineering, Commercial &amp; Procurement, Policy, Analysis, DDAT, Finance, HR, Comms and so on.</li><li>- Turnover is around 20% annually. Recruitment via Civil Service jobs has a failure rate of around 22% for various reasons, including pay, locations, skills &amp; experience required, and the competitiveness of civil service salaries with the market, especially the space sector.</li><li>- Since Covid, we have embraced hybrid working, and staff are expected to attend an office for 20-40% of their working week.</li></ul>
<b>Goods or Services</b>	<ol style="list-style-type: none"><li>1. Develop the UK Space Agency Employee Value Proposition (EVP)<ul style="list-style-type: none"><li>o Include comparison to 2 or 3 existing civil service department examples (to be provided to the successful bidder) and external examples sourced through the supplier's own research.</li><li>o Undertake basic research internally at UK SA to understand what working in the Agency offers employees.</li><li>o Develop and design an EVP document for distribution to current and prospective staff.</li></ul></li><li>2. Review current standard job advertisement wording and advise on improved wording for: job advertisements,</li></ol>

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

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	<p>recruitment and retention communications, Civil Service Careers Website, and Employee Value Proposition content.</p> <ul style="list-style-type: none"><li>o Examples of current job advert wording can be seen here.</li></ul> <p>3. Develop and provide creative materials for job advertisements, recruitment, and retention communications, Civil Service Careers Website, and Employee Value Proposition content.</p> <ul style="list-style-type: none"><li>o Materials could include text, images, videos.</li><li>o For instance the example video from the Crown Commercial Service here.</li></ul> <p>4. Strategic advice on targeted geographical/sectoral recruitment, including identifying appropriate linked advertising channels.</p> <p>5. Provide strategic advice and tactics to overcome recruitment challenges posed by location restrictions.</p>
<b>Project Plan:</b>	
<b>Contract Charges:</b>	£40,987.50
<b>Client Assets:</b>	
<b>International locations:</b>	
<b>Client Affiliates:</b>	
<b>Special Terms:</b>	



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<b>Key Individuals:</b>		
<b>Authorised Agency Approver:</b>		
<b>Authorised Client Approver:</b>		

