



SCHEDULE 5: VARIATION FORM

No of Call Off Letter of Appointment being varied:

...CCS17A12.....

Variation Form No:

2.....

BETWEEN:

The Cabinet Office ("the Client")

and

DODS Parliamentary Communications Limited ("the Agency")

1. This Call-Off Contract is varied as follows and shall take effect on the date signed by both Parties:

The contract end date is now 3 October 2020.

- This extension is based on:
 - o a guaranteed minimum level of sponsorship raised for the 2020 Civil Service Live Event of £432,400 (calculated as £470K less 8% cost of sale). This is based on a two day London event and five regional events.
 - o the support and delivery of a one day event 2020 Northern Ireland Civil Service Live. On going discussions will define how the liability for the cost of this event is split and what responsibility is undertaken by the Agency. Total contract value not to exceed £100,000.

The Agency shall:

- provide guaranteed sponsorship for Civil Service Live of £470K.
 - receive 50% of all sponsorship secured over £470K, with the other 50% being paid to Cabinet Office (with no cost of sale).
 - maintain the cost at £834,246.00. The total cost exclusive of VAT.
 - deliver a Northern Ireland Civil Service Live event as per the outcome of current conversations with the Northern Ireland Civil Service..
 - The total value of the Contract Variation, remains the same as for 2019.
2. Words and expressions in this Variation shall have the meanings given to them in this Call-Off Contract.
 3. This Call-Off Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

