

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.

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:	
From:	Office of Government Property, Cabinet Office
To:	Goose Live Events Ltd

Order Start Date:	01/02/2022
Order Expiry Date:	30/11/2022
Order Initial Period:	10 months
Order Optional Extension Period:	N/A

Goods or Services required:	See Special Terms 4 'Specification'
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Key Staff:	For the Client: REDACTED TEXT under FOIA Section 40, Personal Information For the Agency: REDACTED TEXT under FOIA Section 40, Personal Information
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Guarantor(s)	N/A
Order Contract Charges (including any applicable discount(s), but excluding VAT):	Detailed in Special Terms 3 - Charges
Liability	See Clause 11 of the Core Terms Zero liability
Additional Insurance Requirements	N/A
Client billing address for invoicing:	Invoices should be submitted to: Cabinet Office PO Box 405, SSCL Phoenix House, Celtic Springs Business Park, Newport, NP10 8FZ.
Special Terms Schedules	<p>All applicable special terms schedules are attached:</p> <p>Special Terms Schedule 1 - Definitions - to be referred to for all documents attached titled 'special terms'</p> <p>Special Term Schedule 2 - Key Subcontractors (to replace Joint Schedule 6 Key Subcontractors)</p> <p>Special Terms Schedule 3 - Charges (to replace Order Schedule 5 Charges)</p> <p>Special Terms Schedule 4 - Statement of Requirement (to replace Order Schedule 20 Brief)</p> <p>Special Terms Schedule 5 - Security (to replace Order Schedule 9 Security)</p> <p>Special Terms Schedule 6 - Cyber Essentials Scheme</p>
Special Terms	<p>Special Term 1 – Clause 4 of the Core Terms is deleted and replaced with the following:</p> <p>4. Pricing and payments</p> <p>4.1 In consideration for the Supplier providing the Deliverables, the Buyer grants the Supplier the Sponsorship Rights on the terms set out in Schedule 3 (Charges). References to “Charges” in this Contract shall be construed as referring to the consideration due</p>

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	<p>to the Supplier from the Buyer as further detailed in Schedule 3.</p> <p>4.2 The supply of the Deliverables by the Supplier under this Contract is inclusive of VAT and the Supplier must invoice the Buyer for the supply of the Deliverables for each of the 2022 Events. The Supplier must invoice the Buyer no later than 1 Month after the last of the 2022 Events.</p> <p>4.3 The Sponsorship Rights are granted by the Buyer exclusive of VAT and the Buyer shall provide the Supplier with an invoice for the supply of the relevant Sponsorship Rights no later than 1 Month after the last event in each of the 2022 Events.</p> <p>4.4 A Supplier invoice is only valid if it:</p> <ul style="list-style-type: none">• includes all appropriate references including the Contract reference number and other details reasonably requested by the Buyer;• includes a detailed breakdown, including value, of Delivered Deliverables and Milestone(s) (if any);• reflects that the only consideration payable by the Buyer under this Contract is the grant of the Sponsorship Rights on the terms set out in Special Terms Schedule 3 (Charges) and does not require payment of any money by the Buyer to the Supplier; and• states that the supply of the Deliverables is inclusive of VAT. <p>4.4 The Supplier must ensure that all Subcontractors are paid, in full, within 30 days of receipt of a valid, undisputed invoice. If this does not happen, the Buyer can publish the details of the late payment or non-payment.</p>
	Special Term 2 - Clause 10.6 of the Core Terms is not applicable and not used in this Contract.

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	<p>Special Term 3 – In addition to the provisions in Clause 9 of the Core Terms, the provisions in Paragraph 6 of Schedule 3 shall apply to the ownership and licensing of the Sponsorship Rights IPRs (as defined in Schedule 3);</p> <p>and</p> <p>Clause 9.4 is deleted and replaced with the following:</p> <p>9.4 Neither Party has the right to use the other Party's IPRs, including any use of the other Party's names, logos or trademarks, except as provided in Clause 9, Schedule 3 (Charges) or otherwise agreed in writing.</p>
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PROGRESS REPORT FREQUENCY

On the last Working Day of each week

PROGRESS MEETING FREQUENCY

On the first Working Day of each month

KEY SUBCONTRACTOR(S)

Crystal Interactive, Room 5, Ground Floor
4 Tannery House, Tannery Lane
Woking, Surrey, GU23 7EF

COMMERCIALLY SENSITIVE INFORMATION

Joint Schedule 4 - to be populated on award

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

The Service Credit Cap is: Not Used for this Contract

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 attached.
2. *Joint Schedule 1 (Definitions and Interpretation) RM6124*
3. *The following Schedules in equal order of precedence:*
 - *Joint Schedules for RM6124*
 - o *Joint Schedule 2 (Variation Form)*
 - o *Joint Schedule 3 (Insurance Requirements)*
 - o *Joint Schedule 4 (Commercially Sensitive Information)*
 - o *Joint Schedule 10 (Rectification Plan)*
 - o *Joint Schedule 11 (Processing Data)*
 - *Order Schedules for*
 - o *Order Schedule 1 (Transparency Reports)*
 - o *Order Schedule 2 (Staff Transfer)*
 - o *Order Schedule 3 (Continuous Improvement)*
 - o *Order Schedule 7 (Key Supplier Staff)*
 - o *Order Schedule 8 (Business Continuity and Disaster Recovery)*
 - o *Order Schedule 10 (Exit Management)*
 - o *Order Schedule 13 (Implementation Plan and Testing)*
 - o *Order Schedule 14 (Service Levels)*
 - o *Order Schedule 15 (Order Contract Management)*
 - o *Order Schedule 18 (Background Checks)*

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o *Order Schedule 19 (Scottish Law)*

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.

For and on behalf of the Agency:		For and on behalf of the Client:	
Signature:	REDACTED TEXT under FOIA Section 40, Personal Information	Signature:	REDACTED TEXT under FOIA Section 40, Personal Information
Name:	REDACTED TEXT under FOIA Section 40, Personal Information	Name:	REDACTED TEXT under FOIA Section 40, Personal Information
Role:	REDACTED TEXT under FOIA Section 40, Personal Information	Role:	REDACTED TEXT under FOIA Section 40, Personal Information
Date:		Date:	

ANNEX A

Agency Proposal

REDACTED TEXT under FOIA Section 40, Personal Information

Annex B

Statement of Work- See Special Terms 4 - Specification

Special Terms Schedule 4 (Statement of Requirement)

This Schedule sets out what the Buyer wants.

For all Deliverables, the Supplier must help the Buyer comply with any specific applicable Standards of the Buyer.

Statement of Requirements

Contract Reference: CCCS21A11 Provision Of Sponsorship Rights For
The Government Property Month 2022 And
Associated Events

1. PURPOSE

- 1.1 This paper sets out a commercial opportunity for a specialist events company to deliver Government Property Month, the flagship events programme for government property professionals.
- 1.2 The successful organisation will be appointed on a 1 year contract, to deliver the Government Property Conference and Government Property Awards events in 2022.
- 1.3 This Contract is let on the basis of the Sponsorship Rights being granted by the Buyer to the Supplier for the delivery of the Contract. The work will be delivered at no cost to the Cabinet Office (through the Office of Government Property). The events will be funded in their entirety through securing corporate sponsorship.

2. BACKGROUND TO THE CONTRACTING BUYER

- 2.1 The Office of Government Property (OGP) supports government and the wider public sector to manage their estate more efficiently and effectively, helping to deliver the finest public services and supporting the government's priorities by unlocking surplus land for housing, and encouraging the creation of public service jobs outside London to support economic growth.
- 2.2 OGP builds capacity and capability in the property function across government through leadership of the Government Property Profession and improving use of data for better decision making. The Office of Government Property is part of the Cabinet Office.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 The Government Property Month events programme has been delivered in various forms for more than a decade. The month consists of a headline conference, a programme of virtual 'fringe' events, and an awards ceremony.
- 3.2 We would expect around 10,000 public sector property professionals to see promotions and communications for the events. Around 250 delegates should be expected to attend the headline conference. This pool of attendees will be mainly civil service (c. 70%) with the remainder coming from the NHS, local authorities, and other public bodies. These delegates will be mainly (80% +) in senior positions ('head of' and higher).
- 3.3 We would expect around 150 attendees to join us for the awards ceremony event, but again would expect around 10,000 property professionals to see promotional material and information related to the winning submissions.

4. DEFINITIONS

Expression or Acronym	Definition
OGP	Office of Government Property
GPM	Government Property Month
Fringe Events	Smaller, individual seminars held during Government Property Month
Arms' Length Bodies	Government owned agencies, such as the Government Property Agency

5. SCOPE OF REQUIREMENT

- 5.1 **Headline Conference:** Full day event, with the majority of the event content provided by Government Property professionals, senior civil servants, and Government Ministers. Some elements of the content, such as breakout sessions, are delivered by sponsors. The event is held in person, attracts around 250 delegates, and includes a sponsored exhibition hall with stands from businesses appropriate to the industry.
- 5.2 **Awards Ceremony:** In person, late afternoon-early evening event, celebrating outstanding performance in Government Property. The awards are sponsored, both in terms of 'headline sponsor' positions and individual sponsors for each of the nine categories. This event generally attracts around 100-150 delegates.
- 5.3 **Fringe Programme:** These events are not core to the contract. The Government Property team will develop a series of virtual events, usually lasting for around an hour, which are essentially bitesize learning sessions. The website developed for Government Property Month should allow for these events to be included, and for ticket sales to be completed.
- 5.4 The month (anticipated to be May) will be launched with the Headline Conference, followed by the programme of Fringe Events, and closed out with the Awards Ceremony.
- 5.5 **Reach:** Events are open to all public sector property professionals. This includes central government, arm's length bodies, NHS and local authority staff. The total potential audience for these events is around 10,000 public sector property professionals and, while only a relatively small proportion of those will attend the main events, most will see the event promotions (and therefore have exposure to the materials and sponsored content).

6. THE REQUIREMENT

- 6.1 The requirements from the Supplier in regard to these events fall within three core themes: events, marketing, and materials. The Supplier will be expected to work in partnership with the Office of Government Property (OGP) on all aspects of event planning and delivery.
- 6.2 The headline conference will be held in a city outside of London, preferably in the North of England. The awards ceremony should be held in a London location. All costs associated with these requirements will be borne by the supplier, offset by the income generated from sponsorship.
- 6.3 For Events, the Supplier will:
- Source location options for the Headline Conference and Awards Ceremony, agreeing final choice with OGP before booking.
 - Work alongside OGP to develop proposals for a modern, innovative, and engaging proposal for the conference and awards agenda.
 - Ensure venue dressing to the highest standard. Staging, seating, branded signage, AV equipment, etc. This is a national conference with high-profile delegates and should be presented as such.
 - Catering at the events will need to be provided. This will include tea and coffee throughout the day, and lunch, for the headline conference, and light refreshments at the awards event.
 - Some speakers may present remotely, from locations in London or potentially internationally. Quality technical solutions must be in place to allow for those speakers to speak live at the conference from other locations.
 - Provide professional staff support on the day of both events to support, direct, and help delegates get the most out of their experience.
- 6.4 For Marketing, the Supplier will:
- Develop a website and social media presence to promote the conference event, award ceremony, and fringe events.
 - This website will be required to allow for promotion of each individual event, be mobile responsive, professionally designed, and enable all ticketing requirements.
 - Where possible, deliver direct promotion of the events to property professionals across Government. This activity will be supported by OGP through its own networks.
 - Overall brand guidelines for the programme of events will be provided by OGP, to be used on all on and offline promotional materials, and any slide-decks used at the events.
- 6.5 For Materials, the Supplier will:

- Create accessible event programmes for both main events (conference and awards), using content and brand guidelines provided by OGP
 - Source and fund award trophies for all nine categories
- 6.6 The Supplier will be tasked with securing a range of sponsors to cover the costs associated with the events. The make-up of the sponsorship packages is left to the supplier to design, relying on their own expertise and experience.
- 6.8 While securing sponsorship is entirely the responsibility of the Supplier, OGP will make introductions and arrange initial discussions with senior contacts within major businesses in the sector, including with organisations who have supported the events in the past.
- 6.9 Key points to consider include -

Headline Conference

- A title sponsor can be secured, who could be given a speaking role within the main agenda to address all delegates.
- Several sponsored sessions can be developed, which would be run as 'break out' sessions during the conference, which could run in potentially up to 3 streams.
- Within the exhibition hall all exhibition stands should be from sponsoring organisations, with the exception of stands provided by OGP.
- Sponsors logos would be included on all materials, as standard.
- Tickets for all events should be provided free of charge to all public sector staff. There is an opportunity for a private sector rate, where private sector partners pay to attend

Awards Ceremony

- A title sponsor can be secured, who could be provided with a speaking role during the awards ceremony.
- Sponsors for individual awards would be invited to speak during the ceremony, and have the opportunity to present the award to the successful applicant.
- All judges would be invited to take part in the judging process, alongside a panel of senior civil servants and partners.

Fringe Events

- A maximum of 5 sponsored fringe events is expected, this may include where sponsors hold their own virtual events.

Coverage

- OGP will seek to secure a media partner for the programme of events. In 2021, this role was taken by Property Week magazine, which resulted in extensive online and print coverage of the key takeaways from the main conference.

7. KEY MILESTONES AND DELIVERABLES

7.1 The table below provides the main deliverables which must be completed to satisfy the needs of this contract.

7.2 The following Contract milestones/deliverables shall apply:

Milestone/ Deliverable	Description	Timeframe or Delivery Date
1	Detailed Implementation Plan for delivery	Within 4 weeks of contract award
2	Venues secured for Headline Conference and Awards events	Within 8 weeks of contract award
3	Detailed marketing and communications plan to support events	Within 8 weeks of contract award
4	Website and virtual ticketing platform live	Within 10 weeks of contract award
5	Headline sponsors secured for the events programme	No later than 31 June 2022
6	Deliver Headline Conference event	No later than 31 October 2022
7	Deliver Awards event	No later than 31 October 2022

8	Deliver Fringe events	No later than 31 October 2022
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8. CONTINUOUS IMPROVEMENT

- 8.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 8.2 The Supplier should present new ways of working to the Buyer during monthly Contract review meetings.
- 8.3 Changes to the way in which the Services are to be delivered must be brought to the Buyer's attention and agreed prior to any changes being implemented.

9. SUSTAINABILITY AND SOCIAL VALUE

- 9.1 The Buyer has a responsibility to act and to support nature, the environment and its vital contributions to biodiversity. The Supplier is required to act in sustainable manner in the delivery of the Contract, particularly in terms of eliminating waste, reducing travel and minimising energy consumption. The Supplier must comply with all current legislation regarding sustainability and legislation introduced or amended during the period of the contract pertaining to this.
- 9.2 This must include compliance with the Modern Slavery Act 2015 and the Climate Change Act 2008.
- 9.3 The Supplier must consider their carbon footprint in allocating and deploying resources to undertake requirement.

10. QUALITY

- 10.1 The event specialist company will be required to possess extensive experience of planning and implementing high-profile corporate events, including all aspects of event management and promotion, and securing commercial sponsorship.

11. STAFF AND CUSTOMER SERVICE

- 11.1 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.
- 11.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.
- 11.3 The Supplier shall ensure that staff understand the Buyer's vision and objectives and will provide excellent customer service to the Buyer throughout the duration of the Contract.

12. SERVICE LEVELS AND PERFORMANCE

12.1 The Buyer will measure the quality of the Supplier's delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
1	Reporting	Weekly progress reports to OGP delivery team	100%
2	Marketing	Responsive, transactional website able to promote events and process ticket sales	100%
3	Sponsorship	Secure at least 10 individual sponsors to support Headline Conference and Awards	100%
4	Reach	Attract at least 250 delegates to attend the Headline Conference	100%
5	Reach	Attract at least 150 applications to the awards programme, and at least 100 delegates to the awards event	100%

12.2 Should these KPIs not be met in full, the Office of Government Property reserves the right to withdraw from the contract.

13. SECURITY AND CONFIDENTIALITY REQUIREMENTS

13.1 Supplier staff allocated to work on this event should have been subject to basic DBS clearance.

13.2 The Supplier must be certified as compliant with either:

13.2.1 **ISO/IEC 27001:2013 by a United Kingdom Accreditation Service-approved certification body or is included within the scope of an existing certification of compliance with ISO/IEC 27001:2013; or**

13.2.2 **Cyber Essentials PLUS, in accordance with the requirements in Framework Schedule 9 (Cyber Essentials Scheme),**

13.2.3 **and shall provide the Buyer with a copy of each such certificate of compliance before they shall be permitted to receive, store or Process Government Data. Ensure that any Sub-contractors with access to Buyer data are certified as compliant with Cyber Essentials and comply with the**

provisions; and keep sufficient records to demonstrate that compliance to the Buyer.

14. PAYMENT AND INVOICING

14.1 This contract is let on the basis of the Sponsorship Rights being granted by the Buyer to the Supplier for the delivery of the Contract, As such, this Contract is delivered at no cost to the Office of Government Property. The supplier takes on the responsibility for delivering these events at their own financial risk, and accepts the responsibility of attracting commercial sponsorship to provide the funding required to deliver the events.

14.2 Further details can be found within the letter of appointment.

15. CONTRACT MANAGEMENT

15.1 The Supplier should expect to attend monthly review meetings with the Office of Government Property during the Contract period. In the three months prior to the events, these review meetings will be held weekly, and supplemented by ad hoc calls and communications on a more regular basis.

15.2 Attendance at Contract Review meetings shall be at the Supplier's own expense.

16. LOCATION

16.1 The location of the Services will be carried out at the suppliers' office. The Headline Conference and Awards Ceremony events will be held at venues determined in consultation between the supplier and the Office of Government Property.