**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 **the Provision of Video Production** between CCS and the Agency, dated **3rd July 2023**

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:** | CCCO22A09 |
| **From:** | Cabinet Office |
| **To:** | **Sightline Media** |

|  |  |
| --- | --- |
| **Order Start Date:** | **03 July 2023** |
| **Order Expiry Date:** | **02 July 2025** |
| **Order Initial Period:** | Two (2) years |
| **Order Optional Extension Period:** | Two (2) periods of one (1) year  (2+1+1) |

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| **Goods or Services required:** | 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 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 TEXT under FOIA Section 40, Personal Information**  **For the Agency: REDACTED TEXT 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):** | **£485,720.00 Ex VAT**  The Contract Value does not represent a minimum or maximum value as the Contract is Subject to change.  The Buyer makes no commitment to spend a maximum or minimum value during the Contract Period. |
| **Liability** | **See Clause 11 of the Core Terms**  **Estimated Year 1 Charges:** |
| **Additional Insurance Requirements** | N/A |
| **Client billing address for invoicing:** | **REDACTED TEXT under FOIA Section 43 Commercial Interests**  **REDACTED TEXT under FOIA Section 43 Commercial Interests**  **REDACTED TEXT under FOIA Section 43 Commercial Interests**  **REDACTED TEXT under FOIA Section 43 Commercial Interests**  **REDACTED TEXT under FOIA Section 43 Commercial Interests**  **REDACTED TEXT under FOIA Section 43 Commercial Interests**  **REDACTED TEXT under FOIA Section 43 Commercial Interests**  Please ensure that the Invoice Number and/or your Customer Number are included at the  start of the payment reference. |

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

PROGRESS REPORT FREQUENCY

The Supplier is expected to provide weekly updates on progress against the

workplan;

The Supplier is expected to provide detailed statistics on the diversity

composition of the actors used in each vignette.

PROGRESS MEETING FREQUENCY

The Supplier is expected to provide weekly updates on progress against the

workplan;

The Supplier is expected to provide detailed statistics on the diversity

composition of the actors used in each vignette.

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

N/A

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 10 (Rectification Plan)*
  + *Joint Schedule 11 (Processing Data)*
* *Order Schedules for CCCO22A09* 
  + *Order Schedule 1 (Transparency Reports)*
  + *Order Schedule 2 (Staff Transfer)*
  + *Order Schedule 3 (Continuous Improvement)*
  + *Order Schedule 5 (Pricing Details)*
  + *Order Schedule 14 (Service Levels)*
  + *Order Schedule 20 (Order Specification)*

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

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 TEXT under FOIA Section 43 Commercial Interests**. | Signature: | **REDACTED TEXT under FOIA Section 43 Commercial Interests**. |
| Name: | **REDACTED TEXT under FOIA Section 43 Commercial Interests**. | Name: | **REDACTED TEXT under FOIA Section 43 Commercial Interests**. |
| Role: | **REDACTED TEXT under FOIA Section 43 Commercial Interests**. | Role: | **REDACTED TEXT under FOIA Section 43 Commercial Interests**. |
| Date: | **REDACTED TEXT under FOIA Section 43 Commercial Interests**. | Date: | **REDACTED TEXT under FOIA Section 43 Commercial Interests**. |

**Annex A**

**SIGHTLINE | RESPONSE TO QUESTION 4.1**

**REDACTED TEXT under FOIA Section 43 Commercial Interests**.

**SIGHTLINE | RESPONSE TO QUESTION 5.1**

**REDACTED TEXT under FOIA Section 43 Commercial Interests**.

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**REDACTED TEXT under FOIA Section 43 Commercial Interests**.

**SIGHTLINE | RESPONSE TO QUESTION 5.2**

**REDACTED TEXT under FOIA Section 43 Commercial Interests**.

**SIGHTLINE | RESPONSE TO QUESTION 5.3**

**REDACTED TEXT under FOIA Section 43 Commercial Interests**.

**REDACTED TEXT under FOIA Section 43 Commercial Interests**.

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**REDACTED TEXT under FOIA Section 43 Commercial Interests**.

**SIGHTLINE | REPONSE TO QUESTION 6.1**

**REDACTED TEXT under FOIA Section 43 Commercial Interests**.

**REDACTED TEXT under FOIA Section 43 Commercial Interests**.

**SIGHTLINE | RESPONSE TO QUESTION 7.1**

**REDACTED TEXT under FOIA Section 43 Commercial Interests**.

**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 (TBC on award)**

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:** | As set out in the Statement of Requirements |
| **Project start Date:** | **03 July 2023** |
| **Overarching Brand/Campaign** | * This procurement incorporates two separates but similar CSHR requirements: * Requirement 1 for the Online Tests and Assessments team (OTA) in Government Recruitment Service (GRS); * Requirement 2 for the Civil Service Fast Stream and Early Talent (FSET) team. * The Online Tests and Assessments (OTA) team in Government Recruitment Service (GRS) provides a wide range of recruitment services to UK Civil Service departments, including the provision of online psychometric tests. GRS has embarked on an ambitious strategy to develop and host its own psychometric tests, to be used in recruitment for a wide range of jobs in the Civil Service. * Civil Service Fast Stream and Emerging Talent (FSET) is also within CSHR and oversees a number of programmes, including the Fast Stream graduate programme, number 1 in The Times Top 100 graduate employers of choice. It offers around 1000 roles each year, across 15 different scheme options. Fast Stream is now seeking to update its recruitment approach, a core element of which is the integration of video-based material. |
| **Goods or Services** | Requirement 1: GRS/OTAThe requirement is to produce 100 video vignettes plus an additional 10 short informational/explainer/promotional videos. Deliverable in years 2, 3 & 4 of the contract may NOT be the same as Year 1 deliverables, we will confirm before the start of the year the exact requirement.For the video vignettes the following actions are in and out of scope:In scope (for the Supplier to source): all video production, including casting calls and shortlisting actors, advising on final choices, booking and liaising with actors, catering requirements (if any), studio hire, filming equipment and team sourcing, filming schedule management, post production, script honing/finishing, green screen backgrounds, office furniture props, actor clothing, sourcing and inclusion of sign language translators, subtitles and audio description;Excluded (i.e. for the Authority to source/deliver): psychometric test design, psychometric advice, script creation, final actor choices;For the 10-short informational/explainer/promotional videos, the following actions are in scope:In scope (for the Supplier to source): video production and editing facilities and resources, some image content, voice over resource, subtitling and text editing, and publishing;Excluded (i.e. for the Authority to source): talking heads, some image content.All of the in-scope actions are mandatory.**REDACTED TEXT under FOIA Section 43 Commercial Interests**.Requirement 2: FSETThe requirement for year 1 is to produce 45 video vignettes (up to 20 seconds) for Phase 1 online test assessments; 35 video vignettes (up to 2 minutes each) for the Phase 2 Case Study and Learning Assessments; 30 Phase 3 video interview questions (up to 10 seconds); and 12 longer-form background Phase 4 videos for FSAC (up to 2 minutes each). Deliverable in years 2, 3 & 4 of the contract may NOT be the same as Year 1 deliverables, we will confirm before the start of the year the exact requirement.For the video vignettes and FSAC background videos the following actions are in and out of scope:In scope (for the Supplier to source): all video production, including casting calls and shortlisting actors, advising on final choices, booking and liaising with actors, catering requirements (if any), studio hire, filming equipment and team sourcing, filming schedule management, post production, script honing/finishing, green screen backgrounds, office furniture props, actor clothing, sourcing and inclusion of sign language translators, subtitles and audio description;Excluded (i.e. for the Authority to source/deliver): psychometric test/assessment design, psychometric advice, script creation, final actor choices;All of the in-scope actions are mandatory. **REDACTED TEXT under FOIA Section 43 Commercial Interests**. |
| **Project Plan:** | Requirement 1:   |  |  |  | | --- | --- | --- | | Milestone/Deliverable | Description | Timeframe or Delivery Date | | Kick-off event | Kick off meeting to agree roles and responsibilities, clarify points, etc. | July2023 | | Work plan submitted | Supplier provides a detailed breakdown of the work plan for approval | July/August2023 | | Filming commences | Supplier has started video production | August/September2023 | | Filming completed | All filming (subject to acceptance meeting review milestone) is completed and post-production editing can commence | August/September2023 | | Draft completed video vignettes presented for sign off | First review of video vignettes by the Authority | September2023 | | All video vignettes are signed off | Acceptance meeting review confirms no further work is required on video vignette production | September2023 | |  | All signed off video vignettes are handed over to the Authority | September2023 |   Requirement 2:   |  |  |  | | --- | --- | --- | | Milestone/Deliverable | Description | Timeframe or Delivery Date | | Initial planning meeting | Initial planning meeting to agree roles and responsibilities, clarify points, etc. | July 2023 | | Delivery plan | Supplier provides a detailed breakdown of their delivery plan for approval | July 2023 | | Filming completed | All filming (subject to acceptance meeting review milestone) is completed and post-production editing can commence | July 2023 | | Draft video vignettes presented for sign off | First review of video vignettes by the Authority | Late July 2023 | | All video vignettes are signed off | Acceptance meeting review confirms no further work is required on video vignette production | Early August 2023 | | Hand over | All signed off video vignettes are handed over to the Authority | Early August 2023 | | Initial planning meeting | Initial planning meeting to agree roles and responsibilities, clarify points, etc. | July 2023 |   The following Contract milestones/deliverables shall apply to the Explainer/Informational videos for Requirement 1 in Year 1:   |  |  |  | | --- | --- | --- | | Milestone/Deliverable | Description | Timeframe or Delivery Date | | Promotional videos | Signed off videos – two in total | JUNE/JULY 2023 | | Candidate engagement videos | Signed off candidate videos – five in total | JUNE/JULY 2023 | | Myth-buster videos | Signed off videos – two in total | JUNE/JULY 2023 | | Informational video | Signed off video – one in total | JUNE/JULY 2023 | |
| **Contract Charges:** | **£485,720.00 Ex VAT** |
| **Client Assets:** | *Not Applicable* |
| **International locations:** | *Not Applicable* |
| **Client Affiliates:** | *Not Applicable* |
| **Special Terms:** | *Not Applicable* |
| **Key Individuals:** | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| **Authorised Agency Approver:** | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| **Authorised Client Approver:** | **REDACTED TEXT under FOIA Section 40, Personal Information** |

Signed by:……… **REDACTED TEXT under FOIA Section 43 Commercial Interests**

by (print name):… **REDACTED TEXT under FOIA Section 43 Commercial Interests**

As Agency Authorised Approver for and on behalf of

[Agency]

Date……….....**REDACTED TEXT under FOIA Section 43 Commercial Interests**

Signed by: **REDACTED TEXT under FOIA Section 43 Commercial Interests**

by (print name): **REDACTED TEXT under FOIA Section 43 Commercial Interests**

As Client Authorised Approver for and on behalf of

[Client]

Date: **REDACTED TEXT under FOIA Section 43 Commercial Interests**