


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 (RM6124) between the Department for Education and the Agency (Glasgows Ltd), dated 1st November 2022.


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:	TBC
From	Department for Education 20 Great Smith St, London SW1P 3BT
To:	GLASGOWS Ltd 

Order Start Date:	February 2023
Order Expiry Date:	31 st August 2023
Order Initial Period:	10 months
Order Optional Extension Period:	None

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:	
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	<div></div> <div></div>
Guarantor(s)	N/A
Order Contract Charges (including any applicable discount(s), but excluding VAT):	£24,626.38
Liability	See Clause 11 of the Core Terms Estimated Year 1 Charges: £24,626.38
Additional Insurance Requirements	n/a
Client billing address for invoicing:	<div></div>
Special Terms	n/a

PROGRESS REPORT FREQUENCY

Monthly meetings until more frequent meetings are required.

PROGRESS MEETING FREQUENCY

Monthly meetings until more frequent meetings are required.

KEY SUBCONTRACTOR(S)

[REDACTED]

COMMERCIALLY SENSITIVE INFORMATION

[REDACTED]

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)*
 - *Joint Schedule 12 (Supply Chain Visibility)*
 - *Order Schedules for DfE Employer Conference*
 - *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 8 (Business Continuity and Disaster Recovery)*

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- *Order Schedule 9 (Security)*
 - *Order Schedule 10 (Exit Management)*
 - *Order Schedule 14 (Service Levels)*
 - *Order Schedule 15 (Order Contract Management)*
 - *Order Schedule 16 (Benchmarking)*
 - *Order Schedule 18 (Background Checks)*
 - *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.

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For and on behalf of the Agency:		For and on behalf of the Client:	
Agency:	Glasgows Ltd	Client:	Department for Education
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	27/03/2023	Date:	27/03/2023

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 23rd January 2023.

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:	Delivery of a large employer conference in June 2023 to engage a wide group of business leaders in supporting the Government skills agenda.
Project start Date	February 2023 – 31st August 2023
Notice period for cancellation	The contract will have a 3 month notice period.
[Project Notice Period]:	
Overarching Brand/Campaign	N/A
Goods or Services	<p>To support the Employer Engagement Team in delivering a large employer conference in June 2023 to engage a wide group of business leaders in supporting the Government skills agenda.</p> <p>The two key objectives of the conference are to simultaneously inform a large audience of influential employers about the current range of skills programmes, and more im-</p>

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	<p>portantly, to gain their commitment to increase their participation in them.</p> <p>The supplier will manage the end-to-end delegate management, creative content, and venue liaison for this large conference.</p> <p>The supplier will need to work closely the client, partners, organisations, employers, and other suppliers working on the conference.z</p>
Project Plan:	<p><i>The conference will be held on 22nd June 2023 at the Queen Elizabeth Conference Centre.</i></p> <p><i>This contract is to project manage the conference as above.</i></p>
Contract Charges:	<p>£24,626.388 Inc VAT</p> <p><i>See Glasgows Ltd quotation for breakdown of expenditure</i></p>
Client Assets:	<p><i>Departmental and sponsor logos will be provided where needed</i></p>
International locations:	<p>N/A</p>
Client Affiliates:	<p>N/A</p>
Special Terms:	<p>N/A</p>
Key Individuals:	<p>████████████████████</p>
Authorised Agency Approver:	<p>████████████████████</p>
Authorised Department Approver:	<p>██</p>

Signed by ██████████

by (print name) ██████████

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As Agency Authorised Approver for and on behalf of

Glasgows Ltd

Date.....

Signed by [REDACTED]

by (print name) [REDACTED]

As Client Authorised Approver for and on behalf of

Department for Education

Date.....

Order Schedule 1 (Transparency Reports)

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- 1.1 The Agency recognises that the Client is subject to PPN 01/17 (Updates to transparency principles v1.1 (<https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles>)). The Agency shall comply with the provisions of this Schedule in order to assist the Client with its compliance with its obligations under that PPN.
- 1.2 Without prejudice to the Agency's reporting requirements set out in the DPS Contract, within three (3) Months of the Start Date the Agency shall submit to the Client for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule.
- 1.3 If the Client rejects any proposed Transparency Report submitted by the Agency, the Agency shall submit a revised version of the relevant report for further Approval within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Client. If the Parties fail to agree on a draft Transparency Report the Client shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.
- 1.4 The Agency shall provide accurate and up-to-date versions of each Transparency Report to the Client at the frequency referred to in the Annex of this Schedule.



Order-Schedule-2-St
aff-Transfer_v1.0 (1).c



Order-Schedule-3-Co
ntinuous-Improvement

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Order-Schedule-7-Key-Agency-Staff_v1.0 (



Order-Schedule-8-Business-Continuity-and

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Order Schedule 9 (Security)

Part A: Short Form Security Requirements

1. Definitions

- 1.1 In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (Definitions):

**"Breach of
Security"**

the occurrence of:

- a) any unauthorised access to or use of the Goods or Services, the Sites and/or any Information and Communication Technology ("ICT"), information or data (including the Confidential Information and the Government Data) used by the Client and/or the Agency in connection with this Contract; and/or
 - b) the loss and/or unauthorised disclosure of any information or data (including the Confidential Information and the Government Data), including any copies of such information or data, used by the Client and/or the Agency in connection with this Contract,
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Order-Schedule-10-Exit-Management_v1.0



Order-Schedule-14-Service-Levels_v1.0 (;



Order-Schedule-15-Order-Contract-Mana



Order-Schedule-16-Benchmarking_v1.0 (1)



Order-Schedule-18-Background-Checks_v1



Order-Schedule-20-Brief_v1.0 (1) (1).odt

Joint Schedule 2 (Variation Form)

This form is to be used in order to change a contract in accordance with Clause 24
(Changing the Contract)

Contract Details	
This variation is between:	Department For Education
	And Glasgows
Contract name:	[insert] name of contract to be changed] (“ the Contract ”)
Contract reference number:	[insert] contract reference number]



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Joint-Schedule-10-Re
ctification-Plan_v1.0 (



Joint-Schedule-11-Pr
ocessing-Data_v1.0 (1



Joint-Schedule-12-Su
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