**Letter of Appointment and Order Schedules**

**Letter of Appointment**

This Letter of Appointment is issued in accordance with the provisions of the DPS Contract (RM6124 Communications Marketplace) between CCS and the Agency, dated 12/04/2024.

Capitalised terms and expressions used in this letter have the same meanings as in the Order Incorporated Terms unless the context otherwise requires.

ORDER:

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| **Order Number:** | CCPR23A01 |
| **From:** | The Cabinet Office |
| **To:** | Political Engagement Limited (Dods Events) |

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| --- | --- |
| **Order Start Date:** | 15/04/2024 |
| **Order Expiry Date:** | 14/04/2026 |
| **Order Initial Period:** | 2 Years |
| **Order Optional Extension Period:** | N/A |

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| **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:** | **For the Client:**  Redacted under FOIA section 40, Personal Information  **For the Agency:**  Redacted 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):** | The contract value is £792,000 excluding VAT  Please see Order Schedule 5 (Pricing details) |
| **Liability** | See Clause 11 of the Core Terms  Estimated Year 1 Charges: £396,000 (Exl. VAT) |
| **Additional Insurance Requirements** | n/a |
| **Client billing address for invoicing:** | Remaining profits at the end of the programme will be billed to the Agency from the Buyer via invoice.  Buyer address  Shared Services Connected Ltd  Sortation Ref 601  Phoenix House, Newport  NP10 8FZ  Phone: +44 (0) 1633 632910  Email: Collections.Helpdesk@gov.sscl.com  Vat No: GB888801080 |

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| **Special Terms** | n/a |

PROGRESS REPORT FREQUENCY

On a monthly basis

PROGRESS MEETING FREQUENCY

On a weekly basis

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

No commercially sensitive information has been declared by the Supplier.

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)

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 6 (Key Subcontractors)*
  + *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 7 (Key Agency Staff)*
  + *Order Schedule 14 (Service Levels)*
  + *Order Schedule 15 (Order Contract Management)*
  + *Order Schedule 18 (Background Checks)*
  + *Order Schedule 20 (Order Specification)*

1. CCS Core Terms
2. *Joint Schedule 5 (Corporate Social Responsibility) RM6124*
3. *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:** | |
| Signature: | Redacted under FOIA section 40, Personal Information | Signature: | Redacted under FOIA section 40, Personal Information |
| Name: | Redacted under FOIA section 40, Personal Information | Name: | Redacted under FOIA section 40, Personal Information |
| Role: | Redacted under FOIA section 40, Personal Information | Role: | Redacted under FOIA section 40, Personal Information |
| Date: | Redacted under FOIA section 40, Personal Information | Date: | Redacted under FOIA section 40, Personal Information |