

## 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 Phase 2: WP2191 GOV.UK Brand Identity Refresh between Cabinet Office and the Agency, dated 19 August 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:

<b>Order Number:</b>	Phase 2: WP2191 GOV.UK Brand Identity Refresh
<b>From:</b>	26 August 2024
<b>To:</b>	25 August 2025

<b>Order Start Date:</b>	26 August 2024
<b>Order Expiry Date:</b>	24 August 2025
<b>Order Initial Period:</b>	12 months
<b>Order Optional Extension Period:</b>	The Buyer can extend the contract for 1 periods of up to 6 months each - subject to Cabinet Office approvals.

<b>Goods or Services required:</b>	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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<b>Key Staff:</b>	<b>For the Client:</b> <b>Name:</b> [REDACTED] <b>Role:</b> [REDACTED] <b>Email Address:</b> [REDACTED] <b>Address:</b> Government Digital Service: The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS  <b>Name:</b> [REDACTED]
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	<p><b>Role:</b> [REDACTED]</p> <p><b>Email Address:</b> [REDACTED]</p> <p><b>Address:</b> Government Digital Service: The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS</p> <p><b>Name:</b> [REDACTED]</p> <p><b>Role:</b> [REDACTED]</p> <p><b>Email Address:</b> [REDACTED]</p> <p><b>Address:</b> Government Digital Service: The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS</p> <p><b>Name:</b> [REDACTED]</p> <p><b>Role:</b> [REDACTED]</p> <p><b>Email Address:</b> [REDACTED]</p> <p><b>Address:</b> Government Digital Service: The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS</p> <p><b>Name:</b> [REDACTED]</p> <p><b>Role:</b> [REDACTED]</p> <p><b>Email Address:</b> [REDACTED]</p> <p><b>Address:</b> Government Digital Service: The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS</p> <p><b>For the Agency:</b></p> <p><b>Name:</b> [REDACTED]</p> <p><b>Role:</b> [REDACTED]</p> <p><b>Email Address:</b> [REDACTED]</p> <p><b>Address:</b> 36 Golden Square, London, W1F 9EE</p> <p><b>Name:</b> [REDACTED]</p> <p><b>Role:</b> [REDACTED]</p> <p><b>Email Address:</b> [REDACTED]</p> <p><b>Address:</b> 36 Golden Square, London, W1F 9EE</p> <p><b>Name:</b> [REDACTED]</p> <p><b>Role:</b> [REDACTED]</p>
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**DPS Schedule 6 (Letter of Appointment and Order Schedules)**  
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	<p><b>Email Address:</b> [REDACTED]</p> <p><b>Address:</b> 36 Golden Square, London, W1F 9EE</p> <p><b>Name:</b> [REDACTED]</p> <p><b>Role:</b> [REDACTED]</p> <p><b>Email Address:</b> [REDACTED]</p> <p><b>Address:</b> 36 Golden Square, London, W1F 9EE</p>
<b>Guarantor(s)</b>	Not Applicable

<b>Order Contract Charges (including any applicable discount(s), but excluding VAT):</b>	<p>The initial contract value is £191,250.00 (excluding VAT).</p> <ul style="list-style-type: none"> <li>• The Contract Value from 26 August 2024 - 26 August 2025 is £158,000.00 (excluding VAT).</li> <li>• The Contract Value can be uplifted to £158,750.00 (excluding VAT). The Overall contract will be £350,000.00 (excluding VAT). This is subject to Cabinet Office approvals.</li> </ul>
<b>Liability</b>	<p><b>See Clause 11 of the Core Terms</b></p> <p><b>Estimated Year 1 Charges:</b></p>
<b>Additional Insurance Requirements</b>	Not Applicable
<b>Client billing address for invoicing:</b>	<p>Invoices will be sent to:</p> <p>[REDACTED]</p> <p>[REDACTED] which is at Cabinet Office,          PO Box 405, SSCL, Phoenix House, Celtic Springs Business Park, Newport, NP10 8FZ.</p>

<b>Special Terms</b>	Not Applicable
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### **PROGRESS REPORT FREQUENCY**

Progress Report to be provided on a monthly. Please refer to Order Schedule 1 (Transparency Report).

### **PROGRESS MEETING FREQUENCY**

Progress meeting frequency should be conducted on weekly basis.

### **KEY SUBCONTRACTOR(S)**

Not applicable

### **COMMERCIALLY SENSITIVE INFORMATION**

Please see Commercially Sensitive document. Please refer to Joint Schedule 4 (Commercially Sensitive Information).

### **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 Phase 2: WP2191 GOV.UK Brand Identity Refresh:**
    - *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)*
    - *Order Schedule 9 (Security)*
    - *Order Schedule 15 (Order Contract Management)*
    - *Order Schedule 20 (Order Specification)*
4. CCS Core Terms

## **DPS Schedule 6 (Letter of Appointment and Order Schedules)**

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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.

<b>Signed - via Docusign</b>
<b>Supplier</b>
<Supplier Sign Here>
<b>Buyer</b>
<Commercial Sign Here>

ANNEX A

[REDACTED]

<p>[REDACTED]</p>		
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>

[REDACTED]  
[REDACTED]  
[REDACTED]

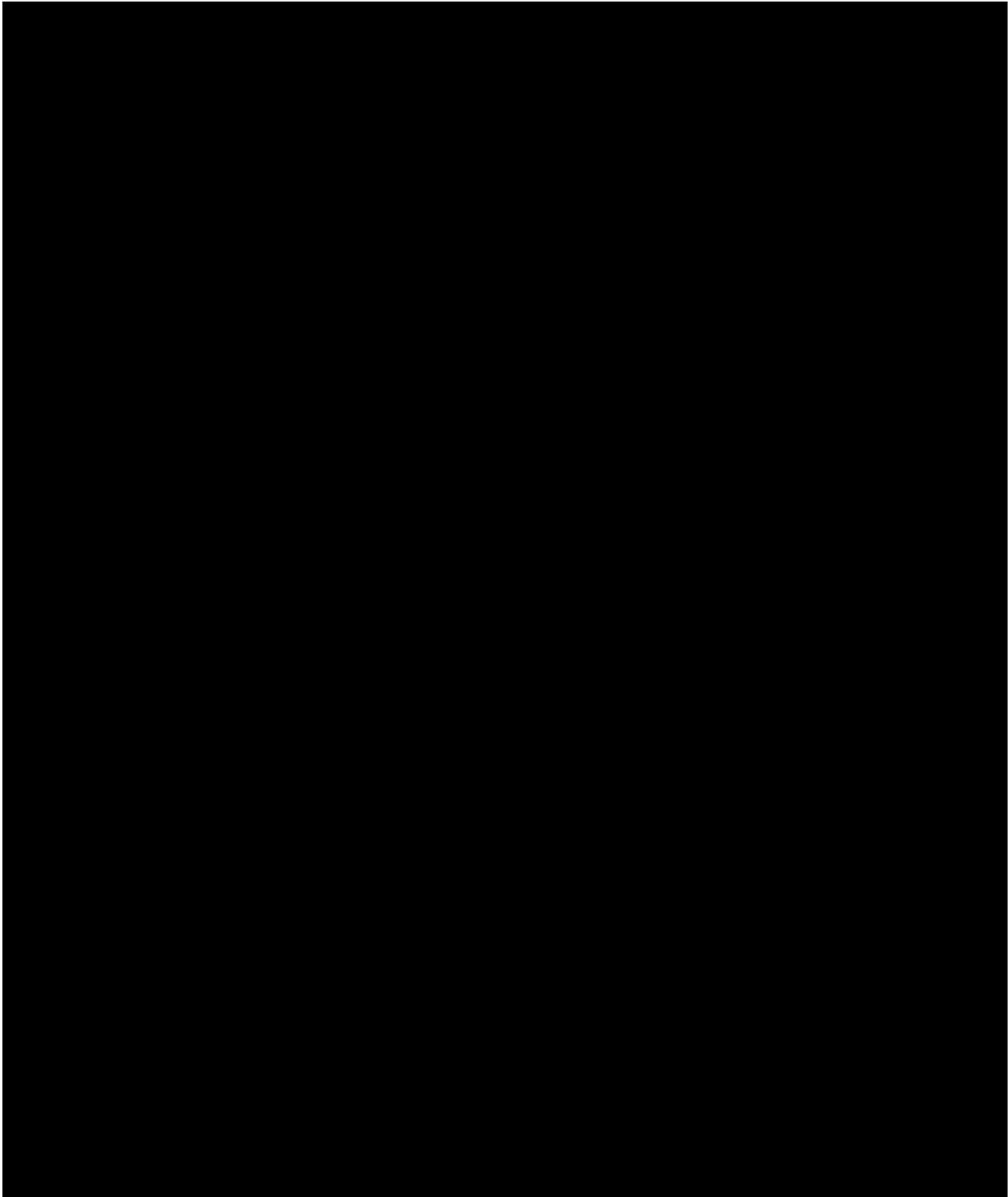
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]
[REDACTED]	[REDACTED] [REDACTED] [REDACTED]	[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

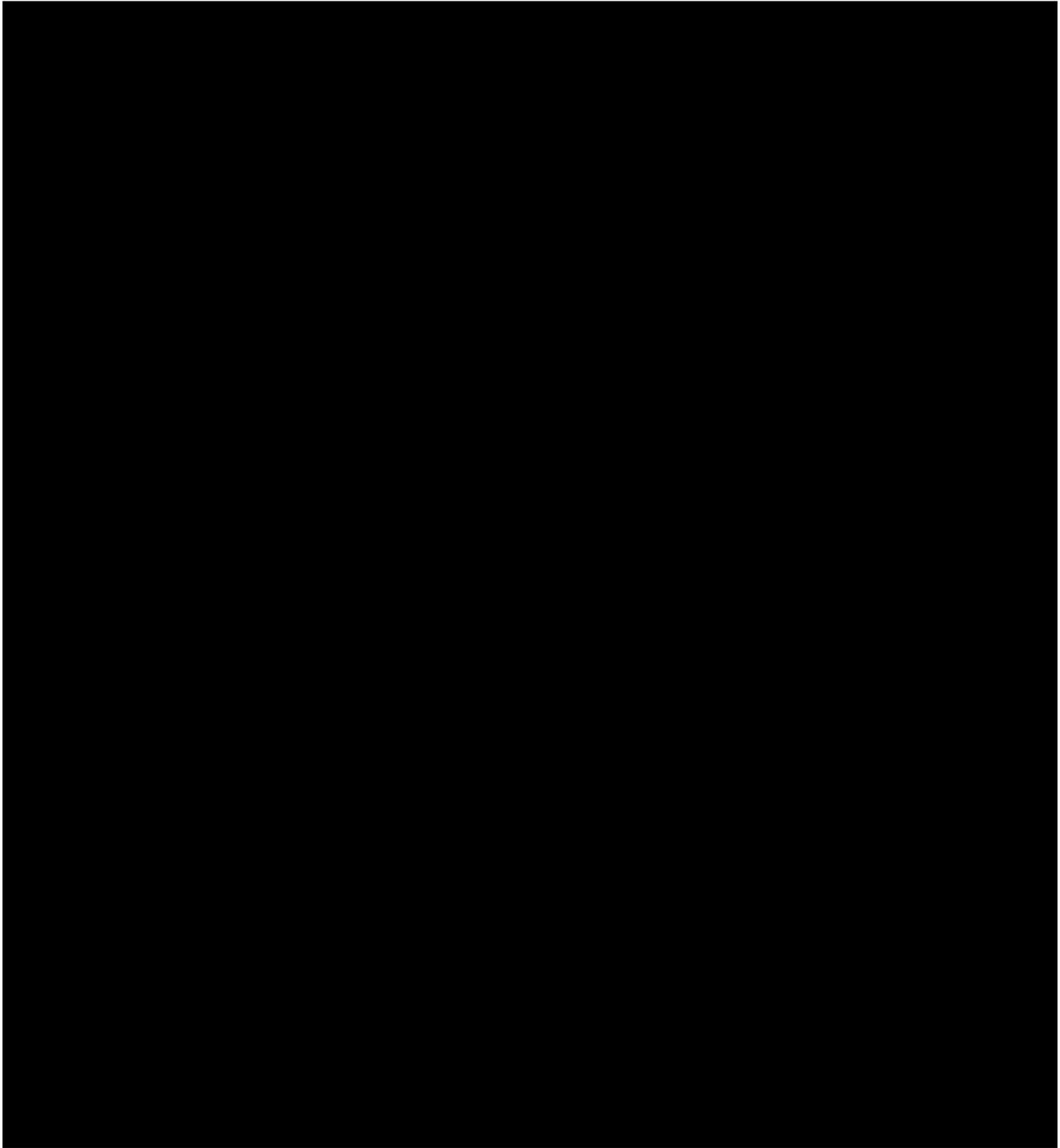
[REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED]

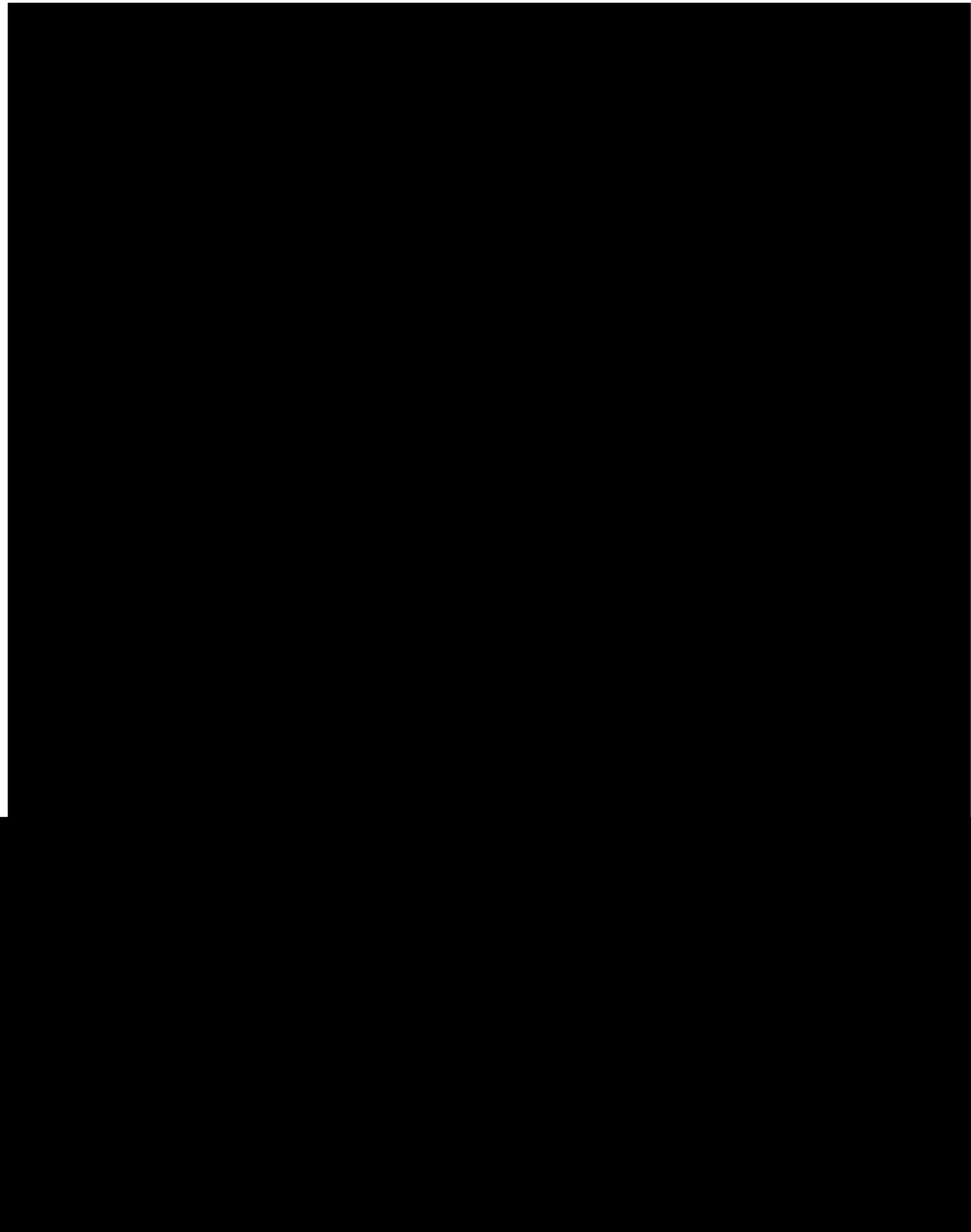


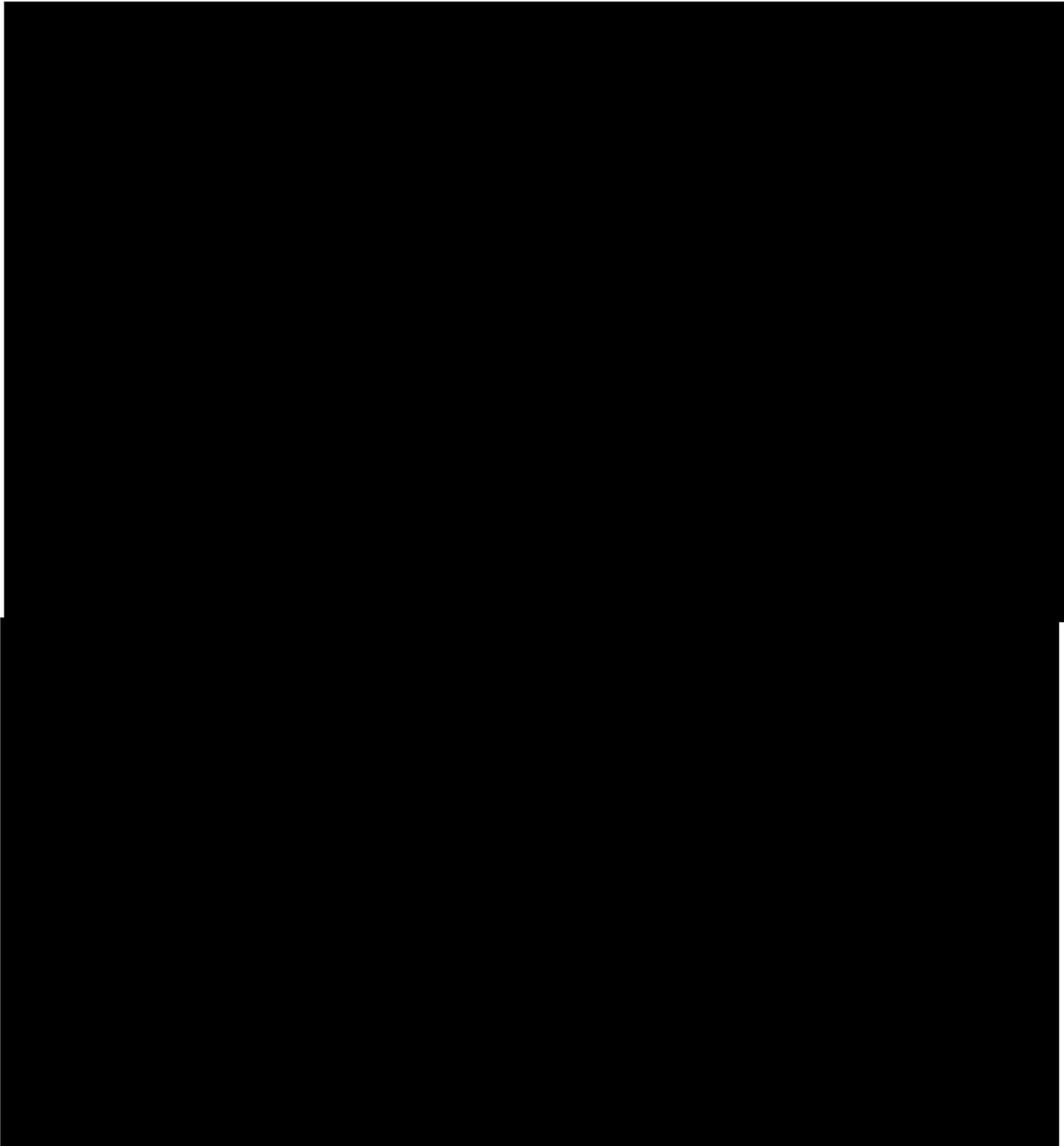


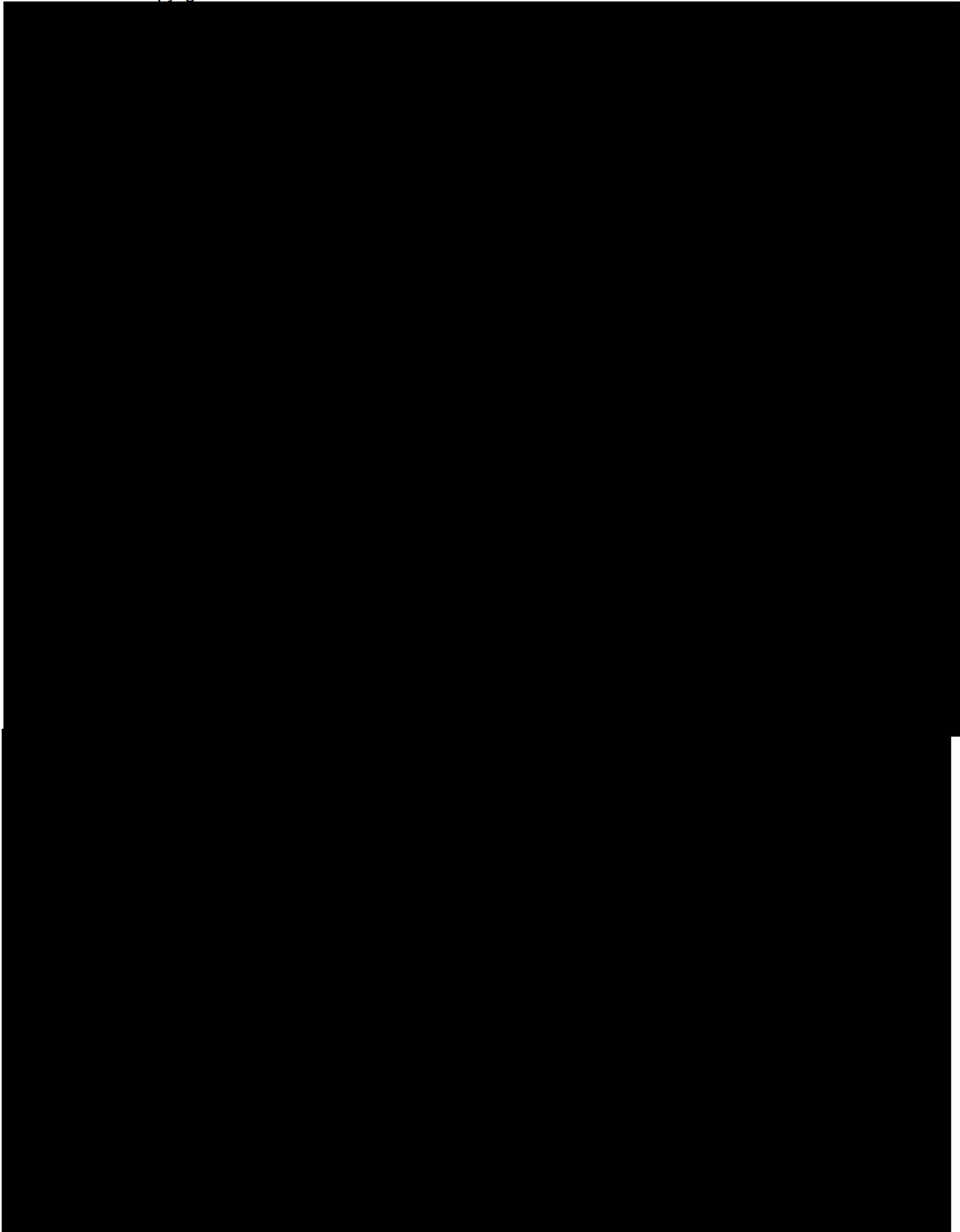
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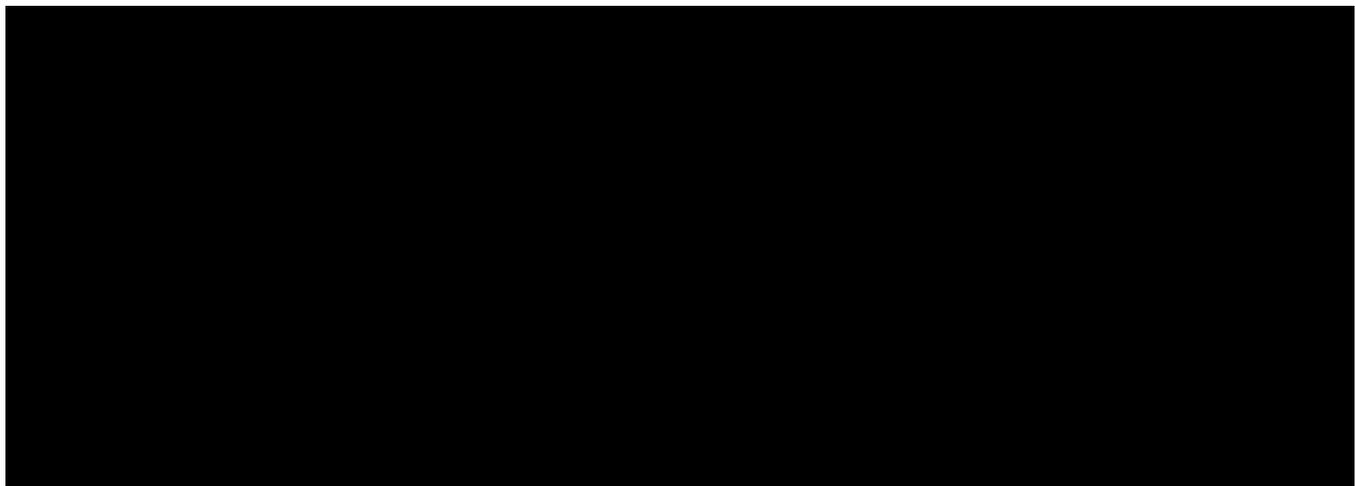
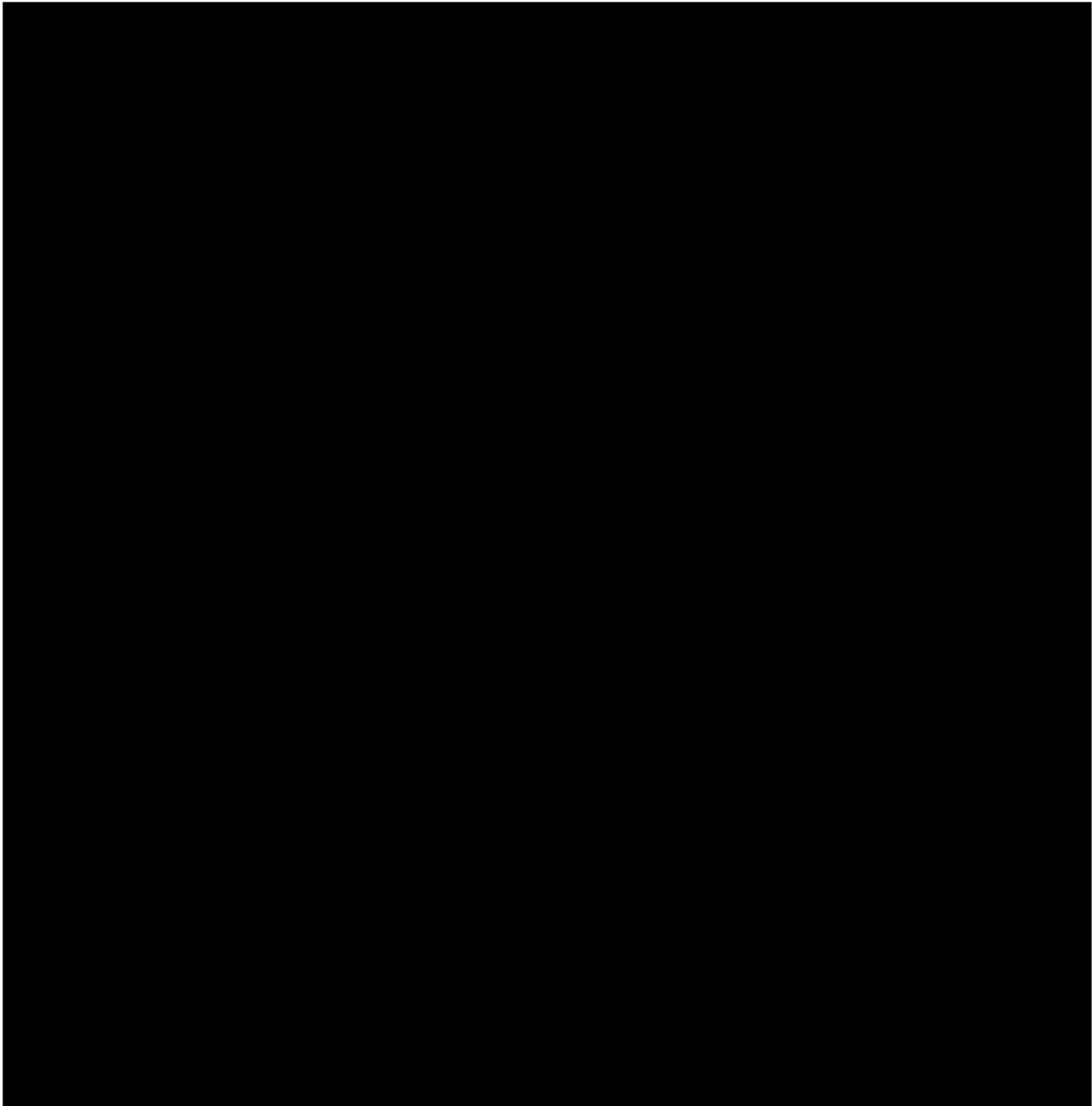


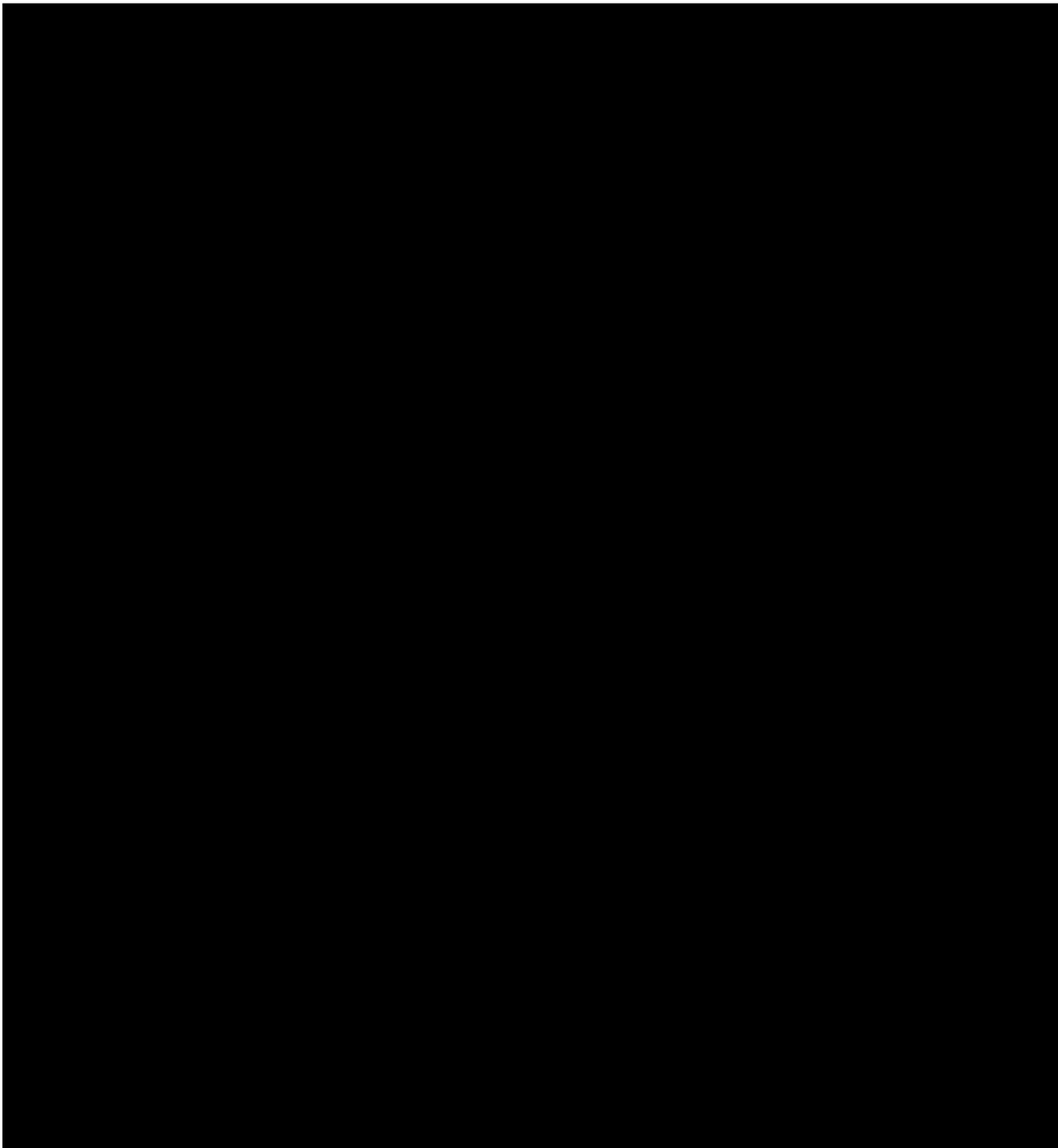


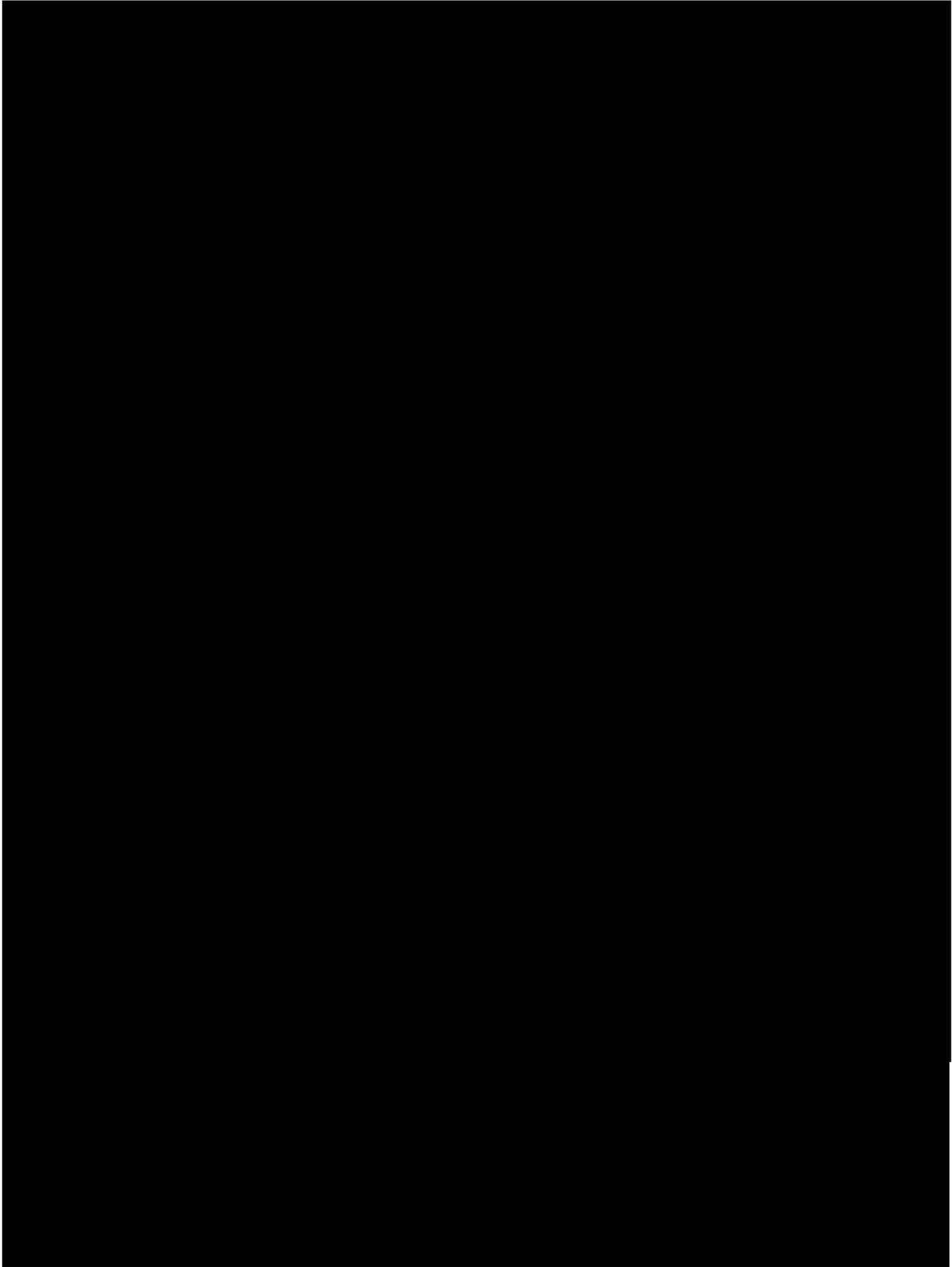


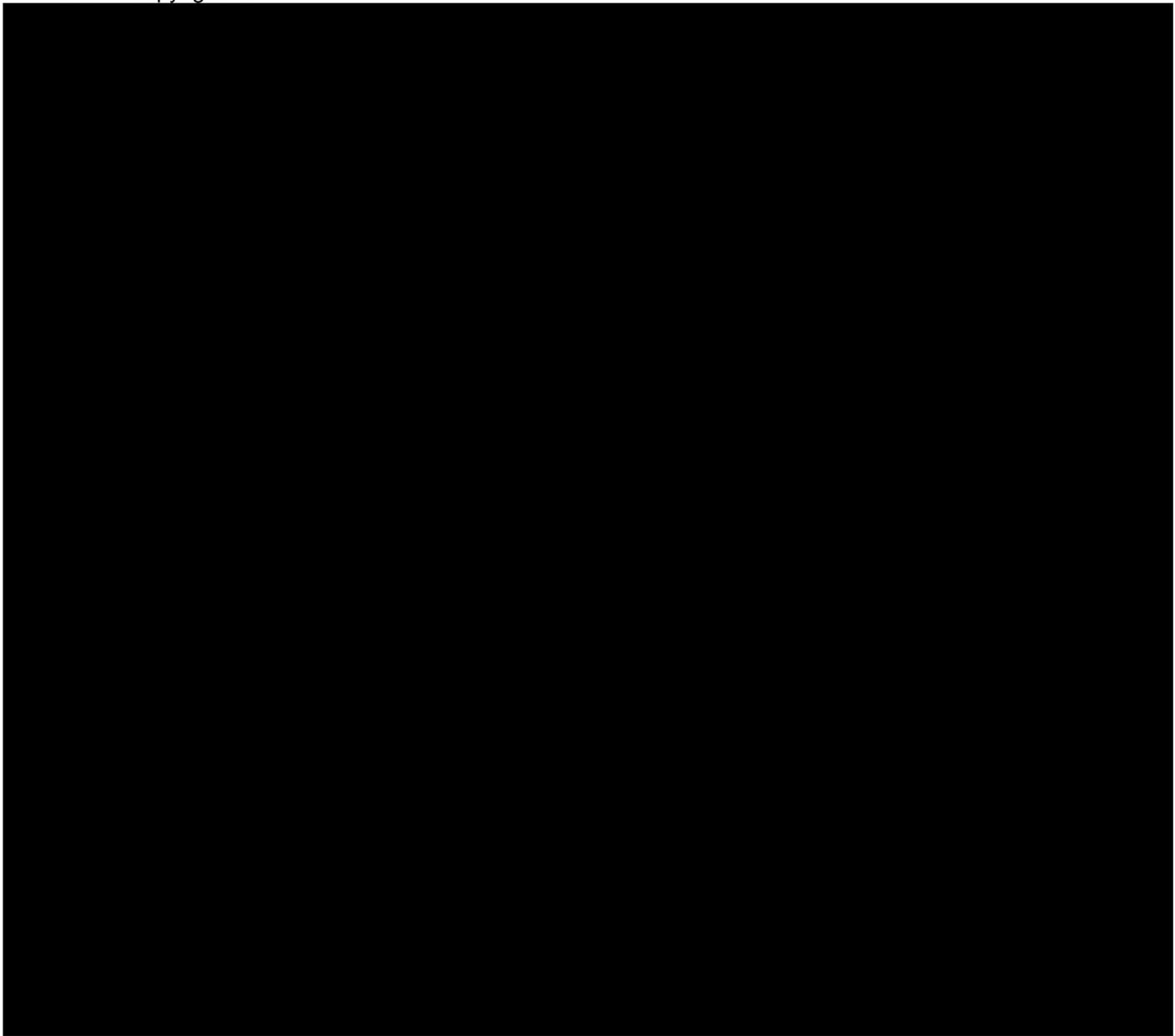




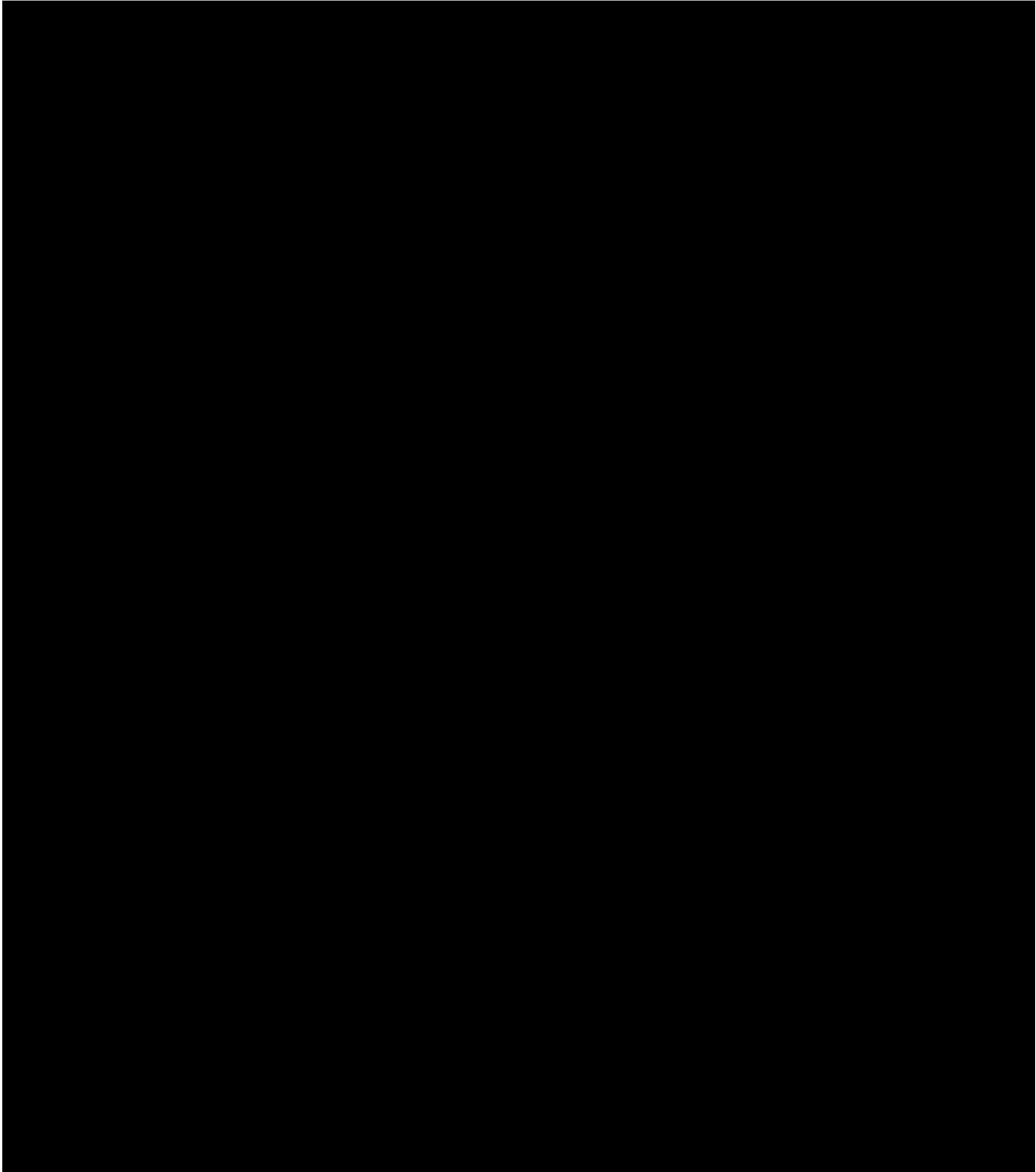








**DPS Schedule 6 (Letter of Appointment and Order Schedules)**



## 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 26 August 2026.**

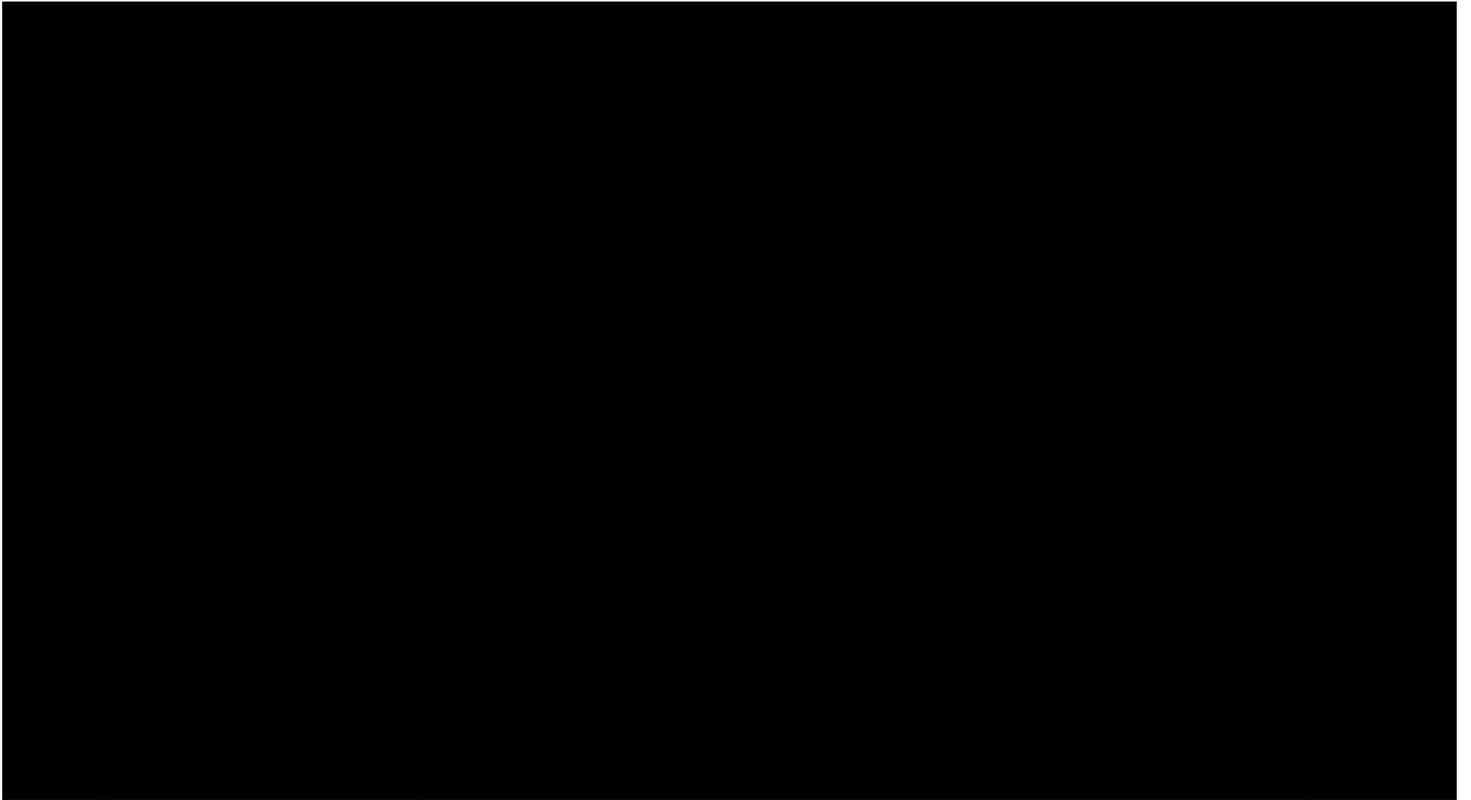
Any schedule attached to this Statement of Work will describe in detail the different types of Services to be provided under that Statement of Work. A schedule attached to this Statement of Work only applies to the relevant project to be delivered under that Statement of Work, and not to any other Statement 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.

<b>Project</b>	Phase 2: WP2191 GOV.UK Brand Identity Refresh.  The purpose of this project is for the Agency to refresh the GOV.UK brand identity in order to appeal to the broadest possible audience, and to expand into new channels and services.
<b>Project start Date</b>	26 August 2024 - 25 August 2026.
<b>Notice period for cancellation</b>	N/A
<b>[Project Notice Period]:</b>	N/A
<b>Overarching Brand/Campaign</b>	
<b>Goods or Services</b>	Deliverables: the suppliers will work with the Contracting Authorities to support the following delivery of specific elements of the work at different times:

<b>Project Plan:</b>	<i>To be agreed during Project kick-off sessions</i>
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<b>International locations:</b>	Not applicable
<b>Client Affiliates:</b>	Not applicable
<b>Special Terms:</b>	Not applicable
<b>Key Individuals:</b>	Please see 'Key Staff' above.
<b>Authorised Agency Approver:</b>	Please see 'Key Staff' above.
<b>Authorised Client Approver:</b>	Please see 'Key Staff' above.

Signed - via DocuSign

**Supplier**

<Supplier Sign Here>

**Buyer**

<Commercial Sign Here>