

## 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 CCS and the Agency, dated 22/05/2024.


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>	GSS24218
<b>From:</b>	UK Space Agency, Polaris House, North Star Avenue, Swindon, SN2 1SZ
<b>To:</b>	M - INTEGRATED SOLUTIONS PLC, Home House, 10 Church Street, Isleworth. TW7 6DA

<b>Order Start Date:</b>	13/05/2024
<b>Order Expiry Date:</b>	01/08/2024
<b>Order Initial Period:</b>	4 months
<b>Order Optional Extension Period:</b>	N/A

<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> 
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	For the Agency [REDACTED] [REDACTED] [REDACTED]
<b>Guarantor(s)</b>	N/A
<b>Order Contract Charges (including any applicable discount(s), but excluding VAT):</b>	£81,960
<b>Liability</b>	See Clause 11 of the Core Terms Estimated Year 1 Charges:
<b>Additional Insurance Requirements</b>	N/A
<b>Client billing address for invoicing:</b>	[REDACTED]
<b>Special Terms</b>	N/A

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**PROGRESS REPORT FREQUENCY**

Fortnightly

**PROGRESS MEETING FREQUENCY**

Weekly

**KEY SUBCONTRACTOR(S)**

Not applicable

**COMMERCIAL SENSITIVE INFORMATION**

Not applicable

**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 6 (Key Subcontractors)*
    - *Joint Schedule 10 (Rectification Plan)*
  - ***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 Supplier Staff)*
    - *Order Schedule 9 (Security)*
    - *Order Schedule 15 (Order Contract Management)*
    - *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

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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**

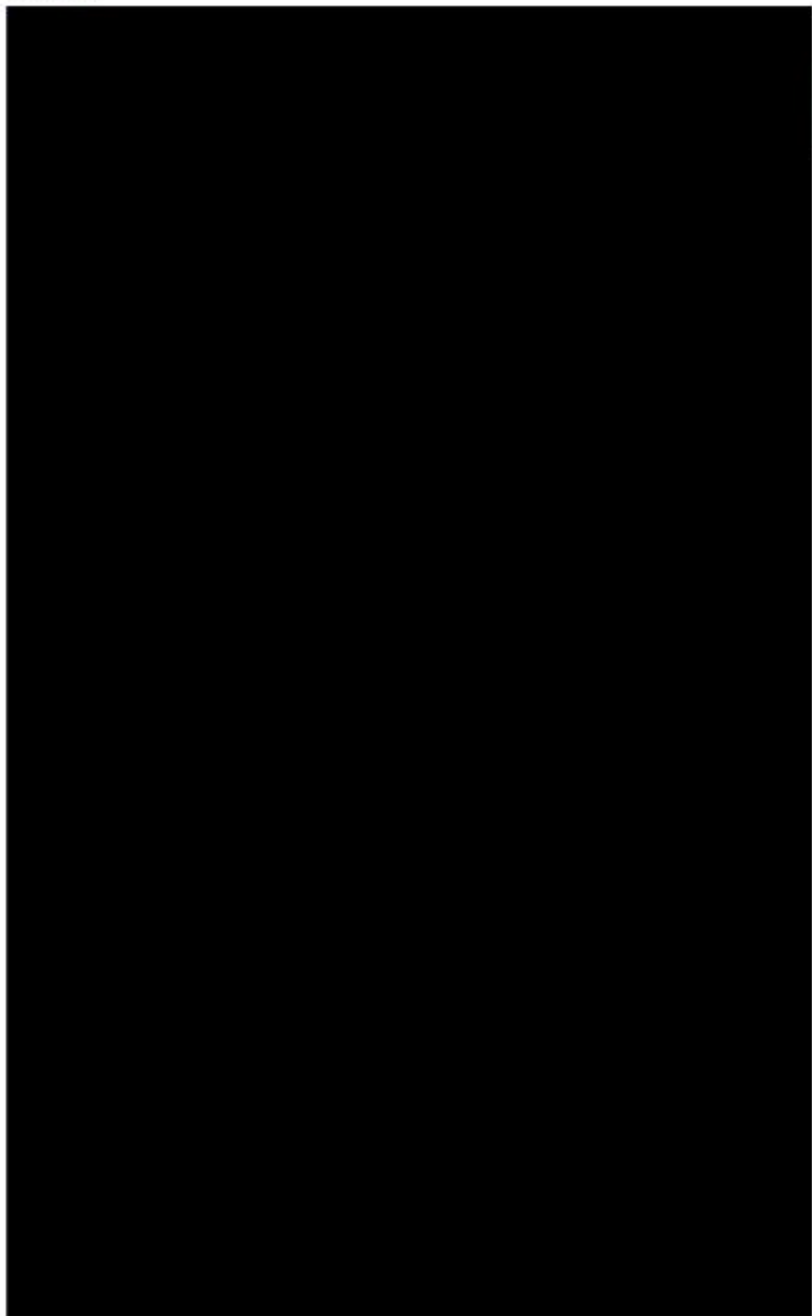
BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Agency agrees to enter into an Order Contract with the Client to provide the Goods or Services in accordance with the terms of this letter and the Order Incorporated Terms.

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.

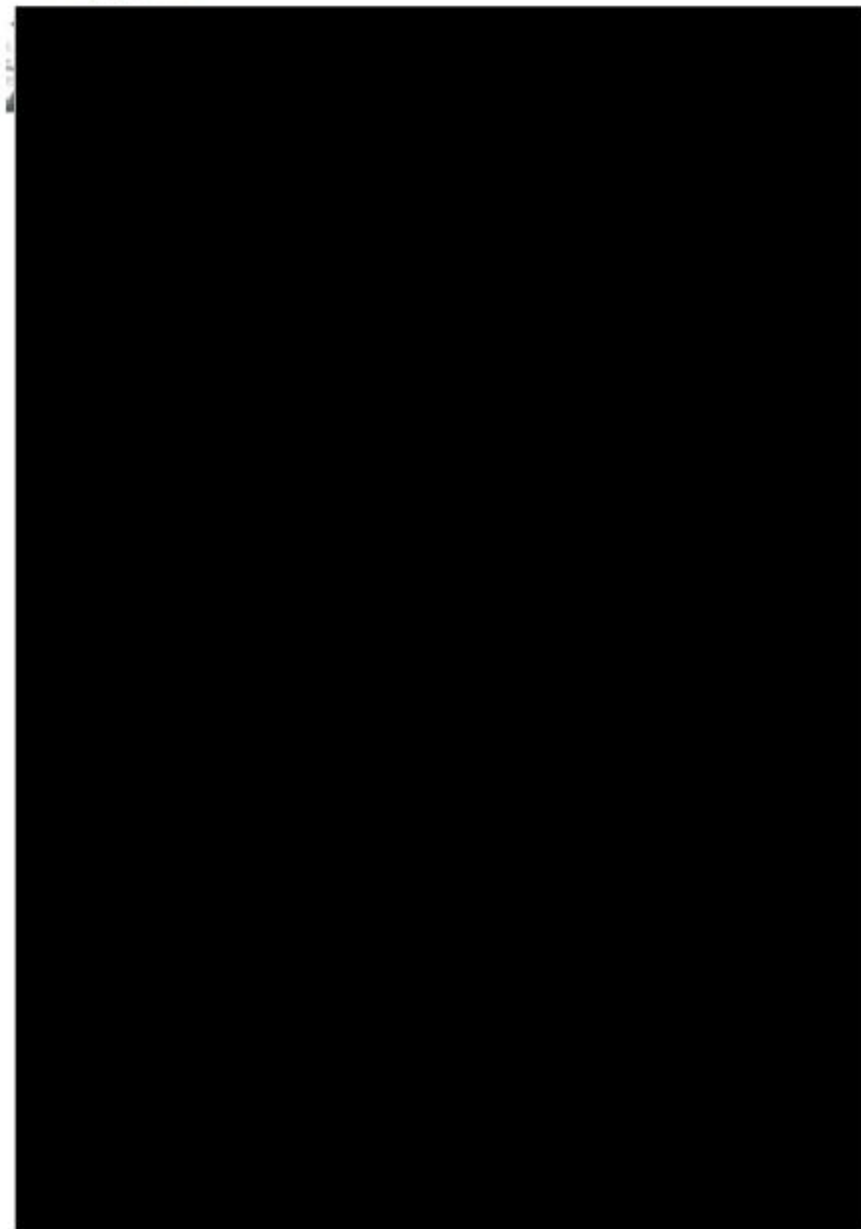
<b>For and on behalf of the Agency:</b>		<b>For and on behalf of the Client:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

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**ANNEX A**



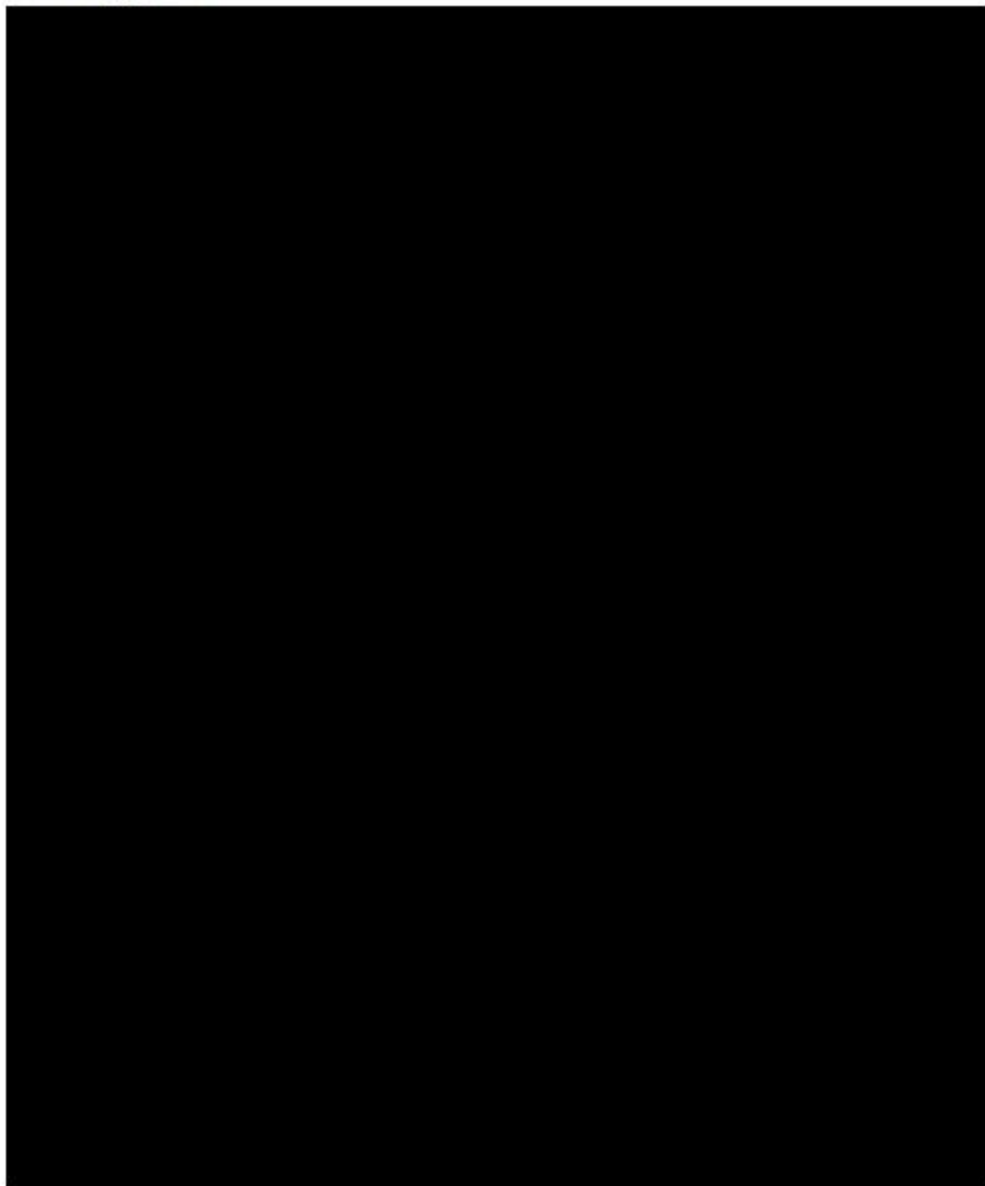
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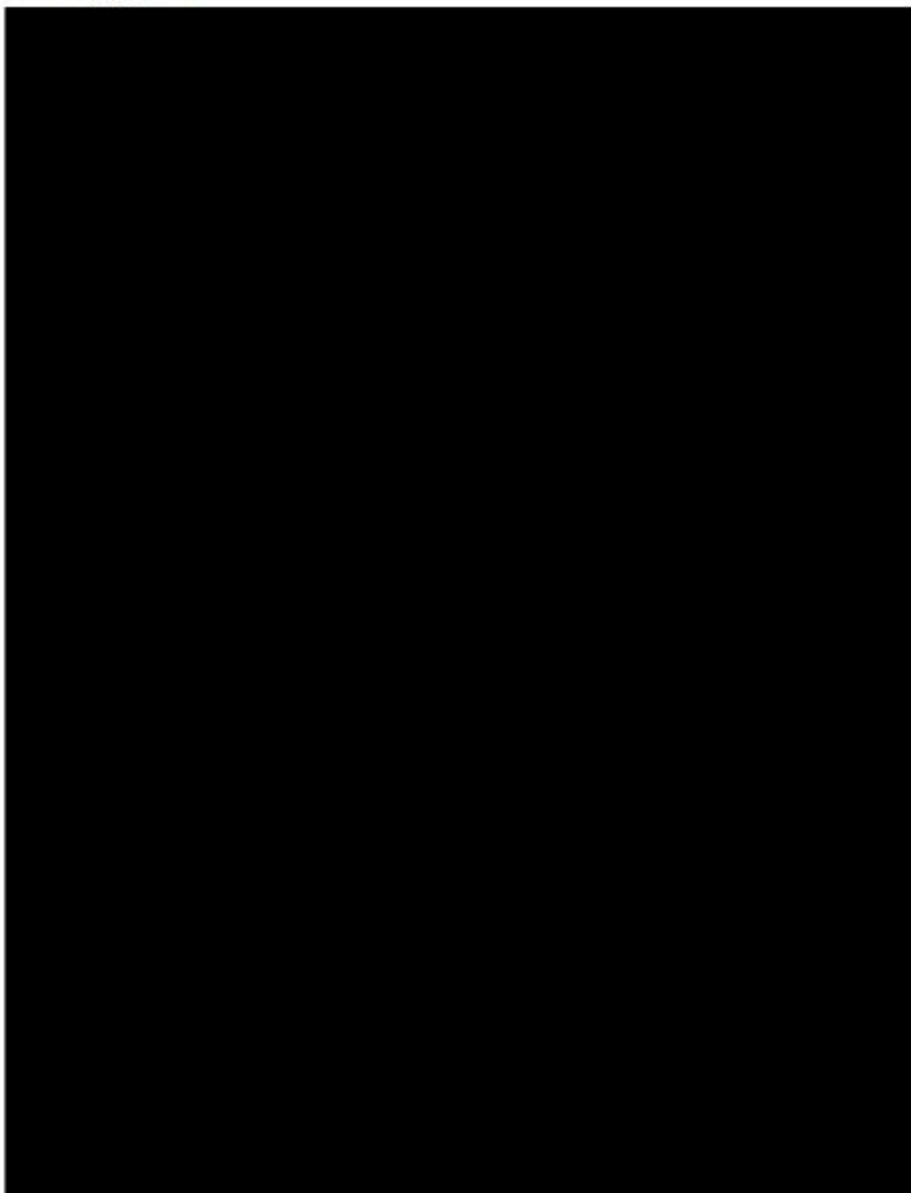


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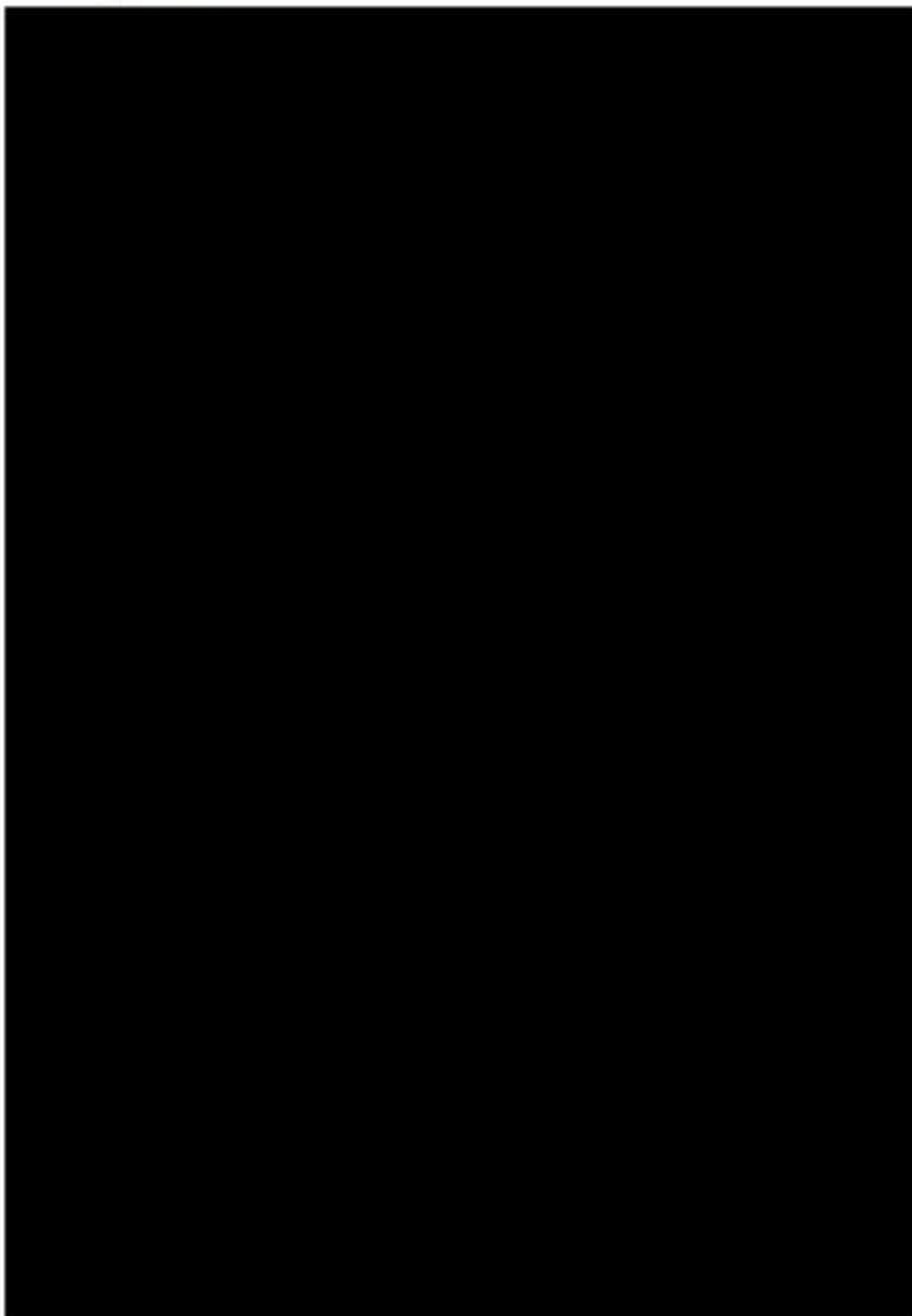




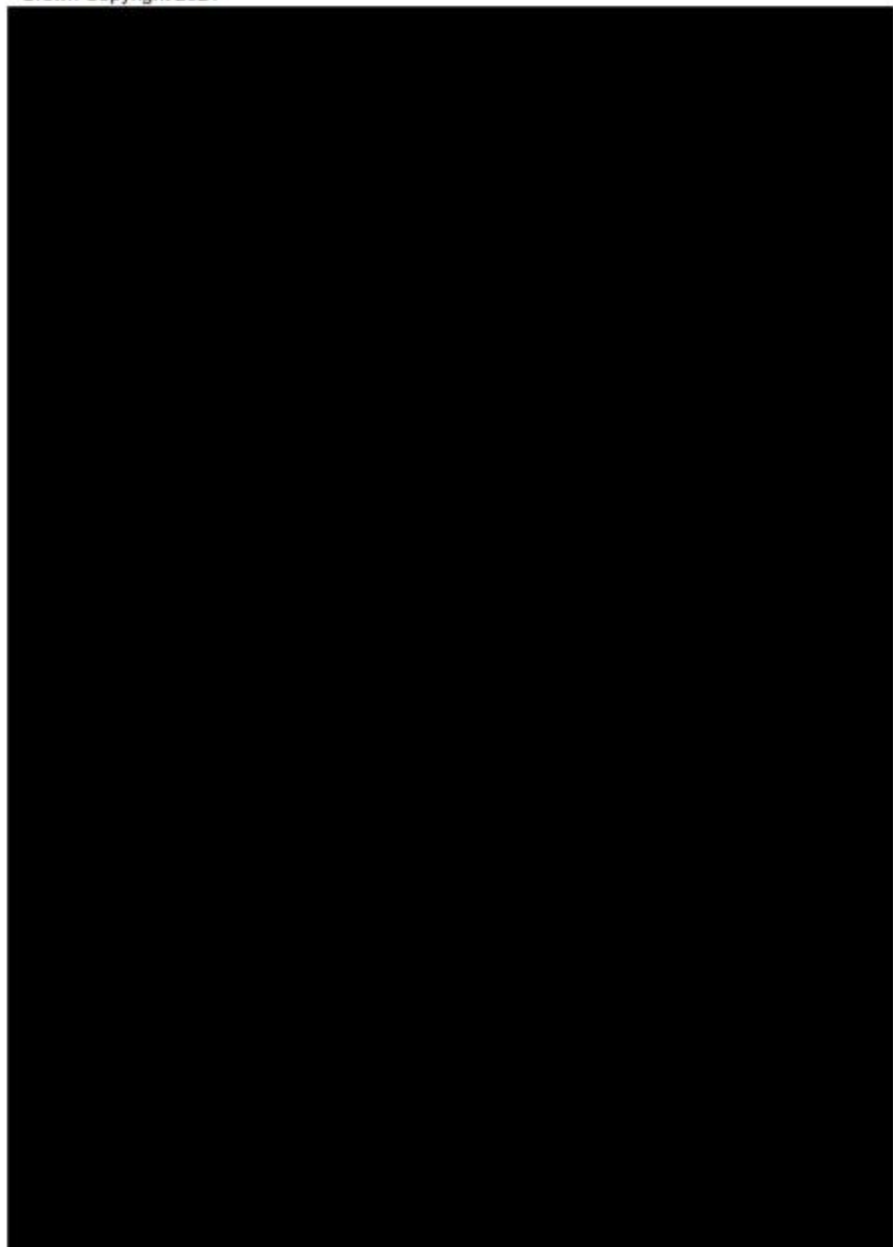
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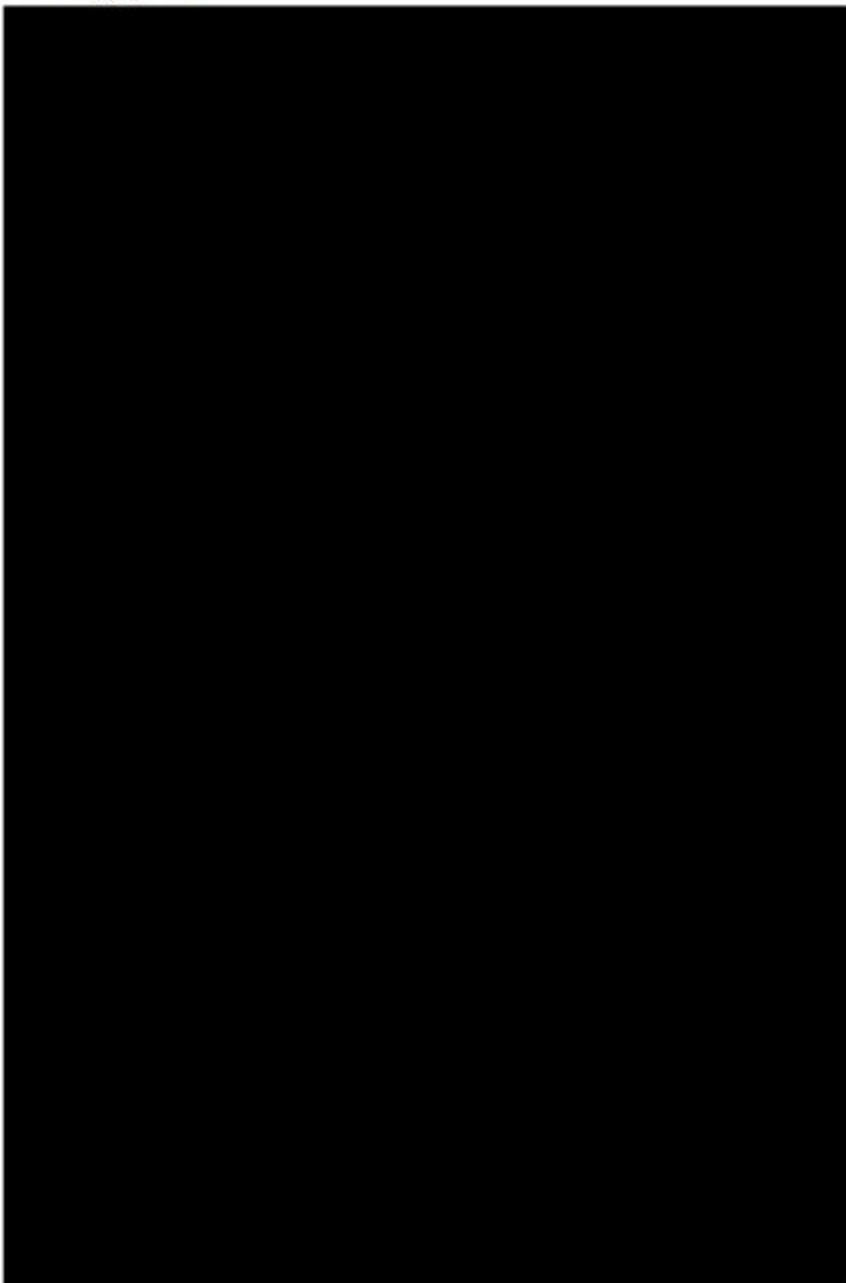
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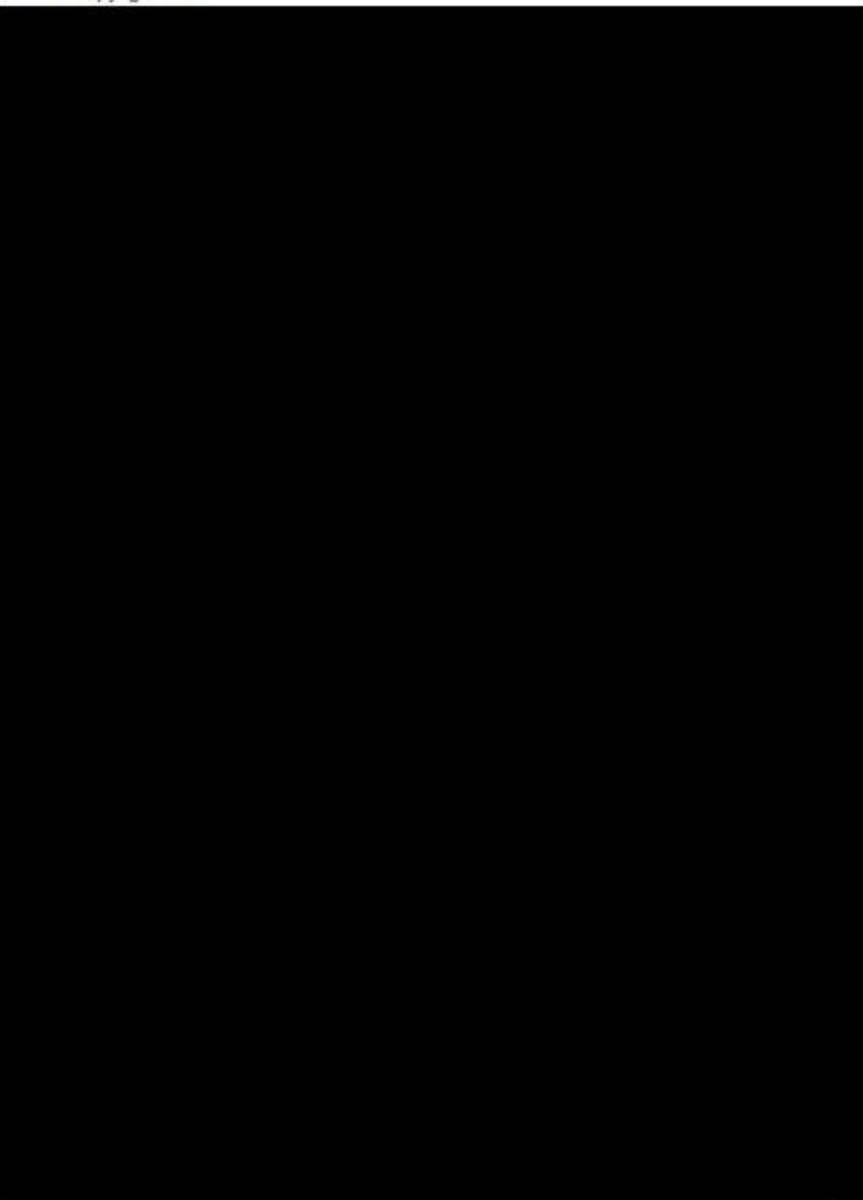
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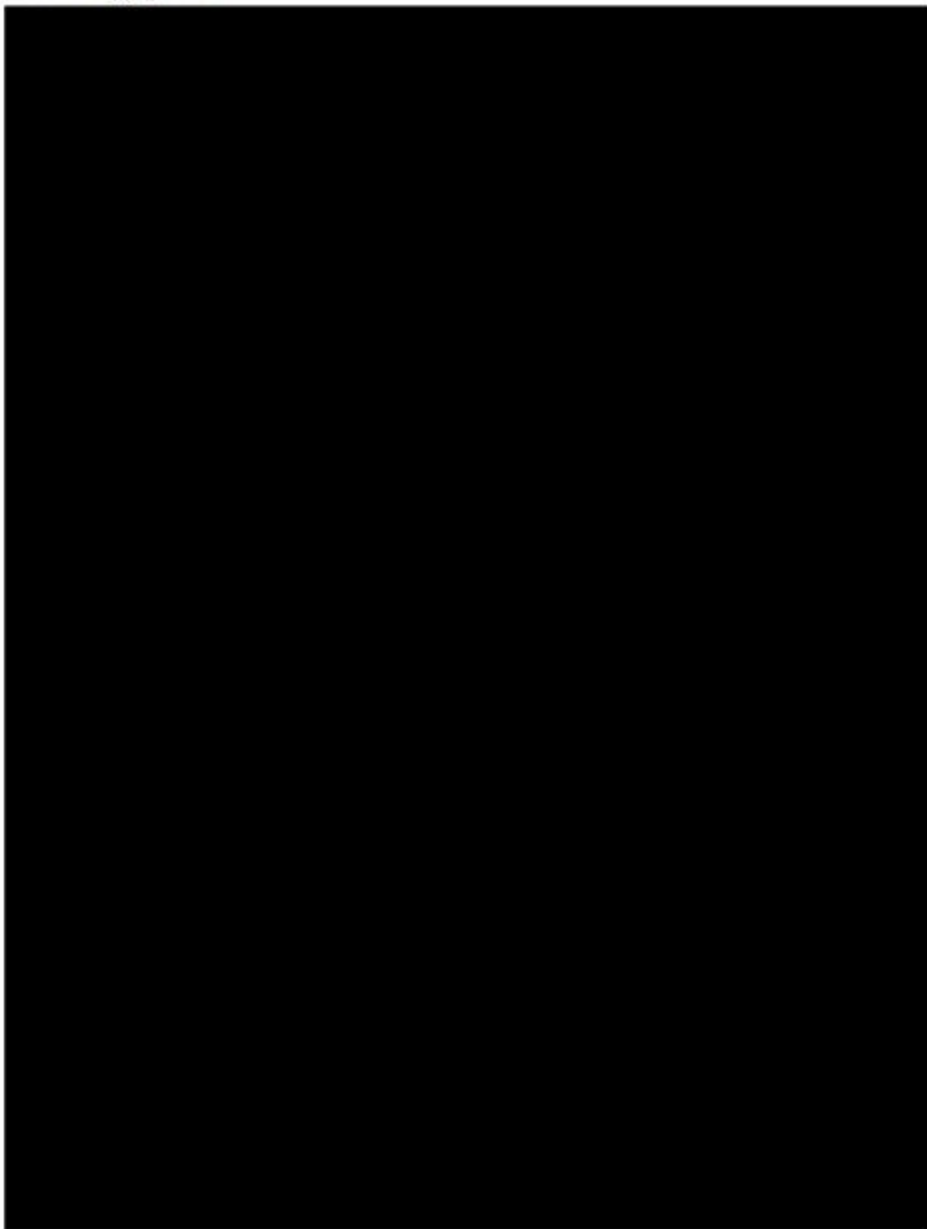
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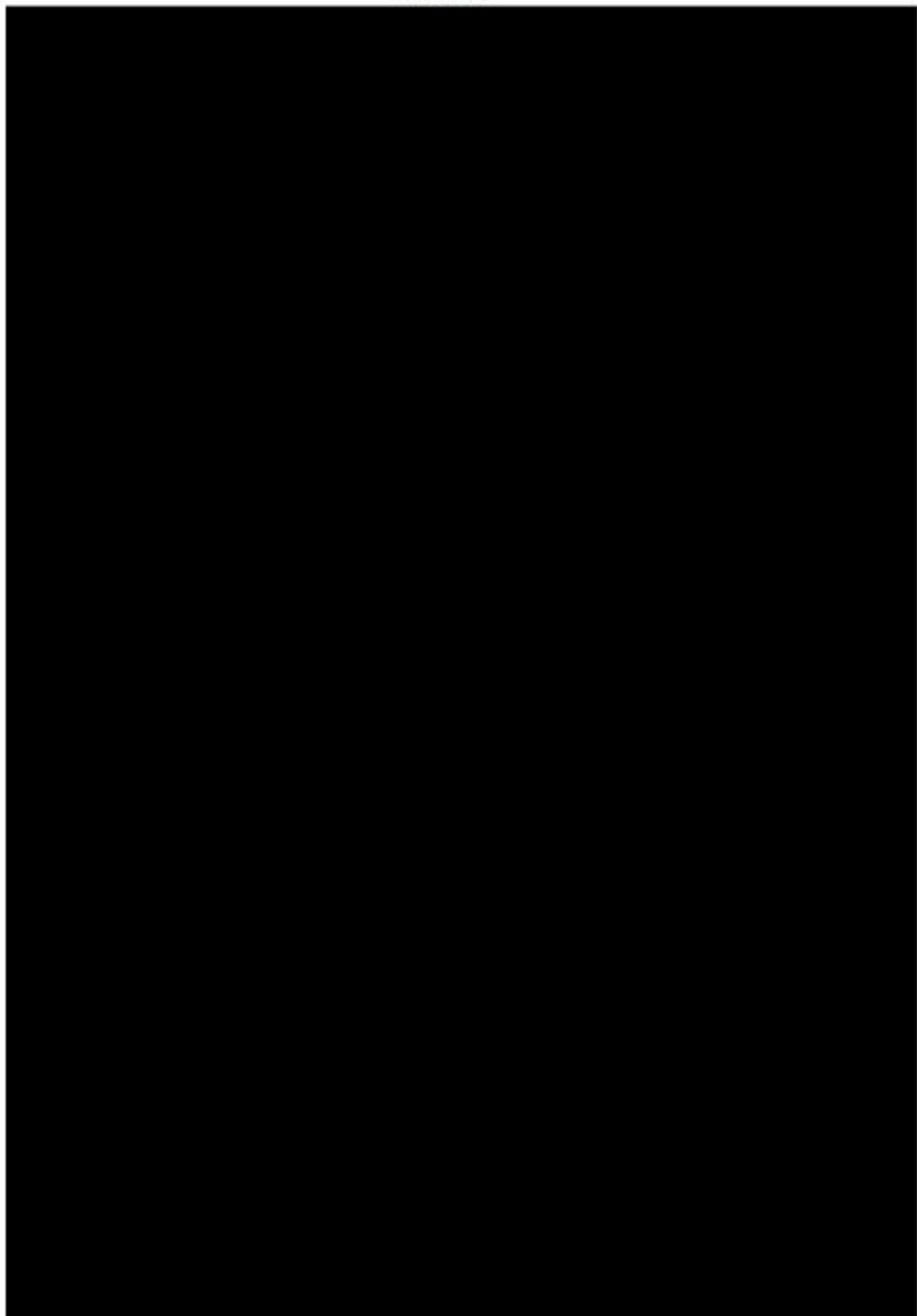


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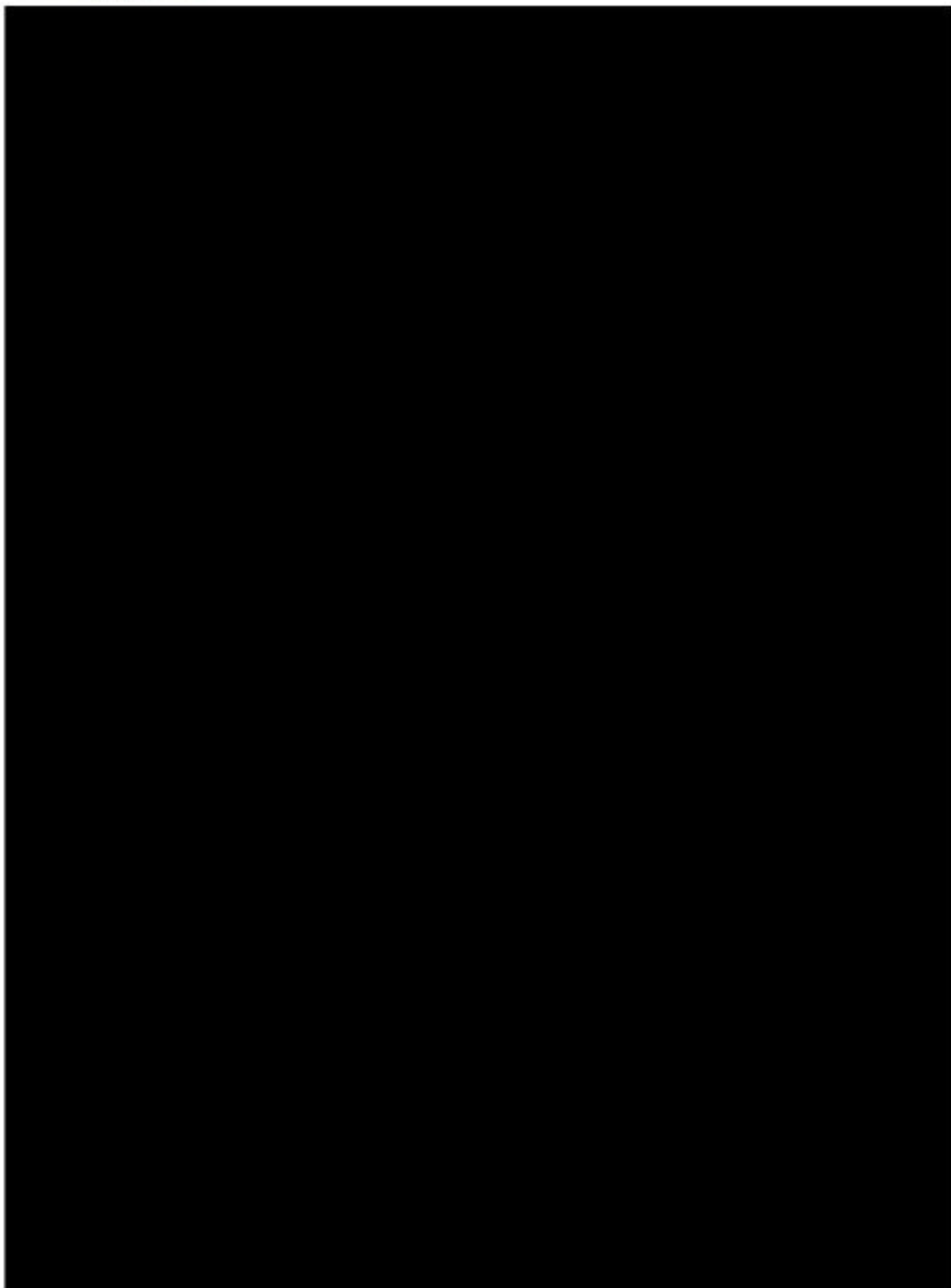


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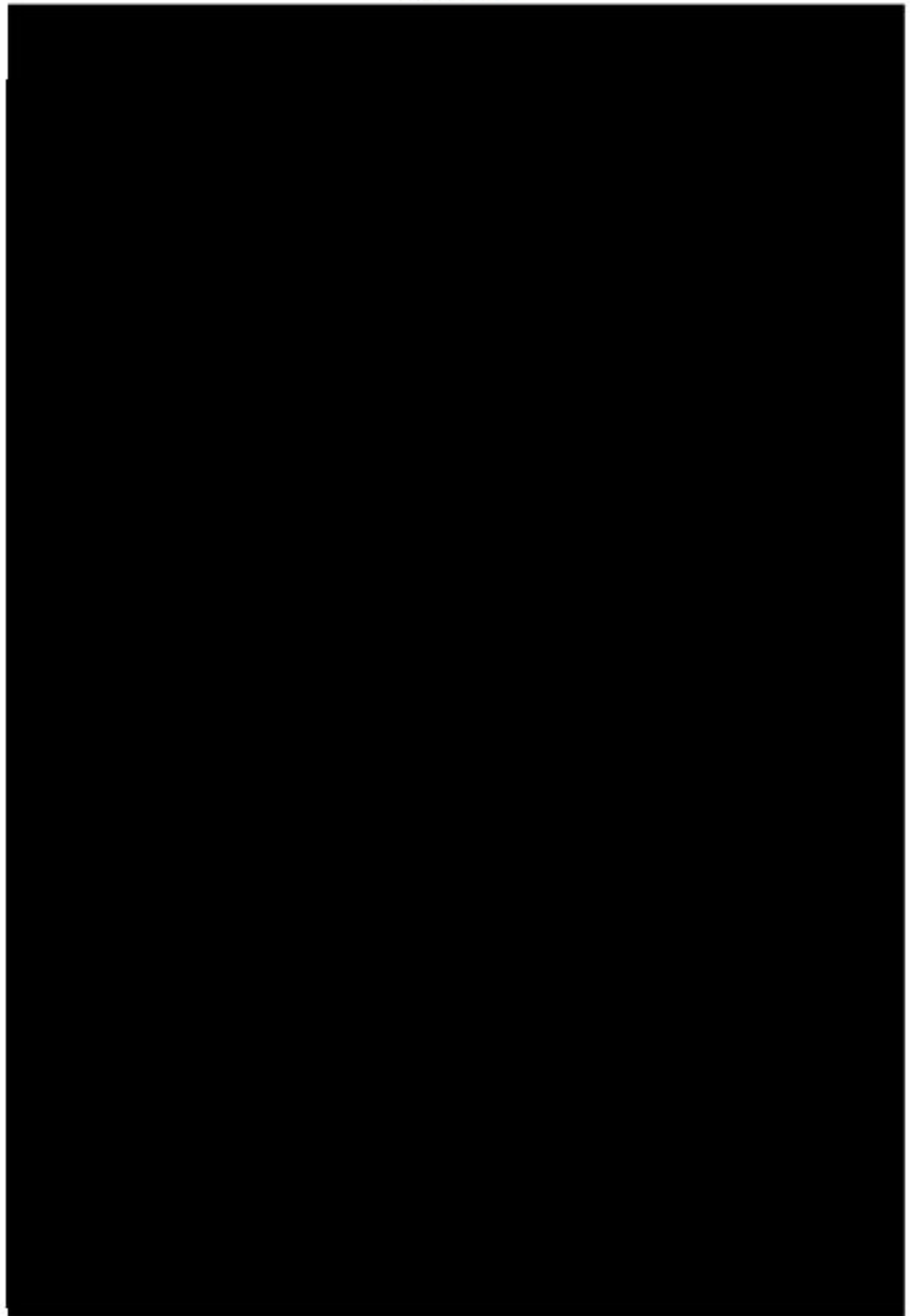




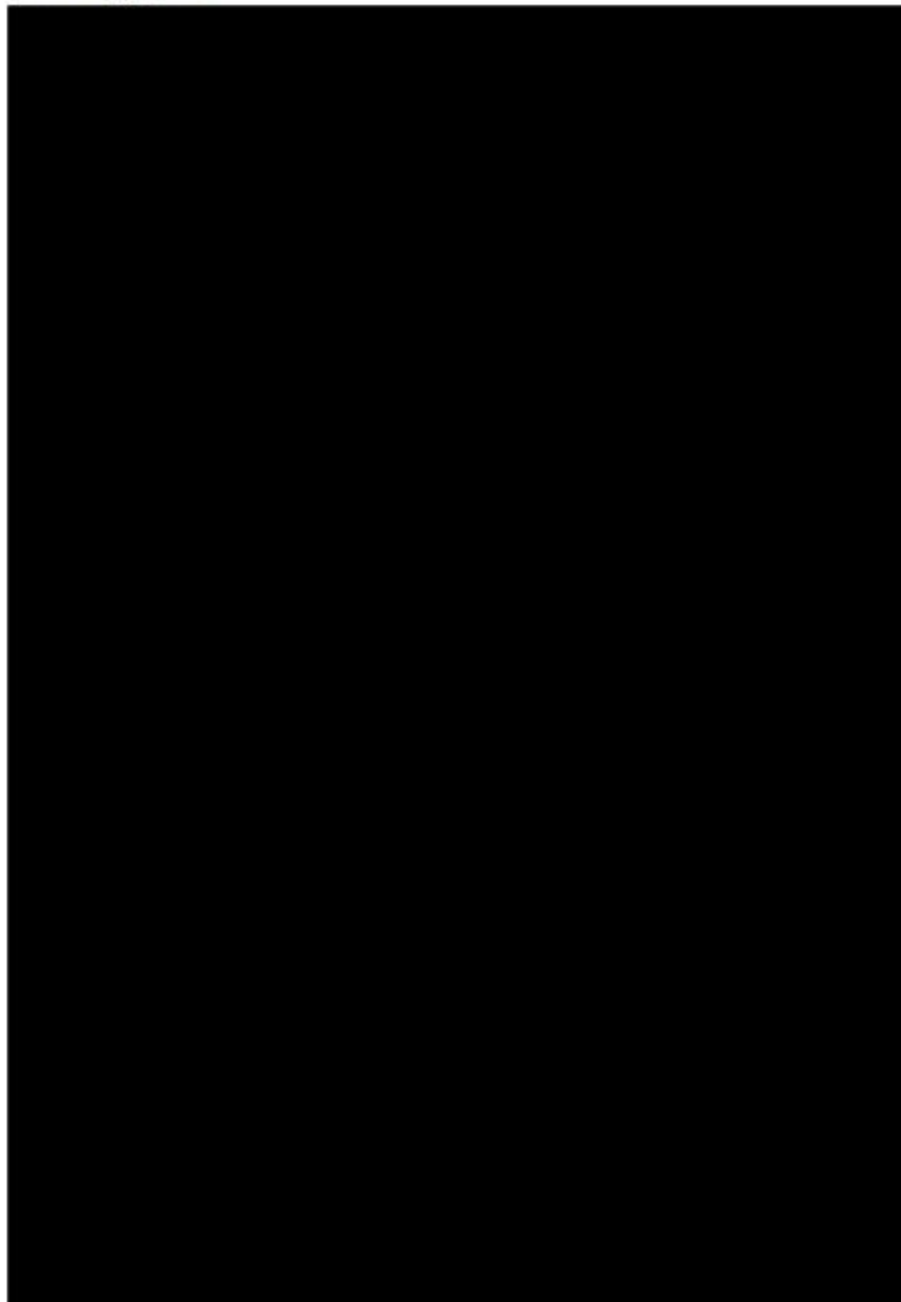
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**Annex B****Statement of Work-**

**This Statement of Work is issued under and in accordance with the Order Contract entered into between the parties dated [insert date of signature of Order Contract.]**

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>	Design and build the UKSA exhibition stand at the The 2024 Farnborough International Air Show
<b>Project start Date</b>	The contract start date is 2 <sup>nd</sup> May 2024 and shall expire on 1 <sup>st</sup> August 2024
<b>Notice period for cancellation</b>	Notice period for cancellation is 30 days.
<b>Overarching Brand/Campaign</b>	<p>The Farnborough International Air show, held every two years, is a major event in the space sector calendar and is considered a strategically important venue for the Agency to engage with its external stakeholders in a number of areas and sectors. The show is a high-profile event within the UK and international space sector and provides the Agency with an important opportunity to promote its work and key programme and policy activities.</p> <p>The UK Space Agency has had a presence at this biannual event stretching back to 2010 with the most recent being at the 2022 show when the Agency arranged a space 'pavilion' incorporating two footprints measuring 100sqm and 137.5sqm. Our overall aim for the 2024 event is to engage with stakeholders within the space sector, and broader aerospace and defence sectors, to promote our work and highlight the strategic priorities of the Agency. Our 2024 stand footprint will be smaller than 2022, utilising a 137.5sqm space, and we will focus our engagement on an informal networking space and area for SMEs to exhibit, the latter managed by UKspace.</p>

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**Goods or Services**

UKSA Stand brief:

Aims:

- To provide a high-impact, prominent physical stand presence within the conference exhibition area which serves to promote the Agency.
- Provide a point where the UKspace trade body can be located on the stand with space for 4-5 companies to have 'pods' to display laptops connected to screens, so that they can engage with stakeholders.
- Serve as the main hub for (all and any) Agency staff to meet/request meetings/network with the delegates from across industry, academia and the wider sector. E.g. through an informal networking area with tables and chairs as well as with formal, in-built meeting rooms on the stand footprint.
- 

Deliverables

- Dimensions of stand: 137.5 sqm
- Branding and signage that clearly identifies the stand as the UK Space Agency and can be seen easily to delegates.
- A minimum of two (2) in-built meeting rooms on the stand footprint with necessary facilities for stakeholder engagement.
- A large format video screen (perhaps built into unused external wall of meeting rooms) and PA/audio system which can display promotional content about the Agency.
- On-stand, lockable, secure storage for digital comms and other Agency materials.
- Stand should include a suitable number of informal networking tables and comfortable chairs, balanced with the need to (e.g.) view the big screen and informally network.
- Some form of large welcome desk (ideally larger than 1 metre) where UK Space Agency collateral or printed materials can be displayed and distributed and to act as a focal point for initial introductions.
- A large format interactive Ipad-type screen within the networking area where delegates can browse images and digital brochures from the Agency.

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**Project Plan:**

- 1-2 plinths where models/space hardware can be displayed securely.
  - Area of stand within the design for a branded UKspace 'mini-zone' where 4-5 companies can present their company via laptops and connected screens.
  - Design should ideally aim to create a visual link with the ESA stand positioned opposite to signify our connection and collaboration with ESA.
  - Any carpet and other ad-hoc materials needed for the construction of the agreed design.
- Initial creative designs Early May 2024
  - Sign off creative designs Mid May 2024
  - Deadline for ordering platform (if needed) for stand – 17 May 2024
  - Deadline for stand design submissions to FIA 2024 – 24 May 2024
  - Build commences 10 to 19 July and completes on 19-Jul 2024
  - Take down 27/28 July 2024 - TBC

**Contract Charges:**

Description	Quantity	List Price	Discounted Price
Design and build of stand - Please include all design and build costs in the Specification	1		
Transport, installation, onsite management and dismantling-	1		
Project management costs	1		
Audio Visual costs	1		
Travel & subsistence	1		
		£81,960.00	

**Client Assets:**

Details of the materials or information to be provided to the Agency.

- Logo and branding

**Client Affiliates:**

Not applicable

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**Special Terms:**

Not applicable

**Key Individuals:**

TBC

**Authorised  
Agency Approver:**

TBC

**Authorised Client  
Approver:**

Signed by:..... [REDACTED] .....

by (print name): [REDACTED] .....

As Agency Authorised Approver for and on behalf of

[Agency] [REDACTED]

Date [REDACTED] .....

Signed by:..... [REDACTED] .....

by (print name):... [REDACTED] .....

As Client Authorised Approver for and on behalf of

[Client]

Date..... [REDACTED] .....