

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 (Con_23615) between CCS and the Agency, dated 22nd March 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:

Order Number:	Con_23615
From:	Ministry of Justice On behalf of the Secretary of State for Justice Ministry of Justice 102 Petty France London SW1H 9AJ
To:	Arke Agency Ltd. Floor 2 9-12 Castle Square, Brighton, East Sussex, BN1 1EG

Order Start Date:	25 th March 2024
Order Expiry Date:	24 th March 2025
Order Initial Period:	1 Year

DPS Schedule 6 (Letter of Appointment and Order Schedules)
Crown Copyright 2021

Order Optional Extension Period:	1 + 1 Year
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.
Key Staff:	For the Client: [REDACTED] For the Agency: [REDACTED]
Guarantor(s)	N/A
Order Contract Charges (including any applicable discount(s), but excluding VAT):	[REDACTED]
Liability	[REDACTED]
Additional Insurance Requirements	N/A
Client billing address for invoicing:	[REDACTED]
Special Terms	No Special Terms

PROGRESS REPORT FREQUENCY

[REDACTED]

PROGRESS MEETING FREQUENCY

[REDACTED]

KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

[REDACTED]

SOCIAL VALUE COMMITMENT

[REDACTED]

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 **Con_23615***
 - *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 10 (Exit 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*

DPS Schedule 6 (Letter of Appointment and Order Schedules)

Crown Copyright 2021

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.

For and on behalf of the Agency:		For and on behalf of the Client:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	[REDACTED]	Date:	[REDACTED]

CORE TERMS

Core Terms	[REDACTED]
------------	------------

JOINT SCHEDULES

Joint Schedule 1 (Definitions)	[REDACTED]
Joint Schedule 2 (Variation Form)	[REDACTED]
Joint Schedule 3 (Insurance Requirements)	[REDACTED]
Joint Schedule 4 (Commercially Sensitive Information)	[REDACTED]
Joint Schedule 5 (Corporate Social responsibility)	[REDACTED]
Joint Schedule 10 (Rectification Plan)	[REDACTED]
Joint Schedule 11 (Processing Data)	[REDACTED]

CALL-OFF SCHEDULES

Order Schedule 1 (Transparency Reports)	[REDACTED]
Order Schedule 2 (Staff Transfer)	[REDACTED]
Order Schedule 3 (Continuous Improvement)	[REDACTED]
Order Schedule 4 (Proposal)	[REDACTED]
Order Schedule 5 (Pricing Details)	[REDACTED]
Order Schedule 7 (Key Supplier Staff)	[REDACTED]
Order Schedule 9 (Security)	[REDACTED]
Order Schedule 10 (Exit Management)	[REDACTED]
Order Schedule 20 (Order Specification)	[REDACTED]

ANNEX A

[REDACTED]