

## 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 Proofreading and Editorial Services between CCS and the Agency, dated 1<sup>st</sup> November 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>	project_17509
<b>From:</b>	Home Office – Secretary of State for the Home Department
<b>To:</b>	Corporate Document Services

<b>Order Start Date:</b>	1 November 2024
<b>Order Expiry Date:</b>	31 October 2027
<b>Order Initial Period:</b>	3 years
<b>Order Optional Extension Period:</b>	Option to extend by up to 12 months.

<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 2 Order Schedule 4 - Proposal of this Letter. Subsequent calls for Goods or Services shall be priced and agreed using the Statement of Works form as per Annex 2 Joint Schedule 2 – Variation form of this Letter of Appointment.
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<b>Key Staff:</b>	<b>For the Client:</b> Name: <Redacted>
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**DPS Schedule 6 (Letter of Appointment and Order Schedules)**

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	Email: <Redacted>  <b>For the Agency:</b> Name: <Redacted> Email: <Redacted>
<b>Guarantor(s)</b>	Not applicable

<b>Order Contract Charges (including any applicable discount(s), but excluding VAT):</b>	See Annex 1
<b>Liability</b>	<b>See Clause 11 of the Core Terms</b> <b>Estimated Year 1 Charges: Estimated maximum value per year - £15,000</b>
<b>Additional Insurance Requirements</b>	N/A
<b>Client billing address for invoicing:</b>	<p>Purchase Order and Invoice with payments via BACS. Payment will be aligned to the agreed deliverables and associated timing(s).</p> <p>The electronic PDF invoice shall be emailed to: <a href="mailto:HOSupplierinvoices@homeoffice.gov.uk">HOSupplierinvoices@homeoffice.gov.uk</a> cc: <a href="mailto:Megan.Tingey@homeoffice.gov.uk">Megan.Tingey@homeoffice.gov.uk</a> &amp; <a href="mailto:Mark.Slater@homeoffice.gov.uk">Mark.Slater@homeoffice.gov.uk</a></p> <p><b>BUYER'S INVOICE ADDRESS:</b> <b>2 Marsham Street</b> <b>London.</b> <b>SW1P 4DF</b></p>

<b>Special Terms</b>	None
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**PROGRESS REPORT FREQUENCY**

Not applicable

**PROGRESS MEETING FREQUENCY**

Not applicable

**KEY SUBCONTRACTOR(S)**

None

**COMMERCIALLY SENSITIVE INFORMATION**

TBC

**SOCIAL VALUE COMMITMENT**

Not used

**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 7 (Financial Difficulties)*
    - *Joint Schedule 10 (Rectification Plan)*
    - *Joint Schedule 11 (Processing Data)*
  - ***Order Schedules for **project\_17509*****
    - *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 14 (Service Levels)*
    - *Order Schedule 15 (Order Contract Management)*
    - *Order Schedule 20 (Order Specification)*
4. **CCS Core Terms**
5. *Joint Schedule 5 (Corporate Social Responsibility) RM6124*

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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.

For and on behalf of the Agency:		For and on behalf of the Client:	
Signature:	<Redacted>	Signature:	<Redacted>
Name:	<Redacted>	Name:	<Redacted>
Role:	Director of Growth & Clients	Role:	Associate Commercial Specialist
Date:	<Redacted>	Date:	<Redacted>

## **ANNEX 1 - Charges**

<Redacted>

## **Annex 2 – Schedules**

### **Joint Schedules**

<Redacted>

### **Amended Joint Schedules**

<Redacted>

### **Order Schedules**

<Redacted>

### **Amended Order Schedules**

<Redacted>

### **DPS Core Terms**

<Redacted>