

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 Communications Marketplace) between CCS and the Agency, dated 26/07/2024

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:	Project_2533
From:	Secretary of State for the Home Department
To:	The MindWorks Marketing Company Ltd

Order Start Date:	29/07/2024
Order Expiry Date:	28/07/2026
Order Initial Period:	TWO (2) year
Order Optional Extension Period:	ONE (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.
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Key Staff:	<div></div> <div></div> <div></div>
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	<div>[REDACTED]</div>
Guarantor(s)	

Order Contract Charges (including any applicable discount(s), but excluding VAT):	<div>[REDACTED]</div>
Liability	<div>[REDACTED]</div>
Additional Insurance Requirements	N/A beyond those set out in Joint Schedule 3 – Insurance Requirements
Client billing address for invoicing:	<div>[REDACTED]</div>

Special Terms	N/A
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PROGRESS REPORT FREQUENCY

Quarterly: On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Every 6 months on the first Working Day of each half

KEY SUBCONTRACTOR(S)

First Exhibition Services Ltd

COMMERCIALLY SENSITIVE INFORMATION

None at contract signature

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

[REDACTED]

[REDACTED]

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 8 (Guarantee) NOT USED
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data) NOT USED
 - Joint Schedule 12 (Supply Chain Visibility) NOT USED
 - Order Schedules for Project_2533
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 5 (Pricing Details)

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- Order Schedule 6 (ICT Services) NOT USED
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)]
 - Order Schedule 9 (Security) NOT USED
 - Order Schedule 10 (Exit Management)
 - Order Schedule 13 (Implementation Plan and Testing) NOT USED
 - Order Schedule 14 (Service Levels)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 16 (Benchmarking)
 - Order Schedule 17 (MOD Terms) NOT USED
 - Order Schedule 18 (Background Checks) NOT USED
 - Order Schedule 19 (Scottish Law) NOT USED
 - Order Schedule 20 (Order Specification)
 - Order Schedule 21 (Northern Ireland Law) NOT USED
 - Order Schedule 23 (HMRC) NOT USED
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 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.



ANNEX A

Agency Proposal



