

## DWP Professional Services Commercial Directorate

### Contract Variation 001

BETWEEN:

Department for Work and Pensions ("**the Customer**")

and

SMRS Ltd ("**the Supplier**")

1. This Contract is varied as follows:

#### To Provide:

- Employer Workshop with Internal Communications Team £4,780
- Messaging framework to support hard to fill roles £3,000
- Internal ambassador programme and playbook £12,560
- Strategic Input £1,800 (Throughout)
- Project Management £1,900 (Throughout)

#### Timescales:

- Employer Workshop with Internal Communications Team April/May 2022. Payable end of May
- Messaging framework to support hard to fill roles April 2022. Payable end of April.
- Internal ambassador programme and playbook April/May 2022. Payable end of May
- Strategic Input.
- Project Management.

#### Total Contract Value:

£24,040 + VAT

#### Outputs:

- Session with the Internal Comms Team to show how the employee value proposition can be activated across internal people comms followed by interventions and ongoing advice to define strategy and application.
- Strategic narrative and attributes to inform a messaging framework for 4 priority roles.
- Internal ambassador programme.
- Internal ambassador playbook.

**DWP Professional Services  
Commercial Directorate**

1. Words and expressions in this Variation shall have the meanings given to them in this Call-Off Contract.
2. This Call-Off Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Customer:

Signature	REDACTED
Date	18.03.2022
Name (in Capitals)	REDACTED
Address	DWP

Signed by an authorised signatory to sign for and on behalf of the Supplier:

Signature	REDACTED
Date	17.03.2022
Name (in Capitals)	REDACTED
Address	SMRS