

SCHEDULE 2

Letter of Appointment and Order Form

Dear Apolitical Group Limited,

Letter of Appointment

This Letter of Appointment is issued in accordance with the provisions of the Framework Agreement between The Department for Science, Innovation and Technology and the Supplier dated 18/03/2025.

Capitalised terms and expressions used in this letter have the same meanings as in the Terms unless the context otherwise requires.

Order Number:	COGCFFSR012502
From:	Government Commercial Function (Cabinet Office) ("Customer")
To:	Apolitical Group Limited ("Supplier")

Effective Date:	19/03/2025
Expiry Date:	End date of Initial Period: 30/05/2025 End date of Maximum Extension Period: Not Applicable Minimum written notice to Supplier in respect of extension: Not applicable

Services required:	Set out in Section 2 (Services offered) and refined by: Customer Project Specification at Annex A
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Key Individuals:	<div style="background-color: black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: 10%; left: 45%; width: 10%; height: 10%; background-color: white;"></div> <div style="position: absolute; top: 15%; left: 55%; width: 10%; height: 10%; background-color: white;"></div> <div style="position: absolute; top: 35%; left: 10%; width: 10%; height: 10%; background-color: white;"></div> <div style="position: absolute; top: 38%; left: 15%; width: 10%; height: 10%; background-color: white;"></div> <div style="position: absolute; top: 42%; left: 20%; width: 10%; height: 10%; background-color: white;"></div> </div>
Guarantor(s)	Not Applicable

<p>Call Off Contract Charges (including any applicable discount(s), but excluding VAT):</p>	<p>£49,910 (Ex VAT)</p>
<p>Insurance Requirements</p>	<p>professional indemnity insurance with cover (for a single event or a series of related events and in the aggregate) of not less than one million pounds (£1,000,000);</p> <p>public liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than one million pounds (£1,000,000); and</p> <p>employers' liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than five million pounds (£5,000,000).</p>
<p>Customer billing address for invoicing:</p>	<p>[REDACTED]</p>

<p>Additional Clauses:</p>	<p>Not Applicable</p>
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FORMATION OF CALL OFF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Terms.

The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt.

For and on behalf of the Supplier:

[REDACTED]

Signed by:
[REDACTED]

For and on behalf of the Customer:

[REDACTED]

Annex D: Order Form

Framework Agreement – Futures Framework

This should include;

Annex A – Customer Project Specification

Annex B – Supplier Proposal

Part 2 – The Terms as set out in this Framework Schedule 2 (Letter of Appointment and Order Form) shall apply to this Contract.

FROM

Customer	Government Commercial Function (Cabinet Office)
Service Address	[REDACTED]
Invoice Address	[REDACTED]
Contact Ref:	[REDACTED]
Order Number	To be quoted on all correspondence relating to this Order: COGCFFSR012502
Order Date	18/03/2025

TO

Supplier:	Apolitical Group Limited
For the attention of:	[REDACTED]
Address	[REDACTED]

1. SERVICES REQUIREMENTS
(1.1) Services and Deliverables Required: See Customer Specification found at Annex A
(1.2) Commencement Date: 19/03/2025
(1.3) Price Payable by Customer: £49,910 (Ex VAT)
(1.4) Completion Date: 30/05/2025

2 ADDITIONAL REQUIREMENTS
(2.1) Supplemental Requirements in addition to Call-Off Terms and Conditions: As per Annex B: Supplier Proposal, the following services will be subcontracted to Demos-Helsinki: Demos-Helsinki will contribute:

- one online foresight workshop, a survey and a one-hour small group ‘sparring clinic’ (to include two online sessions, survey design and analysis, and summary insights write-up)
- primary research and related insights that will contribute findings for the GCF insight report

Apolitical will:

- manage Demos-Helsinki as a sub-contractor, as an additional approved Futures Framework supplier
- be responsible for interpreting and integrating their findings into the insight report and L&D recommendations
- be accountable for their delivery contributions and retain responsibility for project deliverables

(2.2) Variations to Call-Off Terms and Conditions: N/A

3. PERFORMANCE OF THE SERVICES AND DELIVERABLES

(3.1) Key Personnel of the Supplier to be involved in the Services and deliverables:

Apolitical Group Limited:

[REDACTED]

[REDACTED]

(3.2) Performance Standards: All research activities to be conducted with professional diligence, according to timelines specified with interim and final deliverables submitted by the dates indicated.

(3.3) Location(s) at which the Services are to be provided: At the supplier’s premises

(3.4) Quality Standards: The supplier should implement appropriate quality control measures at each phase of the research to ensure data integrity and reliability. All data collection, analysis, and reporting should be conducted with scientific rigor, employing appropriate methodologies. No specific ISO applies.

(3.5) Contract Monitoring Arrangements: Weekly Review Meetings

4. CONFIDENTIAL INFORMATION

(4.1) The following information shall be deemed Commercially Sensitive Information or Confidential Information:

- Insight report summarising research outcomes, including source references (for internal government use). The GCF will retain intellectual property rights in perpetuity to the final report.

- Recommendations for content design and delivery methods for a leading-edge, bespoke, and innovative programme for senior commercial specialists in government that will suit future needs.
- Summary of research findings and recommendations.
- Apolitical agree the report and recommendations will not be shared or published.

(4.2) Duration that the information shall be deemed Commercially Sensitive Information or Confidential Information: In perpetuity

BY SIGNING AND RETURNING THIS ORDER FORM THE PROVIDER AGREES to enter a legally binding contract with the Customer to provide the Service specified in this Order Form together with, where completed and applicable, the mini-competition order (additional requirements) set out in section 2 of this Order Form. Incorporating the rights and obligations in the Terms and Conditions set out in the Framework Agreement entered into by the Provider and The Department for Science, Innovation and Technology and any subsequent signed variations to the terms and conditions.

For and on behalf of the Supplier:

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

For and on behalf of the Customer:

Name and Title	[REDACTED]
Signature	[REDACTED]
Date	[REDACTED]

ALL REDACTED UNDER FOIA SECTION 40, PERSONAL INFORMATION

Annex A: Customer Project Specification

Intelligence, Data and Research

Specification

Business Challenge

The vision of the Government Commercial Function (GCF) is to be the best commercial function in the UK. The accredited senior commercial specialists working within the GCF require a leading edge, bespoke and innovative learning and development programme to maintain the skills and behaviours to achieve this vision. Civil Service Learning does not offer this type of learning product. A new dynamic learning product designed to support senior commercial specialists would enhance the ability of the GCF to attract, develop and retain the best commercial people.

In order to continue to build world class capability we would like to know: what are the current global trends in learning and development delivery and perspectives in the commercial world, what this may look like in the next 5-10 years and how do our current products compare.

Purpose

To research and identify current and future global learning and development delivery trends and perspectives in commercial leadership, judgement and business acumen that will benefit our people and support the vision in the next 5-10 years.

Expected Outcomes:

- Identification of current and future global trends in delivery of learning and development in the public and private sector (and where possible related to the commercial specialism) and what this may look like in 5-10 years time.
- Identification of specific global trends and examples of commercial, business acumen and commercial leadership learning and development in the public and private sector.
- Determine how organisations are utilising training to their advantage, for example, to achieve individual learning outcomes, increase workforce capability and support successful business outcomes.
- Primary research and data on what the current trends are in learning and development delivery, what's working, what's not, grades, face-to-face vs hybrid delivery, cohort sizes, programmes vs alternative forms of learning. The research and data provided should be global, not just UK specific, to reflect the global reach of the programme (learners come from across the civil service and wider government bodies some of which work internationally).

Identification of global perspectives in commercial leadership, judgement and business acumen through primary research and supplemented with desktop research and interviews with relevant organisations and experts.

Recommendations for content design and delivery methods for a leading edge, bespoke and innovative programme for senior commercial specialists in government that will suit future needs.

The focus should be on leadership and commercial future challenges (80%) and 20% focus on delivery mechanisms

Deliverables:

- Insight report summarising research outcomes, including source references (for internal government use).
- Recommendations for content design and delivery methods for a leading edge, bespoke and innovative programme for senior commercial specialists in government.
- Presentation to the Government Commercial Function (GCF) leadership team, learning and development team and relevant UK government colleagues (virtual or London in-person) summarising research findings and recommendations.
- Facilitated workshop to discuss and explore implications of the research findings for the development of a bespoke and innovative commercial leadership Learning and
- Development programme suitable for a unique audience of senior government commercial professionals (virtual or London in-person).

Key Dates

Start date February 2025 to be completed by March 2025

Budget

Budget range £45-50K

Supplier

Using the Futures Procurement Framework this will be a direct award due to the nature of the work. The supplier is required to have a solid track record in working with government bodies globally in the field of learning and development and have conducted research in this field but not from an academic perspective. Proposals from suppliers will be assessed on whether they have clear potential to deliver the outcomes specified above.

Deadline for Proposals

A proposal in response to this specification is required by 5th March 2025 to include any examples of previous work similar to the project to enable comparison of outcomes.

2025-02-10 V4

Annex B: Supplier Proposal



REDACTED UNDER FOIA SECTION 43, COMMERCIAL INTERESTS