**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 (CCCS23A07) between CCS and the Agency, dated 27/09/2023..

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

ORDER:

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| **Order Number:** | CCCS23A07 |
| **From:** | UK Covid-19 Inquiry Cabinet Office |
| **To:** | Identity Events Management Ltd |

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| **Order Start Date:** | 27 September 2023 |
| **Order Expiry Date:** | The initial term includes a pilot period of 6 months, which will expire on 27 March 2024. |
| **Order Initial Period:** | 6 months |
| **Order Optional**  **Extension Period:** | After the first six months, the Inquiry will decide whether to proceed with further optional extensions up to a maximum of 2 further years on a 1 + 1 basis. If all extension options are taken, the total contract duration will be 2 years and 6 months |

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| **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:** | **For the Client:** Redacted Under FOIA, Section 40, Personal Information |
|  | **For the Agency:** Redacted Under FOIA, Section 40, Personal Information |
| **Guarantor(s)** | N/A |

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| **Order Contract**  **Charges (including any applicable discount(s), but excluding VAT):** | Initial Contract Value: £632,418.36  Total Contract Value (if all extensions are taken): £1,888,098.60  For cost breakdowns, see details in Order Schedule 5 (Pricing Details) |
| **Liability** | Redacted Text Under FOIA, Section 43, Commercial Interests |
| **Additional Insurance Requirements** | See details in Joint Schedule 3 (Insurance Requirements) |
| **Client billing address for invoicing:** | Redacted Under FOIA, Section 40, Personal Information |

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| **Special Terms** | N/A |

PROGRESS REPORT FREQUENCY

* 5 non-publishable community events reports across the duration of the contract, one every six months, to feed into Ipsos’ ESM analysis.
* An additional non-publishable final report summarising all events / previous reports at the end of the contract period (if extensions are granted).
* 5 short (2-3 pages) internal evaluation summary documents, the first being an evaluation of the pilot and then further evaluation after each six months of events.

PROGRESS MEETING FREQUENCY

* Weekly operational meetings
* Monthly Progress Meetings
* Six monthly Review Meetings

KEY SUBCONTRACTOR(S)

**N/A**

COMMERCIALLY SENSITIVE INFORMATION

Redacted Text Under FOIA, Section 43, Commercial Interests 

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

**N/A**

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)*
     + *Joint Schedule 12 (Supply Chain Visibility)*
   * *Order Schedules for* ***CCCS23A07***
     + *Order Schedule 1 (Transparency Reports)*
     + *Order Schedule 2 (Staff Transfer)*
     + *Order Schedule 3 (Continuous Improvement)*
     + *Order Schedule 5 (Pricing Details)*
     + *Order Schedule 6 (ICT Services)*
     + *Order Schedule 7 (Key Supplier Staff)*
     + *Order Schedule 8 (Business Continuity and Disaster Recovery)*
     + *Order Schedule 9 (Security)*  o *Order Schedule 10 (Exit Management)*
     + *Order Schedule 13 (Implementation Plan and Testing)*
     + *Order Schedule 14 (Service Levels)*
     + *Order Schedule 15 (Order Contract Management)*
     + *Order Schedule 16 (Benchmarking)*
     + *Order Schedule 18 (Background Checks)*
     + *Order Schedule 19 (Scottish Law)*
     + *Order Schedule 20 (Order Specification)*
     + *Order Schedule 21 (Northern Ireland Law)*

1. CCS Core Terms
2. *Joint Schedule 5 (Corporate Social Responsibility) RM6124*
3. *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 nonexclusive. 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.

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| **Signed - via Docusign** |
| **Supplier**    <Supplier Sign Here> |
| Redacted Under FOIA, Section 40, Personal Information  Full Name: Redacted Under FOIA, Section 40, Personal Information  Job Title/Role: Redacted Under FOIA, Section 40, Personal Information  Date Signed: Redacted Text Under FOIA, Section 40, Personal Information |
| **Buyer**    <Commercial Sign Here> |
| Redacted Under FOIA, Section 40, Personal Information  Full Name: Redacted Under FOIA, Section 40, Personal Information  Job Title/Role: Redacted Under FOIA, Section 40, Personal Information  Date Signed: Redacted Text Under FOIA, Section 40, Personal Information |

**ANNEX A**

**Agency Proposal**

QUALIFICATION RESPONSE

Redacted Text Under FOIA, Section 43, Commercial Interests 

**Annex B**

**Statement of Work-**

**This Statement of Work is issued under and in accordance with the Order Contract entered into between the parties dated *[insert date of signature of Order Contract****.]*

Any schedule attached to this Statement of Work will describe in detail the different types of Services to be provided under that Statement of Work. A schedule attached to this Statement of Work only applies to the relevant project to be delivered under that Statement of Work, and not to any other Statement of Work, or to the provision of the Services as a whole.

## Where a Statement of Work would result in:

## a variation of the Services procured under this Order Contract;

## an increase in the Charges agreed under this Order Contract; or

### a change in the economic balance between the Parties to the detriment of the Client that is not provided for in this Order Contract, the relevant term(s) will be dealt with as a proposed Variation to this Order Contract in accordance with the Variation procedure set out in Clause 24.

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| **Project:** | *The Covid-19 Public Inquiry requires the delivery of around 300 community listening events across the UK, to enable people to share their experiences of the pandemic in-person in their local communities. The events will be part of the Inquiry's UK-wide listening exercise, Every Story Matters.* |
| **Project start Date**  **Notice period for cancellation**  **[Project Notice Period]:** | *Contract Start Date 27 September 2023 (Pilot starting Nov 2023)* |
| **Overarching Brand/Campaign** | This will be part of the Every Story Matters brand and overarching campaign. |
| **Goods or Services** | * Delivery of a pilot series of events across 15 locations, with at least one event in Northern Ireland, one in Scotland and one in Wales. The Client requires a range of public and smaller closed targeted events with specific groups. * Facilitation of trauma-informed conversations at public and targeted events. * Venue hire and refreshments across the 15 locations. * Outreach and marketing to drive participation in events as set out in section 5.4 of Attachment 3 Statement of Requirements. * Account management for the programme of events as set out in section 6.1 of Attachment 3 Statement of Requirements. * Analysing and summarising themes arising from events, writing up the summaries of each event and all events into a Word document report. * Evaluating the event’s success as per section 6.19-6.23 of Attachment 3 Statement of Requirements and writing up an evaluation report to communicate recommendations. * Production of necessary collateral for events e.g. stands or other branded material. * Event set up, dismantling, transportation and storage.   If contract is extended:   * Planning, delivery and marketing of up to a maximum of 300 UK Covid-19 Inquiry in-person listening events across the geography of the UK, with the aim of reaching 30,000 members of the public in total.   The Client’s use of the Goods or Services will be subject to any third-party usage rights which are notified to the Client in accordance with this Order Contract. |
| **Project Plan:** | * The Supplier shall provide a test-and-learn pilot phase from October-February 2023 and continuous evaluation of events, to enable iteration of the approach throughout the lifetime of the listening programme. * If the contract extensions are applied, the Supplier shall then host a maximum 300 events over 3 years, planning events’ schedule 6 months at a time. |
| **Contract Charges:** | *The Client shall pay the Agency the sum of £632,418.36 for delivery of these Services that make up the first 6 month pilot phase.*  *If all contract extensions are granted, the maximum value of this contract is £1,888,098.60.*  *The Contract Charges shall be calculated using the daily charge of rates shown in Annex A provided that the total contract charges shall not exceed £632,418.36 for the first six months. If extensions are granted, the contract will not exceed £1,888,098.60 across the 2.5 years. For the avoidance of doubt the contract shall be inclusive of all third-party costs.* |
| **Client Assets:** | *N/A* |
| **International locations:** | *N/A* |
| **Client Affiliates:** | *N/A* |
| **Special Terms:** | *N/A* |
| **Key Individuals:** | *TBD during mobilisation* |
| **Authorised Agency Approver:** | Redacted Under FOIA, Section 40, Personal Information |
| **Authorised Client Approver:** | Redacted Under FOIA, Section 40, Personal Information |

Signed by: Redacted Under FOIA, Section 40, Personal Information

by (print name): Redacted Under FOIA, Section 40, Personal Information

As Agency Authorised Approver for and on behalf of

[Agency] Redacted Under FOIA, Section 40, Personal Information

Redacted Under FOIA, Section 40, Personal Information

Signed by: Redacted Under FOIA, Section 40, Personal Information

by (print name) Redacted Under FOIA, Section 40, Personal Information

As Client Authorised Approver for and on behalf of

[Client] Redacted Under FOIA, Section 40, Personal Information

Redacted Under FOIA, Section 40, Personal Information