

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 Communications Marketplace RM6124 between CCS and the Agency, dated 23/11/2022.

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:	Bravo ecm 66322
From:	Defra Group Communications ("Client")
To:	SBW ADVERTISING LIMITED Company number 05051760 ("Agent") Registered office address The Coach House 26 Oakfield Road, Clifton, Bristol, England, BS8 2AT

Order Start Date:	23/11/2022
Order Expiry Date:	End date of Initial Period 31 March 2023
Order Initial Period:	Four months
Order Optional Extension Period:	None

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:	
Guarantor(s)	N/A

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Order Contract Charges (including any applicable discount(s), but excluding VAT):	
Liability	See Clause 11 of the Core Terms Estimated Year 1 Charges:
Additional Insurance Requirements	As standard in the Communications Marketplace RM6124
Client billing address for invoicing:	

Special Terms	none
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PROGRESS REPORT FREQUENCY

report frequency: On the first Working Day of each calendar month]

PROGRESS MEETING FREQUENCY

meeting frequency: Quarterly on the first Working Day of each quarter]

KEY SUBCONTRACTOR(S)

n/a

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

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) n/a]*
 - *[Joint Schedule 7 (Financial Difficulties) n/a]*
 - *[Joint Schedule 8 (Guarantee) n/a]*
 - *Joint Schedule 10 (Rectification Plan)*
 - *Joint Schedule 11 (Processing Data)*
 - *[Joint Schedule 12 (Supply Chain Visibility) n/a]*
 - *Order Schedules for RM6124*
 - *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)]*
 - *[Order Schedule 10 (Exit Management)]*

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- [Order Schedule 13 (Implementation Plan and Testing)]
 - [Order Schedule 14 (Service Levels)]
 - [Order Schedule 15 (Order Contract Management)]
 - [Order Schedule 16 (Benchmarking)]
 - [Order Schedule 17 (MOD Terms) n/a]
 - [Order Schedule 18 (Background Checks) n/a]
 - [Order Schedule 19 (Scottish Law) n/a]
 - [Order Schedule 20 (Order Specification)]
 - [Order Schedule 21 (Northern Ireland Law) n/a]
 - [Order Schedule 23 (HMRC) n/a]
 - CCS Core Terms
4. Joint Schedule 5 (Corporate Social Responsibility) RM6124
 5. 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:	As on bravo	Signature:	As on bravo
Name:		Name:	
Role:		Role:	
Date:		Date:	

ANNEX A

Agency Proposal

See the same document on bravo



agency
submission.pdf

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 23/11/2022

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.

1.1 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.

Project:	Forestry Commission is the government department responsible for protecting, expanding and promoting the sustainable management of woodlands. This requirement is to help support Forestry Commission's objective to protect woodlands. Providing engaging, timely communications to target audiences, and working quickly to address new outbreaks and manage existing threats. An agency is required to design assets/develop key messages to support tree health and incident communications on an adhoc basis.
Project start Date	23 Nov 2022 to 31 March 2023
Notice period for cancellation	Notice period for cancellation is 30 calendar days from the notice issue date
Overarching Brand/Campaign	Forestry Commission Brand guidelines Keep it Clean Biosecurity campaign.
Goods or Services	Services required include: <ul style="list-style-type: none">• Design and creative• Content development• Print production

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- Benchmarking and evaluation

Example materials required include:

- Case studies (print and online)
- Social media graphics
- Leaflets
- Banners
- Event materials
- Supporter packs
- Short videos

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Authorised Client
Approver: