

FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CALL-OFF TERMS

Part 1: Letter of Appointment

LOT 2 – Events

Dear Sirs

Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the Framework Agreement (RM3796) between CCS and the Agency dated 16/01/2017.

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

Order Number:	TBC
From:	Ministry of Defence ("Client")
To:	M Integrated Solutions ("Agent")

Effective Date:	Tuesday 2 nd May 2017
Expiry Date:	End date of Initial Period: Wednesday 1 st August 2017

Services required:	Set out in Section 2 (Services offered) and refined by: the Client's Brief attached at Annex A and the Agency's Proposal attached at Annex B.
Statement of Work	The Parties may enter into such Statements of Work as are agreed between the Parties under Clause 1.2.

Key Individuals:	Agency		
	Name	Role	Contact Details
	Redacted Text		

	Client		
	Name	Role	Contact Details
	Redacted Text		

<p>Call Off Contract Charges (including any applicable discount(s), but excluding VAT):</p>	<p>The contract will be capped at £600,000 however, this value is not guaranteed. The Client will only pay for services delivered as per pre-agreed quotes and plans.</p> <p>The Agency will deliver the service as per the charges detailed in the Campaign Cost table within Annex D however, additional services that have not yet been costed will be charged in line with the discounted rate card provided in Annex D.</p> <p>Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.</p> <p>Payment will be via CP&F.</p> <p>The costs / rates will remain firm for the duration of the contract.</p> <p>Travel and subsistence may be reimbursed if approval is sought prior to incurrence. Any reimbursement made will be at cost in line with the Framework terms and conditions The Agency must utilise the most economical option available and must provide receipts before payment is made.</p>
<p>Client billing details for invoicing:</p>	<p>Redacted Text</p>

FORMATION OF CALL OFF CONTRACT

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

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

RM3796 – Communication Services
 Letter of Appointment
 Attachment 4

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The Parties hereby acknowledge and agree that this Call-Off 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:

Name and Title:

Signature:

Date:

For and on behalf of the Client:

Name and Title:

Signature:

Date:

ANNEX A

Client Brief

1. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 1.1 In commemoration and celebration of the RAF Centenary the Air Force Board has endorsed a sequence of events, collectively coined the RAF100 Parade, planned as the formal public facing ceremonial centrepiece to take place in London on 10 Jul 2018.
- 1.2 The formal commemorative events will include: a Wreath Laying Ceremony at the RAF Memorial on the Embankment; a concurrent Service of Remembrance and Thanksgiving at Westminster Abbey and St Clement Danes Church; a Parade to comprise: Review by Her Majesty The Queen; Flypast; Salute to The Queen and a Reception.
- 1.3 In order to deliver the RAF100 Parade the Client will require the services provided by an Event Management Company (the Agency), which will provide material support such as marquees and seating, but also personnel to liaise and work with the Metropolitan Police, Royal Parks and Transport for London.
- 1.4 Where material assets or stewards for the control and safety of the general public are required the Agency will complete these tasks.

Redacted Text

ANNEX B

Agency Proposal

As per the attached Annex B. Submitted by the Agency via the e-Sourcing Portal on 13th
March 2017

Redacted Text

ANNEX C
Statement of Works
Not used

Part 2: Call-Off Terms

As per attached Call Off Terms

Annex D
Call off Charges

As per attached Annex D. Submitted by the Agency via the e-Sourcing Portal on 13th March 2017

Redacted Text