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 (RM6124) between CCS and the Agency, dated 13 October 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:

Order Number:	C3232				
From:	16 October 2023				
То:	15 April 2024				
Order Start Date:	16 October 2023				
Order Expiry Date:	15 April 2024				
Order Initial Period:	6 months				
Order Optional Extension Period:	N/A				
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.				
Key Staff:	For the Client:				

	For the Agency:
Guarantor(s)	N/A
Order Contract Charges (including any applicable discount(s), but excluding VAT):	£74,440
Liability	See Clause 11 of the Core Terms Estimated Year 1 Charges:
Additional Insurance Requirements	N/A
Client billing address for invoicing:	
Special Terms	See Annex B: Special Terms

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PROGRESS REPORT FREQUENCY

Hold fortnightly update meetings with the IPO, in the form of a Teams call or more frequently if needed.

KEY SUBCONTRACTOR(S)

Please include: n/a

COMMERCIALLY SENSITIVE INFORMATION

Please include: n/a

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

£50.000 + VAT

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 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 3 (Continuous Improvement)
 - o Order Schedule 5 (pricing details)
 - Order Schedule 14 (Service Levels)
 - Order Schedule 15 (Order Contract Management)
- 4. CCS Core Terms
- 5. Joint Schedule 5 (Corporate Social Responsibility) RM6124
- 6. 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:					
Supplier_Signature:					
For and on behalf of the Client:					
Contracting_Authority_Signature:					

ANNEX A

Agency Proposal

See Order Schedule 4 (Proposal).

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 13 October 2023.

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:	Awareness raising of counterfeit beauty and hygiene products. Educating consumers to not buy counterfeits and help them identify counterfeits, and avoid purchasing.					
Project start Date:	16 October 2023. Duration of 06 months. Likely end date 1. April 2024.					
Notice period for cancellation:	Fixed term with no extension unless otherwise agreed.					
Project Notice Period:	Evaluation report to be completed by 28 February 2024.					
Overarching Brand/Campaign:	This campaign is not part of a wider overarching campaign, or specific Government owned brands.					
Goods or Services:	 Produce a draft campaign/communication plan to reach and influence our intended audience Develop campaign materials in partnership with IPO Creative and Print team Deliver campaign to successfully reach and influence our target audience Working effectively with partners including Department for Science, Innovation and Technology, National 					

Trading Standards, Police Intellectual Property Crime Unit (PIPCU), Borderforce Hold fortnightly update meeting, in the form of Teams call or more frequent if needed Produce final evaluation report and presentation on successes of engagement channels, evidence of behaviour changed, and numbers reached for IPO and stakeholders **Project Plan:** Please see Order Schedule 4 (Proposal) **Contract Charges: Client Assets:** IPO Logo International N/A locations: **Client Affiliates:** N/A **Special Terms:** Develop campaign materials in partnership with IPO Creative and Print team. Work effectively with partners including Department for Science, Innovation and Technology, National Trading Standards, Police Intellectual Property Crime Unit (PIPCU), and Borderforce. All digital services/products/reports produced/supplied for the IPO must comply with the Web Content Accessibility Guidelines (WCAG) international standard (2.1 or the most current version) to ensure that government accessibility requirements are met. We would like you to work with the IPO, to enable you to meet these requirements. **Key Individuals:**

Authorised Agency Approver:		
Authorised Client Approver:		