

Schedule 37 Statement of Works for Events

1. Definitions

1.1. In this Schedule, the following words shall have the following meanings and they shall supplement Schedule 1 (Definitions):

1.1.1. **Event Response** means the Supplier's proposal in relation to the Event provided pursuant to clause 3.2 below;

1.1.2. **Events** has the meaning given to it in Schedule 1 (Definitions);

1.1.3. **Events Fixed Fee** has the meaning given to it in Schedule 3 (Charges);

1.1.4. **Events Statement of Work** has the meaning given to it in Schedule 1 (Definitions).

2. Events Statement of Works

2.1. This Schedule sets out the process by which the Buyer shall commission Events under the Events Management Services in relation to the UKP. There is no commitment under this Contract for the Buyer to commission Events. The number and type of Events commissioned by the Buyer during the Contract Period is in its sole and absolute discretion.

2.2. If the Buyer chooses to commission an Event, the Buyer will commission this Event in accordance with the process outlined in section 3 below and the Parties shall agree an Events Statement of Work in relation to that Event and any Events Management Services relating to that Event.

2.3. Any Events Statement of Work must be agreed in writing. Once both Parties have signed an Events Statement of Work, it shall form part of this Contract.

2.4. A schedule attached to an Events Statement of Work only applies to the relevant Event to be delivered under that Events Statement of Work and not to any other Events Statement of Work or to the provision of the Services as a whole.

2.5. Notwithstanding the above, where a Statement of Work would result in a variation to the Contract, an increase in the Charges agreed under this Contract or a change in the economic balance between the Parties to the detriment of the Buyer that is not provided for in this Contract, the relevant term(s) shall be dealt with as a proposed Variation to this Contract in accordance with the Variation Procedure.

3. Process for agreeing an Events Statement of Work

- 3.1. The Buyer will submit a draft Events Statement of Work to the Supplier based on the “Events Statement of Work Template” set out in the Annex to this Schedule detailing the relevant information relating to the Event including but not limited to the Buyer’s budget for the Event, the Deliverables to be provided for the Event and any critical success factors for the Event that will be used to measure Service Level 1 in Schedule 10 (Service Levels).
- 3.2. The Supplier shall promptly and by no later than the “Response Date” listed in the draft Events Statement of Work provided by the Buyer above, provide the Buyer with an Event Response based on the “Event Response Template” set out in the Annex to this Schedule including its proposal for the Event, its proposed Event Fixed Fee for the Event based on rates included in Annex 2 of Schedule 3 (Charges) and any other information requested by the Buyer in its draft Statement of Work.
- 3.3. Following receipt of the Supplier’s Event Response, the Buyer shall:
 - 3.3.1. if it accepts the Event Response, issue a final form Events Statement of Work attaching the Supplier’s Event Response for signature by both Parties; or
 - 3.3.2. notify the Supplier of any concerns it has in relation to the Event Response and ask the Supplier to re-submit its Event Response.
- 3.4. If the Supplier’s Event Response cannot be agreed between the Parties following the process outlined above:
 - 3.4.1. the Buyer reserves the right to procure the Event that is the subject of that Events Statement of Work and Event Response from a third-party supplier and the Supplier must (and must procure that any Subcontractor must), if requested by the Buyer and at no cost to the Buyer, co-operate fully in the re-procurement of that Event to the third party supplier; and
 - 3.4.2. the Buyer will not be liable to pay the Supplier any costs associated with that Events Statement of Work or Event Response nor for any perceived loss of opportunity by the Supplier or any Subcontractor in relation to that Event.
- 3.5. In the event of any inconsistency between the Events Statement of Work and the Supplier’s Event Response attached to it, the terms of the Events Statement of Work will prevail.

4. Other

- 4.1. The Supplier shall provide the Buyer with timesheets for Events which detail actual time used for the Event.

Annex

Events Statement of Work Template

Contact Details			
DBT Employee Name	Insert Name		
DBT Employee Contact Details	Email		
Request Date	Please insert the date you request this work		
Event Details			
Event Code and Title	Please insert Event Code and Title		
Event Date	When is the Event due to take place?		
Event Venue	Where is the Event due to take place?		
Event Type	What type of Event is this? [i.e. in-person, virtual or hybrid] Is this an event related to a VIP/VVIP Visit?		
Description of Event			
About the Event	Please provide a brief overview of the Event: what is the main theme? Why participate? What is on offer?		
Audience Profile	How many people will attend this Event? What is the target audience?		
Programme Outline	Please outline the programme of activities		
Priorities/ Objectives	Please outline our priorities and objectives for this event (please show alignment to Project strategic objectives)		
Stakeholders/ Dignitaries	Please tick all boxes that apply and include descriptions <input type="checkbox"/> Devolved Administrations/ HMTC/ Regions/ TCPs/ External Stakeholders <input type="checkbox"/> VVIPs, Ministers, Perm Secretaries, Trade Envoys or Business Ambassadors		
Messaging and Content			
What are the most important messages that you would like to get across?			
Primary Campaign	Please provide details		
Secondary Campaign (if applicable)	Please provide details		
Key Messages & Proof Points (i.e. most compelling statistics to support each key message)	Please provide details		
Event Stakeholders			
Detailed list of Event Stakeholders			
Stakeholder	Name	Position/ Event Role	Email

Supplier Brief – Event Requirements Overview (Selected from Event Handbook)	
Budget	<i>Please specify the budget for the Event. This should include breakdown of other funding sources. If DBT have delivered this event previously, please specify budget used.</i>
Event Management Services <i>The Supplier will provide a full end-to-end Event Management Services in relation to this Event, from event planning and initiation, through to Event delivery and evaluation including the Deliverables for detailed below:</i>	
Invitations/ Registration	Y/N
Catering	Y/N - Please specify any food and beverage requirements
Venue Layout	Do you need the room to be laid out in a specific way?
Venue Decoration	Y/N - e.g. UK and Japan flags?
Event Production	<i>What Event Production is required? Are any translation services needed i.e. subtitles?</i> <i>Please list any specific equipment needed for the Event, including anything needed to display visuals</i>
Entertainment	Do you need any entertainment? Music
Photographers/ Videographers	Y/N
Translation	Is Translation Required?
Other Deliverables	<i>Please insert any other Deliverables DBT requires to be delivered for the Event so that the Supplier can price for these.</i>
Printing	Y/N - e.g. guest programmes
Other	
Transparency Reports and Performance Monitoring Reports	
Transparency Reports and Performance Monitoring Reports contents	<i>Please detail Transparency Report contents in accordance with table in Schedule 6 (Transparency Reports)</i> <i>Please detail Performance Monitoring Report contents in accordance with table in Schedule 10 (Service Levels)</i>
Critical Success Factors	
Critical Success Factors	<i>Please detail the critical success factors which will be used for Service Level 1 in Schedule 10 (Service Levels)</i>
SOW Misc	
End Date of SOW	<i>Insert the end date for the statement of work. This may be the same as the Event Date.</i>
Ending this SOW without a reason	<i>Insert notice period for ending this statement of work without reason. Please see clause 14.3 of the Core Terms.</i>
Response Date	
Response Due By	<i>Please state the latest date you expect to receive the information from supplier</i>

Supplier Response Template

Details of Deliverables to be provided for the Event	<i>Detail the offering in response to request. Please highlight if there may be issues fulfilling the request.</i>
Plans on security and risk management procedures	<i>Please detail your plans on security and risk management procedures</i>
Event Fixed Fee for the Event	<i>Please provide the proposed fixed fee for the Event which should be based on the rates set out in Annex 2 of Schedule 3 (Charges)</i>
Other	

Approvals

Authorised Buyer Name	
Authorised Buyer Signature	
Date	
Authorised Supplier Name	
Authorised Supplier Signature	
Date	