

AoG Design Services – Design Services Order (DSO)

Guidance for completing a DSO can be found on the final pages of this document.

Part A

For Participating Government Agency (the Client) to complete and send to Provider.

Date	13/06/2022	Service Reference or DSO Number	RRIP creative
Project or Campaign Name	Superannuation - illustration examples and scripts		
Government Agency Name	The Office of the Retirement Commissioner trading as Te Ara Ahunga Ora Retirement Commission		
Contact Name	Anika Forsman		
Contact Title	Director, Stakeholder relations		
Contact Email	[REDACTED]		
Contact Phone	[REDACTED]		
Authorisation Required by	Anika Forsman		
Provider Name	Augusto		
Provider Contact Name	[REDACTED]		
Provider Email	[REDACTED]		

Government Agency to Complete

Schedule of Services	
<i>Briefly outline the Services you are requesting from the Provider. For example: strategy, development and planning, project management, design and production, supplier sourcing and liaison etc.</i>	TAAORC are briefing Augusto to develop the creative concept and design to support the work falling out of the RRIP around growing public awareness and understanding for the value of NZ Super.
Basis of Engagement	
<i>Specify the basis of engagement for these services. For example:</i>	One off campaign project

- One off campaign or project
- Multi-stage campaign
- Partnership arrangement
- A sub group of providers for ongoing requirements

Timing/Timeframes

Indicate the timeframe of engagement or where appropriate commencement dates of campaign or projects.

From June 6 with final delivery of creative concepts by 27 June 2022

Indicative Budgets

Set out campaign or project budgets or annual budget [if known].

Creative concepting \$12,640
 Creative production \$21,533.75
 as per attached estimates

Additional Information

If alternative pricing required such as monthly retainer, fixed fee, Performance measures or special requirements outline here.
 Note: Any completed briefs and cost estimates may be referenced as appendix to this DSO.

Part B

Provider Acceptance.

Conflict of Interest Declaration

I, [REDACTED] have made diligent inquiry whether Augusto has any actual, potential or perceived Conflict of Interest were it to provide the Services described in this Design Services Order and I have disclosed any actual, potential or perceived Conflict of Interest and how it will be managed below:

NIL

Additional Information Required and/or Assumptions Made

NIL

Provider Acceptance

Provider agrees to deliver to the schedule of services under the basis of engagement as outlined in Part A of this DSO.

Name of Authorised Signatory [REDACTED]

Signature	[REDACTED]	Date	Jun 13, 2022
-----------	------------	------	--------------

Part C

Government Agency Acceptance.

Government Agency Acceptance

Client acknowledges any conflicts of interest in Part B and appoints the above named provider to undertake the services under the basis of engagement as outlined in Part A of this DSO and any appended documents signed and referenced to this DSO.

Name of Authorised Signatory Anika Forsman

Signature	[REDACTED]	Date	Jun 14, 2022
-----------	------------	------	--------------

Please send the link below to your agency contacts to complete after each engagement. For long engagements, we recommend sending this at key milestones to seek feedback throughout the engagement.

<https://www.research.net/r/ClientSatisfactionSurvey-AoGcontracts-DSO>

AoG Design Services – Design Services Order Template

For use when varying an DSO only. Do not include in initial DSO.

Part D

Variations to Part A or Part B.

Should the requirements to the Schedule of Services, Basis of Engagement or Conflict of Interest change, a Variation to the original DSO is required. This variation is to be accepted and signed by the client and provider.

Variation Date	
Variation Number	
to ASO Number/Reference	

Details of Variations to DSO

Additional Information Required and/or Assumptions Made
DETAIL ADDITIONAL INFORMATION REQUIRED/ASSUMPTIONS MADE OR ENTER NIL

Provider Acceptance			
Provider agrees to deliver to the schedule of services under the basis of engagement as outlined in Part A of this DSO.			
Name of Authorised Signatory			
Signature		Date	

Government Agency Acceptance			
Client accepts and authorises these variations to the original DSO as outlined and agreed above.			
Name of Authorised Signatory			
Signature		Date	

AoG Design Services – Design Services Order Template

These guidelines are for reference purposes only and do not need to be included in the final document.

Guidelines for Completing Design Services Order

The purpose of the DSO

The purpose of the Design Service Order (DSO) is to detail the information needed at the time when a participating government agency requires the services of one or more panel providers. This requirement may cover a specific duration or period of time, or a particular one-off project, campaign or strategy. Guidance on what constitutes a partnership arrangement and a project or one-off campaign are outlined in the Guide to Selecting Providers document.

How to use the DSO

The information detailed in the DSO should include:

- agency contact name, details, reference number/name
- schedule of services
- the basis of engagement – partnership, project, campaign
- timeframes for delivery – time-bound, campaign commencement, critical dates
- indicative budget if known
- pricing model - hourly rate , fixed fees, alternative or retainer
- individual KPIs that not covered in base agreement
- conflicts of interest
- assumptions made based on requirements
- variation to any of the above

Once the details in the DSO have been agreed to by both parties, all briefing documents, formal estimates, quotes, support documentation as part of the delivery of services can be included (as attachments, appendices or referenced) for purposes of audit, paper-trail, invoicing or reporting as appropriate.

The revised form aims to provide flexibility, ease of use and process. The DSO should be seen as the commitment between parties that denotes obligations and relationships that sit under the base agreement of AoG.