**DPS Schedule 6 (Order Form Template and Order Schedules)**

**Order Form**

ORDER REFERENCE: SR878563876

THE BUYER: HM Revenue and Customs

BUYER ADDRESS 100 Parliament Street, London, SW1A 2BQ

THE SUPPLIER: Train Motivate Excel LTD

SUPPLIER ADDRESS:1-3. 3rd Floor, Royal Buildings, Victoria Street,

Derby, DE1 1ES

REGISTRATION NUMBER:07819597

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 06/07/2022.

It’s issued under the DPS Contract with the reference number RM6219 for the provision of HMRC and Commonwealth Association for Tax Administrations (CATA) Senior Leadership Programme 2022 SR878563876.

DPS FILTER CATEGORY(IES):

24085

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 Order Form including the Order Special Terms and Order Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6219**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6219**
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 8 (Guarantee)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Order Schedules for RM6219
  + Order Schedule 1 (Transparency Reports)
  + Order Schedule 2 (Staff Transfer)
  + Order Schedule 3 (Continuous Improvement)
  + [Order Schedule 5 (Pricing Details)
  + Order Schedule 7 (Key Supplier Staff)
  + Order Schedule 8 (Business Continuity and Disaster Recovery)
  + Order Schedule 9 (Security)
  + Order Schedule 10 (Exit Management)
  + [Order Schedule 12 (Clustering)
  + Order Schedule 13 (Implementation Plan and Testing)
  + Order Schedule 14 (Service Levels)
  + Order Schedule 15 (Order Contract Management)
  + Order Schedule 16 (Benchmarking)
  + Order Schedule 18 (Background Checks)
  + Order Schedule 20 (Call-Off Specification)
  + Order Schedule 23 (HMRC Terms)
* CCS Core Terms (version 3.0.8)
* Joint Schedule 5 (Corporate Social Responsibility) RM6219
* Call-Off Schedule 4 (Call-Off Tender)

No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

ORDER SPECIAL TERMS

The following Special Terms are incorporated into this Order Contract

Special Term 1: Call-Off Special Schedule 1 (HMRC Mandatory Terms)

ORDER START DATE: 11/07/2022

ORDER EXPIRY DATE: 11/07/2024

ORDER INITIAL PERIOD: 2 Years

ORDER EXTENSION PERIOD: 1 Year

ORDER EXPIRY DATE (INDLUDING EXTENSION): 11/07/2025

DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is XXXXXXXX

ORDER CHARGES

The total contract value is XXXXXXXX

See details in Call-Off Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)]

REIMBURSABLE EXPENSES

"Reimbursable Expenses” means the reasonable out of pocket travel and subsistence (for example, hotel and food) expenses, properly and necessarily incurred in the performance of the Services, calculated at the rates and in accordance with the Customer's expenses policy current from time to time, but not including:

a) travel expenses incurred as a result of Supplier Personnel travelling to and from their usual place of work, or to and from the premises at which the Services are principally to be performed, unless the Customer otherwise agrees in advance in writing; and

b) subsistence expenses incurred by Supplier Personnel whilst performing the Services at their usual place of work, or to and from the premises at which the Services are principally to be performed

PAYMENT METHOD

Monthly Invoices, or as may otherwise be agreed within contract drafting. Purchase Order transfer via HMRC’s SAP Ariba Network.

BUYER’S INVOICE ADDRESS:

Payments will be directed via HMRC SAP Ariba Network.

BUYER’S AUTHORISED REPRESENTATIVE

XXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXX

BUYER’S ENVIRONMENTAL POLICY

Not Applicable

BUYER’S SECURITY POLICY

Appended at Call-Off Schedule 9 (Security)

SUPPLIER’S AUTHORISED REPRESENTATIVE

XXXXXXXXXXXX

XXXXXXXXXXXX

SUPPLIER’S CONTRACT MANAGER

XXXXXXXXXXXX

XXXXXXXXXXXX

PROGRESS REPORT FREQUENCY

Not Applicable

PROGRESS MEETING FREQUENCY

Not Applicable

KEY STAFF

XXXXXXXXXXXX

XXXXXXXXXXXX

KEY SUBCONTRACTOR(S)

Not Applicable

E-AUCTIONS

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

See details in DPS Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS

Not Applicable

ADDITIONAL INSURANCES

Not Applicable

GUARANTEE

Not Applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Order Contract, that it will comply with the social value commitments in Order Schedule 4 (Order Tender)]

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | XXXXXXXXXXXX | Signature: | XXXXXXXXXXX |
| Name: | XXXXXXXXXXXX | Name: | XXXXXXXXXXX |
| Role: | XXXXXXXXXXXX | Role: | XXXXXXXXXXX |
| Date: | XXXXXXXX | Date: | XXXXXXXX |