

DPS Schedule 6 (Order Form and Order Schedules)

Order Form

ORDER REFERENCE:	PS24069 - Euraxess Project
THE BUYER:	Department for Science, Innovation and Technology.
BUYER ADDRESS	1 Victoria Street, London, SW1H 0ET
THE SUPPLIER:	Careers Research and Advisory Centre
SUPPLIER ADDRESS:	22 Signet Court, Swann Road, Cambridge, CB5 8LA
REGISTRATION NUMBER:	008025036
DUNS NUMBER:	226635225

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated Friday, 21st March 2025.

It's issued under the DPS Contract with the reference number RM6126 for the provision of PS24069 - Euraxess Project.

DPS FILTER CATEGORY(IES):
Business Transformation & Change

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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) **RM6126**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6126**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for **PS24008**
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126**
7. Order Schedule 4 (Order Tender) as long as any parts of the Order Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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:

None

ORDER START DATE: Monday, 7th April 2025

ORDER EXPIRY DATE: Friday, 3rd April 2026

ORDER INITIAL PERIOD: 12 Months

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DELIVERABLES

See details in Order Schedule 20 (Order 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 £79,575.00 excluding VAT

In accordance with Clause 11.6, the Supplier's total aggregate liability in each Contract Year under Clause 14.8 is no more than the Data Protection Liability, being £1,000,000.00.

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

The Charges will not be impacted by any change to the DPS Pricing. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Specific Change in Law

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment by BACS within 30 days of invoice receipt

BUYER'S INVOICE ADDRESS:

DSIT c/o UKSBS, Queensway House, West Precinct, Billingham, TS23 2NF
ap@uksbs.co.uk

BUYER'S AUTHORISED REPRESENTATIVE**BUYER'S ENVIRONMENTAL POLICY**

Available online at: <https://www.gov.uk/government/publications/sustainability-in-ukhsa/environmental-policy>

BUYER'S SECURITY POLICY

Available online at: <https://www.gov.uk/government/collections/government-security>

SUPPLIER'S AUTHORISED REPRESENTATIVE

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SUPPLIER'S CONTRACT MANAGER

PROGRESS REPORT FREQUENCY

Fortnightly on the first working day of each cycle

PROGRESS MEETING FREQUENCY

Monthly on the first working day of each cycle

KEY STAFF

As per Order Schedule 7 (Key Supplier Staff)

KEY SUBCONTRACTOR(S)

Not applicable

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

As per 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)