

## DPS Schedule 6 (Order Form and Order Schedules)

### Order Form

ORDER REFERENCE: [REDACTED]

THE BUYER: Civil and Family Legal Aid policy, Ministry of Justice

BUYER ADDRESS 102 Petty France, London, SW1H 9AJ

THE SUPPLIER: East Midlands Business Ltd ('EMB')

SUPPLIER ADDRESS: 5 Merus Court, Meridian Business Park,  
Leicester LE19 1RJ

REGISTRATION NUMBER: 5478619

DUNS NUMBER: 346737419

DPS SUPPLIER REGISTRATION SERVICE ID: FS61748

#### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 6<sup>th</sup> July 2023.  
It's issued under the DPS Contract with the reference number RM6322 for the  
provision of the Legal Aid Training Grant Scheme Intermediary.

DPS FILTER CATEGORY(IES):  
Not applicable

## 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) RM6322
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6322
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 9 (Minimum Standards of Reliability)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Order Schedules for RM6322
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 5 (Pricing Details)
    - Order Schedule 8 (Business Continuity and Disaster Recovery)  
[amended for a Bronze Contract as per paragraph 10 of Part A of that Schedule]
    - Order Schedule 20 (Order Specification)
    - Order Schedule 24 (Intellectual Property Rights)
5. CCS Core Terms (DPS version) v1.0.2
6. Joint Schedule 5 (Corporate Social Responsibility) RM6322
7. Order Schedule 4 (Order 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:

**REDACTED**

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

Crown Copyright 2022

ORDER START DATE: 6<sup>th</sup> July 2023

ORDER EXPIRY DATE: 28<sup>th</sup> November 2025

ORDER INITIAL PERIOD: 29 months

**DELIVERABLES**

See details in Order Schedule 20 (Order Specification)

**MAXIMUM LIABILITY**

[REDACTED]

**ORDER CHARGES**

[REDACTED]

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

[REDACTED]

**BUYER'S INVOICE ADDRESS:**

[REDACTED]

[APinvoices-MOJ-U@gov.sscl.com](mailto:APinvoices-MOJ-U@gov.sscl.com)

[REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**

Available on request

**BUYER'S SECURITY POLICY**

Available on request

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

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

Crown Copyright 2022

**PROGRESS REPORT FREQUENCY**

**[REDACTED]**

**PROGRESS MEETING FREQUENCY**

**[REDACTED]**

**KEY STAFF**

**[REDACTED]**

**KEY SUBCONTRACTOR(S)**

**[REDACTED]**

**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Order Schedule 5 (Pricing Details).

**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:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	[REDACTED]	Date:	[REDACTED]