

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

## Order Form

ORDER REFERENCE: ecm\_10602

THE BUYER: **The Secretary of State for Work and Pensions**

BUYER ADDRESS  
Caxton House  
6 – 12 Tothill Street  
London  
SW1H 9NA

THE SUPPLIER: ECORYS UK Limited

SUPPLIER ADDRESS:  
Albert House  
Quay Place  
92-93 Edward Street  
Birmingham  
B1 2RA

REGISTRATION NUMBER: 01650169

DUNS NUMBER: 227761384

DPS SUPPLIER REGISTRATION SERVICE ID:

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 17 November 2022. It is issued under the DPS Contract with the agreement ID RM6172 for the provision of **Reducing Parental Conflict: Challenge Fund 2** services.

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) **RM6172**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6172**
    - 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 10 (Rectification Plan)
  - Joint Schedule 11 (Processing Data)
  - Joint Schedule 12 (Supply Chain Visibility)
  - Order Schedules for **RM6172**
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 5 (Pricing Details)
    - Order Schedule 6 (ICT Services)
    - 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 13 (Implementation Plan and Testing)
    - Order Schedule 14 (Service Levels)
    - Order Schedule 16 (Benchmarking)
    - Order Schedule 20 (Order Specification)
4. CCS Core Terms (DPS version) v1.0.1
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6172**
6. 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:

- Order Special Schedule 1 (Order Special Terms)

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- Order Special Schedule 2 (Minimum Security Requirements)

ORDER START DATE: 17 November 2022

ORDER EXPIRY DATE: 31 March 2025

ORDER INITIAL PERIOD: 2 years, 4 months and 14 days

OPTIONAL EXTENSION PERIOD: Not applicable

### **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.

### **ORDER CHARGES**

See details in Order Schedule 5 (Pricing Details)

The Charges will not be impacted by any change to the DPS Pricing and are fixed for the Order Period

The Buyer shall pay undisputed sums under this Order Contract in accordance with Clause 4 of the DPS Core Terms (as amended by the Special Terms). The Buyer shall pay all sums by direct credit transfer into a suitable bank account or by other electronic payment methods as appropriate.

### **REIMBURSABLE EXPENSES**

None applicable.

### **PAYMENT METHOD**

Service Period Charges shall be paid in arrears.

Payment will be made following receipt of a Valid Invoice and Supporting Documentation.

### **BUYER'S INVOICE ADDRESS:**

Department for Work and Pensions  
3rd Floor, Companies House,  
Crown Way, Maindy,  
Cardiff  
CF14 3UW  
apinvoices-dwp-u@sscl.gse.gov.uk

### **BUYER'S AUTHORISED REPRESENTATIVE**

Sharon Pooley  
Associate Commercial Specialist

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[Sharon.Pooley1@dwp.gov.uk](mailto:Sharon.Pooley1@dwp.gov.uk)

Caxton House  
6 – 12 Tothill Street  
London  
SW1H 9NA

**BUYER'S ENVIRONMENTAL POLICY**

Available online at: [Environmental and sustainability policy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/environmental-and-sustainability-policy)

**BUYER'S SECURITY POLICY**

Order Special Schedule 2 (Minimum Security Requirements), including its Annexes (as updated from time to time and notified to the Supplier).

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

**PROGRESS REPORT FREQUENCY**

**Monthly:** On the first Working Day of each calendar month

Please see the Specification and DPS Order Schedule 1 (Transparency Reports) for further details of reporting requirements under this Order Contract.

**PROGRESS MEETING FREQUENCY**

**Quarterly:** On the first Working Day of each quarter

**KEY STAFF**

See Annex 1 to Order Schedule 7 (Key Supplier Staff)

**KEY SUBCONTRACTOR(S)**

Not applicable

**E-AUCTIONS**

Not applicable

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**COMMERCIALLY SENSITIVE INFORMATION**

Contained in the table in Joint Schedule 4 (Commercially Sensitive Information).

**SERVICE CREDITS**

Service Credits will accrue in accordance with Order Schedule 14 (Service Levels).

The Service Credit Cap is: **20% of the estimated annual contract Charges.**

The Service Period is one Month

A Critical Service Level Failure is: Supplier performance falling below the Service Level Threshold for any Service Level in accordance with Order Schedule 14, then this would constitute a Critical Service Level Failure.

**ADDITIONAL INSURANCES**

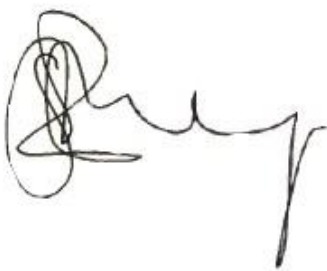
Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:	[REDACTED]	Name:	Sharon Pooley
Role:	[REDACTED]	Role:	Associate Commercial Specialist
Date:	22 November 2022	Date:	17 November 2022