

DPS Schedule 6 (Order Form Template and Order Schedules)

ORDER REFERENCE: [TBC]

THE BUYER: Rural Payments Agency

BUYER ADDRESS: PO Box 69, Reading, RG1 3YD

THE SUPPLIER: [TBC]

SUPPLIER ADDRESS: [TBC]

REGISTRATION NUMBER: [TBC]

DUNS NUMBER: [TBC]

APPLICABLE DPS CONTRACT:

This Order Form is for the provision of the Deliverables and dated [TBC]. It's issued under the DPS Contract with the reference number RM6235 for the provision of Space-Enabled Transformation and Technology.

DPS FILTER CATEGORY(IES):

Not applicable.

ORDER INCORPORATED TERMS:

The following documents are incorporated into this Order Contract. Where numbers are missing the Buyer is not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form.
2. Joint Schedule 1 (Definitions and Interpretation) for RM6235.
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6235:
 - 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).
 - Order Schedule:

- 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 12 (Clustering).
 - Order Schedule 13 (Implementation Plan and Testing).
 - Order Schedule 14 (Service Levels).
 - Order Schedule 15 (Order Contract Management).
 - Order Schedule 20 (Order Specification).
4. CCS Core Terms (DPS version).
 5. Joint Schedule 5 (Corporate Social Responsibility).
 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:

ST1. In accordance with Clause 2.4, the adapted Order Schedules included in this Order Form replace the template Order Schedules included in the DPS Agreement.

ORDER START DATE:	[TBC]
ORDER EXPIRY DATE:	[TBC]
ORDER INITIAL PERIOD:	5 years
ORDER OPTIONAL EXTENSION PERIOD:	2+2+1.

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 £1,000,000.

ORDER CHARGES:

See details in Order Schedule 5 (Pricing Details).

REIMBURSABLE EXPENSES:

See details in Order Schedule 5 (Pricing Details).

PAYMENT METHOD:

The Supplier will issue electronic invoices. The Buyer will pay the Supplier within 30 days of receipt of a valid undisputed invoice. The payment method is BACS. All invoices must include a Purchase Order

BUYER'S INVOICE ADDRESS:

APInvoices-RPA-U@gov.sscl.com.

BUYER'S AUTHORISED REPRESENTATIVE:

[TBC]

BUYER'S ENVIRONMENTAL POLICY:

In performing its obligations under this Contract, the Supplier shall to the reasonable satisfaction of the Buyer comply with the Buyer's Environmental Policy, which is to:

- avoid consumable single use items (including packaging) unless otherwise agreed with the Buyer, and unless the use is primarily related to the management of the Supplier's own facilities or internal operations as opposed to the provision of Deliverables;
- demonstrate that the whole life cycle impacts (including end of use) associated with the Deliverables that extend beyond direct operations into that of the supply chain have been considered and reduced;
- minimise the consumption of resources and use them efficiently (including water and energy), working towards a circular economy including designing out waste and non-renewable resources, using re-use and closed loop systems;
- demonstrate protection of the environment including understanding and reduction of biosecurity risks (which include risks to plant and tree health from harmful pests and diseases), and reducing and eliminating hazardous/harmful substances to the environment and preventing pollution;
- enhance the natural environment and connecting communities with the environment; and
- achieve continuous improvement in environmental (and social) performance.

BUYER'S SECURITY POLICY:

<https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework>.

SUPPLIER'S AUTHORISED REPRESENTATIVE:

[TBC]

SUPPLIER'S CONTRACT MANAGER:

[TBC]

PROGRESS REPORT FREQUENCY:

On the first Working Day of each calendar month.

PROGRESS MEETING FREQUENCY:

Monthly on the first Working Day of each month.

KEY STAFF:

[TBC]

KEY SUBCONTRACTOR(S):

[TBC]

E-AUCTIONS:

Not applicable.

COMMERCIALLY SENSITIVE INFORMATION:

[TBC]

SERVICE CREDITS:

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

The Service Period is one Month.

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).

SIGNATURES:

Signed by an authorised signatory for and
on behalf of the Buyer:

Signature_Buyer:

Signed by an authorised signatory for and
on behalf of the Supplier:

Signature_Supplier: