

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

### Order Form DHSC: ASC: Workforce Reform – Qualifications Design Project

ORDER REFERENCE: C151697

THE BUYER: Secretary of State for Health and Social Care

BUYER ADDRESS 39 Victoria Street, London, SW1H 0EU

THE SUPPLIER: Skills for Care Ltd

SUPPLIER ADDRESS: West Gate, 6 Grace Street, Leeds LS1 2RP

REGISTRATION NUMBER: 03866683

DUNS NUMBER: 238753342

DPS SUPPLIER REGISTRATION SERVICE ID: 10040136

#### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 15th March 2023  
It's issued under the DPS Contract with the reference number RM6219 Learning and Training for the provision of DHSC: ASC: Workforce Reform – Qualifications Design Project

DPS FILTER CATEGORY(IES):  
**Specialist / Niche**

## 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) - as required
    - Joint Schedule 7 (Financial Difficulties) - as required
    - Joint Schedule 8 – Not Used
    - Joint Schedule 9- Not Used
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 – Not Used
  - Order Schedules for C103021
    - Order Schedule 1 – Not Used
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 Not Used
    - Order Schedule 5 (Pricing Details)- Inserted on contract award
    - Order Schedule 6 – Not Used
    - 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 11 – Not Used
    - Order Schedule 12 – Not Used
    - Order Schedule 13 – Not Used
    - Order Schedule 14 – Not Used
    - Order Schedule 15 (Order Contract Management)
    - Order Schedule 16 (Benchmarking)
    - Order Schedule 17- Not Used
    - Order Schedule 18 - Not Used
    - Order Schedule 19 - Not Used
    - Order Schedule 20 (Order Specification) – Inserted on Contract Award
    - Order Schedule 21 - Not Used
    - Order Schedule 22 - Not Used
    - Order Schedule 23 - Not Used
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) RM6219

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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

**NA**

ORDER START DATE: 31st March 2023

ORDER EXPIRY DATE: 31st August 2023

ORDER INITIAL PERIOD: 5 Months

### 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 £214,384.00

### 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:

- Indexation
- Specific Change in Law
- Benchmarking using Order Schedule 16 (Benchmarking)

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

All invoices must be send quoting a valid Purchase Order number.

DHSC is [REDACTED]

Within 10 Working Days of receipt of your countersigned copy of the Contract, we will send you a unique Purchase Order number (the "PO Number"). You must be in receipt of a valid PO Number before submitting an invoice.

All invoices must be send quoting a valid PO Number. Every payment request must be accompanied by a current statement of accounts; this is a standard commercial process and should show all invoices raised and amounts outstanding. Copy

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invoices requiring payment must be sent with all statement of accounts with supporting documents. The minimum supporting documents required are an invoice and packing list.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Authority Representative). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

If you have a query regarding an outstanding payment, please contact our Accounts Payable section by email to: DHSC is [accountspayable@dhsc.gov.uk](mailto:accountspayable@dhsc.gov.uk)

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

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### **BUYER'S ENVIRONMENTAL POLICY**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/356348/Environmental\\_and\\_sustainability\\_policy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/356348/Environmental_and_sustainability_policy.pdf)

### **BUYER'S SECURITY POLICY**

available online at HMG Security Policy Framework (April 2014) available at <https://www.gov.uk/government/publications/security-policy-framework>, as amended by notification to the Contractor from time to time

### **SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### **SUPPLIER'S CONTRACT MANAGER**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### **PROGRESS REPORT FREQUENCY**

As per Call off Schedule 20 (Specification)

### **PROGRESS MEETING FREQUENCY**

As per Call off Schedule 20 (Specification)

### **KEY STAFF**

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As per call off schedule 7

Role	Name	Contact Information	% of Time on Project
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]			
[REDACTED]			
[REDACTED]			
[REDACTED]			
[REDACTED]			
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]			

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istered [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]			
[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]

**KEY SUBCONTRACTOR(S)**

National Care Forum on behalf of Digital Social Care

**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Supplier's Commercially Sensitive Information as per Joint Schedule 4

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements)

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

<https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts> - The Social Value Model

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments below:

Theme 5 – Social Value Model Health and Wellbeing.

Report on the following:

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- Percentage of all companies in the supply chain under the contract to have implemented measures to improve the physical and mental health and wellbeing of employees.
- Percentage of all companies in the supply chain under the contract to have implemented the 6 standards in the Mental Health at Work commitment. [The Mental Health at Work Commitment – Mental Health At Work](#)
- Number of companies in the supply chain under the contract to have implemented the 6 standards in the Mental Health at Work commitment.
- Percentage of all companies in the supply chain under the contract to have implemented the mental health enhanced standards, for companies with more than 500 employees, in Thriving at Work. [Thriving at Work: a review of mental health and employers - GOV.UK \(www.gov.uk\)](#)
- Number of companies in the supply chain under the contract to have implemented the mental health enhanced standards, for companies with more than 500 employees, in Thriving at Work

For and on behalf of the Supplier:		For and on behalf of the Secretary of State for Health and Social Care:	
			