

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **CCCC21A20**

THE BUYER: Home Office

BUYER ADDRESS 2 Marsham Street, London, SW1P 4DA

THE SUPPLIER: Arc Legal Assistance Limited

SUPPLIER ADDRESS: The Gatehouse, Lodge Park, Lodge Lane,
Colchester CO4 5NE

REGISTRATION NUMBER: 4672894

DUNS NUMBER: 733994938

DPS SUPPLIER REGISTRATION SERVICE ID: N/A

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 14th June 2021
It is issued under the DPS Contract with the reference number RM6138 for the
provision of Insurance 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) RM6138
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6138
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 5 (Corporate Social Responsibility)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for RM6138
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 4 (Order Tender)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 13 (Implementation Plan and Testing) – Not Used
 - Order Schedule 14 (Service Levels)
 - Order Schedule 20 (Order Specification)

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

None

ORDER START DATE: 1st July 2021

ORDER EXPIRY DATE: 30th June 2022

ORDER INITIAL PERIOD: 12 Months

ORDER OPTIONAL EXTENSION 12 Months

DPS Ref: RM6138

Model Version: v1.1

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2020

PERIOD

MINIMUM NOTICE PERIOD FOR 90 Days
NO-FAULT BUYER TERMINATION

DELIVERABLES

Option B: See details in Order Schedule 20 (Order Specification)

ADDITIONAL SITE REQUIREMENTS

Not Applicable

MAXIMUM LIABILITY

The Indemnity Limit should be for £100,000 for each insured incident. The Home Office does not accept any liability beyond that covered by the insurance policy.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £80,299.99 Estimated Charges in the first 12 months of the Contract.

PRICING APPROACH – Fixed Price

ORDER CHARGES

Option B: See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

The insurance will be paid on receipt of agreed management information confirming acceptable performance of the contract, where applicable.

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice must include a detailed elemental breakdown of services provided and the associated costs.

Invoices should be submitted to: Redacted

BUYER'S AUTHORISED REPRESENTATIVE

Redacted

BUYER'S ENVIRONMENTAL POLICY

N/A

DPS Ref: RM6138

Model Version: v1.1

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2020

BUYER'S SECURITY POLICY

N/A

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted

SUPPLIER'S CONTRACT MANAGER

Redacted

PROGRESS REPORT FREQUENCY

Quarterly

PROGRESS MEETING FREQUENCY

Quarterly

KEY STAFF

Redacted

KEY SUBCONTRACTOR(S)

Reynolds Dawson Solicitors

Address: 34 John Adam Street, London, WC2N 6HW

Contact: Redacted

Irwin Mitchell LLP

Address: Riverside East, 2 Millsands, Sheffield, South Yorkshire, S3 8DT

Contact: Redacted

Irwin Mitchell provide a general legal advice helpline

Irwin Mitchell would be appointed for civil matters

COMMERCIALLY SENSITIVE INFORMATION

Call off tender and pricing details

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not Applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

DPS Schedule 6 (Order Form Template and Order Schedules)
Crown Copyright 2020

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:		Date:	