

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **1.11.4.3920.**

THE BUYER: **Health and Safety Executive**

BUYER ADDRESS **Redgrave Court, Merton Road, Bootle, L20 7HS**

THE SUPPLIER: **Fidus Information Security Limited**

SUPPLIER ADDRESS: **St John's Innovation Centre, Cowley Road, Cambridge, CB4 0WS**

REGISTRATION NUMBER: **10684689**

DUNS NUMBER: **222850531**

DPS SUPPLIER REGISTRATION SERVICE ID: [if known]

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **12th May 2021.**

It's issued under the DPS Contract with the reference number RM3764iii for the provision of Cyber Security Services.

DPS FILTER CATEGORY(IES):
9015

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) RM3764iii
3. The following Schedules in equal order of precedence:

- Joint Schedules for RM3764iii
 - 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 8 (Guarantee)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
- Order Schedules for RM3764iii
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 9 (Security)
 - Order Schedule X (Buyers Security Policy)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 20 (Order Specification)

4. CCS Core Terms (DPS version)

5. Joint Schedule 5 (Corporate Social Responsibility) RM3764iii

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 START DATE: **12th May 2021**

ORDER EXPIRY DATE: **11th May 2023**

ORDER INITIAL PERIOD: **2 Years**

ORDER OPTIONAL EXTENSION **1 Year**

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 **£775 per day.**

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

Recoverable as stated in the DPS Contract

PAYMENT METHOD

All invoices raised must include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases invoices should be submitted to the below e-mail address.

The **Supplier** shall send a copy invoice to the **HSE Contract Manager** identified as authorised representative.

HSE shall make payment of agreed costs, in arrears, within 30 days of the acceptance of the invoice.

Please note: It is extremely important that your invoice is laid out as per the HSE Purchase Order, i.e. Line Numbering and Description.

It must be in pdf format only (flat pdf with no text enabled/embedded/enriched content), using one of the following fonts:-

- TrueType;
- Type 0 (CID); and
- Type 1.

In doing this, you will prevent the invoice being rejected by SSCL.

If you are not advised of the PO No. within **5 working days of contract signature**, then please contact the **HSE authorised representative**, who will be able to provide you with an update and details of when the PO will be sent to you.

Please note: HSE Contracts Team are not always made aware of this PO No. and therefore, to contact them will cause an added delay.

All Invoice queries must, in the first instance be taken up with **HSE's Shared Service Department, SSCL**. They can be contacted on 0345 241 5356 or 0845 2415356 (Option 2). Alternatively, you can email them via has-finance-ap-enquiries@gov.sscl.com

If they are unable to offer you an answer to your queries, then you should contact the **HSE authorised representative** via email, detailing the **Contract Reference No.**, the **PO No. (if you have one)**, and details of what your queries are.

BUYER'S INVOICE ADDRESS:

SSCL

HSE's Shared Services Department

APinvoices-HAS-U@gov.sscl.com

BUYER'S AUTHORISED REPRESENTATIVE:

BUYER'S SECURITY POLICY

Appended at Order Schedule X

SUPPLIER'S AUTHORISED REPRESENTATIVE

SUPPLIER'S CONTRACT MANAGER

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Director of Research and Development	Role:	Contracts Manager
Date:	11 th May 2021	Date:	12 th May 2021

[Buyer guidance: execution by seal / deed where required by the Buyer

JOINT SCHEDULE 11 (Processing Data)



DPS Joint Schedule
11 - Processing Data

ORDER SCHEDULE 5 (Pricing Details and supplier proposal)



Schedule B - Tender
Submission Form - F

ORDER SCHEDULE 9 (Security – Part A for this order form. Part B is not applicable)

DPS Ref: RM3764iii
Model Version: v1.0



DPS Order
Schedule 9 - Security

ORDER SCHEDULE X (Buyers Security Policy)



2020 IT Security
Policy.docx

ORDER SCHEDULE 15 (Order Contract Management)



DPS Order
Schedule 15 - Order

ORDER SCHEDULE 20 (Order Specification)



Schedule A - SSR -
Security Testing - HS