

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

## Order Form

ORDER REFERENCE: **HEE - NHS Health Careers helpline – Research and Insights - CCS RM6126**

THE BUYER: **Health Education England**

BUYER ADDRESS **1st Floor, Blenheim House, Duncombe Street, Leeds, LS1 4PL Insert business address**

THE SUPPLIER: **SOLUTIONS STRATEGY RESEARCH FACILITATION LIMITED**

SUPPLIER ADDRESS: **[REDACTED]**

REGISTRATION NUMBER: **04139118**

DPS SUPPLIER REGISTRATION SERVICE ID: **[REDACTED]**

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **16 December 2022**.

It's issued under the DPS Contract with the reference number **RM6126 Research & Insights** for the provision of **NHS Health Careers helpline – Research and Insight**.

## 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) **RM6126** DPS Contract reference number]
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6126** DPS reference number
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - [Joint Schedule 6 (Key Subcontractors)]
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Order Schedules for **C# TBC** Order reference number
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 3 (Continuous Improvement)
    - [Order Schedule 7 (Key Supplier Staff)]
4. CCS Core Terms (DPS version) v1.0.3
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6126** DPS Contract reference number

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: **11 January 2023**

ORDER EXPIRY DATE: **10 April 2023**

ORDER INITIAL PERIOD: **0 years, 3 months**

## DELIVERABLES

**In line with the service specification**

**Appendix A – Service Specification**

## MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

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The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£57,753 including VAT** Estimated Charges in the first 12 months of the Contract.

**REIMBURSABLE EXPENSES**

**None**

**PAYMENT METHOD**

**BACS payment following invoice**

**In order to be valid for payment invoices raised by the Supplier must:**

- 1. Contain the following information as a minimum:**
- 2. Name the Supplier;**
- 3. Include the Purchase Order number;**
- 4. The Supplier's bank details**
- 5. The email address for financial correspondence;**
- 6. Contain a brief description of Services provided.**
- 7. Be sent by post and addressed to:**

**Health Education England  
T73 Payables F485  
Phoenix House, Topcliffe Lane  
Wakefield  
West Yorkshire, WF3 1WE;**

**or;**

- 8. be emailed to: [REDACTED]**

**BUYER'S INVOICE ADDRESS:**

**Health Education England  
T73 Payables F485  
Phoenix House, Topcliffe Lane  
Wakefield  
West Yorkshire, WF3 1WE**

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

PROGRESS REPORT FREQUENCY

[REDACTED]

PROGRESS MEETING FREQUENCY

[REDACTED]

KEY STAFF

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

KEY SUBCONTRACTOR(S)

[REDACTED]

E-AUCTIONS

**Not applicable**

COMMERCIALLY SENSITIVE INFORMATION

**Not applicable**

SERVICE CREDITS

**Not applicable**

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).

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<b>For and on behalf of the Supplier:</b>	<b>For and on behalf of the Buyer:</b>
	