

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

## Order Form

ORDER REFERENCE: 25968 Journeys to Claiming Personal Independence Payment (PIP)

THE BUYER: Department for Work and Pensions

BUYER ADDRESS Caxton House, Tothill Street, London SW1H 9NA

THE SUPPLIER: Basis Social

SUPPLIER ADDRESS: 264 Banbury Road, Oxford, OX2 7DY

REGISTRATION NUMBER: 13073488

DUNS NUMBER: 227526959

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the call off Deliverables and dated 15<sup>th</sup> January 2024.

It's issued under the Framework Contract with the reference number RM6126 for the Journeys to Claiming PIP contract.

## **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)
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6126 Research & Insights
    - 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)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Order Schedules for RM6126 Research & Insights
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 5 (Pricing Details)
    - 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 14 (Service Levels)
    - Order Schedule 15 (Order Contract Management)
    - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility)
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.

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

Crown Copyright 2021

### **ORDER SPECIAL TERMS**

The following Special Terms are incorporated into this Order Contract

None

ORDER START DATE: 15<sup>th</sup> January 2024

ORDER EXPIRY DATE: 14<sup>th</sup> January 2025

ORDER INITIAL PERIOD: 12 months with option to extend 6 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 £172,594. £43,148.50 is cost for financial year 2023/24 and £129,445.50 in financial year 2024/25

### **ORDER CHARGES**

See details in Order Schedule 5 (Pricing Details)

The Charges can only be changed by agreement in writing between the Buyer and the Supplier.

### **REIMBURSABLE EXPENSES**

None

### **PAYMENT METHOD**

Electronic invoice containing purchase order number Invoice intervals to be agreed with DWP Contract Manager (contact details to be provided)

### **BUYER'S INVOICE ADDRESS:**

Invoices must contain the purchase order number and submitted to SSCL by email to APinvoices-DWP-U@gov.sscl.com. Copy invoice to DWP Contract Manager (contact details to be supplied)

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

**REDACTED**

London, Greater London  
Caxton House SW1H 9NA

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

**REDACTED**

264 Banbury Road Oxford, United Kingdom, OX2 7DY

SUPPLIER'S CONTRACT MANAGER

**REDACTED**

264 Banbury Road Oxford, United Kingdom, OX2 7DY

PROGRESS REPORT FREQUENCY

**Weekly email updates.**

PROGRESS MEETING FREQUENCY

**Weekly meetings. Contract Review meeting quarterly.**

KEY SUBCONTRACTOR(S)

Open Inclusion

30 Stamford St, London SE1 9LQ

Fieldwork and consultancy

Criteria

144 Liverpool Rd, London N1 1LA

Recruitment

COMMERCIALLY SENSITIVE INFORMATION

Qualification envelope, Price schedule, Pricing, – intellectual property Pages 1 to 21  
of the technical submission – intellectual property

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)

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

Crown Copyright 2021

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:	12/01/24	Date:	12/01/2024